

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SECOND SUPERVISORY DISTRICT
COUNTIES OF MONROE AND ORLEANS

Minutes of the Reorganizational Meeting/Regular Meeting of the Board of Cooperative Educational Services, Second Supervisory District of Monroe and Orleans Counties, held on Wednesday, July 11, 2018 at Noon at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present:

John Abbott
Kathleen Dillon
John Heise
George Howard
Dennis Laba

Gerald Maar
Michael May
R. Charles Phillips
Constance Rockow

Staff Present:

Jo Anne Antonacci
Karen Brown, Esq.
Virginia Critchley
Steve Dawe
Tim Dobbartin

Dr. Marijo Pearson
Steve Roland
Dr. Michelle Ryan
Richard White

Guests:

Mark Esposito, Marco Marascio, and David Levchuk (Campus Construction)

Pledge of Allegiance

1. Clerk as Temporary Chairperson

Virginia Critchley, Clerk of the Board, serving as Temporary Chairperson, in accordance with Board Policy #1438, called the meeting to order at Noon.

2. Administration of Oath to Board Members elected in April

John Abbott (Hilton), Michael May (Spencerport), and Constance Rockow (Kendall), who were re-elected to the BOCES Board on April 24, 2018, were administered the oath. After their signatures were affixed, the oaths were filed with the Clerk of the Board.

3. Election of Officers and Administration of Oath

A. President

For the position of President of the Board, C. Phillips nominated Dennis Laba, seconded by G. Maar. There were no further nominations. The vote was taken, and Dennis Laba was elected President of the Board by a unanimous vote of the board members present.

B. Vice President

D. Laba nominated C. Phillips, seconded by G. Maar; G. Howard nominated M. May seconded by C. Rockow. No other nominations were made. The vote was taken. J. Abbott, K. Dillon, J. Heise, D. Laba, G. Maar, and R. Phillips voted for C. Phillips; G. Howard, M. May, and C. Rockow voted for M. May. C. Phillips was elected Vice President of the Board by a vote of 6:3.

4. Administration of Oaths to Elected Officers

Oaths of Office were administered. After their signatures were affixed, the cards were filed with the Clerk of the Board.

At this juncture, President Laba assumed the conduction of the remainder of the meeting.

5. Appointment of Officers, et. al.

Resolved: To approve the following appointments for the 2018-19 school year:

Items 5.1-5.15 were moved by J. Heise, seconded by M. May; passed unanimously.

1. Treasurer	Mary Beth Luther	No extra compensation
2. Assistant Treasurer	Steve Roland	No extra compensation
3. Clerk of the Board and Alternate	Virginia Critchley Sandy Giles (alternate)	\$5,138.37 No extra compensation
4. Internal Claims Auditor and Alternate	Vicki Amoroso Mary Demmans (alternate)	\$31.94/hour No extra compensation
5. Records Retention and Disposition Officer (Public Officers Law 65-a)	Lisa Soggs	No extra compensation
6. Records Access Officer (Public Officers Law 87 1(b) ii)	Virginia Critchley	No extra compensation
7. Records Management Officer (New York Local Government Records Law, Chapter 737, Laws of 1987, Section 57.19)	Mark Laubacher	No extra compensation
8. Registrars of Attendance	Sandy Ballou Cynthia M. Hazen-Williams Gail Moore	No extra compensation
9. Medicaid Compliance Officer	Heather Malone	No extra compensation
10. Purchasing Agent and Alternates	Rose Brennan Deborah Hartung (alternate) Steve Roland (alternate)	No extra compensation
11. Asbestos Designee	Scott Mason	No extra compensation
12. FERPA Compliance (Family Educational Rights Privacy Act)	Lynda VanCoske	No extra compensation
13. Rochester Area Schools Health Plan Designee	Steve Roland Jo Anne Antonacci (alternate)	No extra compensation

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| 14. Rochester Area Schools Health Plan II Designee | Steve Roland
Karen Brown (alternate) | No extra compensation |
| 15. Rochester Area Schools Workers' Compensation Plan Designee | Steve Roland
Karen Brown (alternate) | No extra compensation |

6. Administration of Oaths to Appointed Officers

Oaths were administered to the appointed officers, et. al., who were present; oaths to others administered by the Clerk of the Board prior to initiating duties. After affixing signatures, oaths were filed with the Clerk of the Board.

7. Other Appointments

Resolved: To approve the following appointments for the 2018-19 school year.

Items 7.1-7.19 were moved by J. Abbott, seconded by J. Heise; passed unanimously.

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| 1. BOCES Attorney | Harris Beach, PLLC | Per rate schedule |
| 2. BOCES Attorney | Hodgson Russ, LLP | Per rate schedule |
| 3. BOCES Attorney | Anthony J. Villani, PC | Per rate schedule |
| 4. BOCES Attorney | Woods Oviatt Gilman, LLP | Per rate schedule |
| 5. Extraclassroom Activity Personnel: | | |
| a. SkillsUSA Advisor | Rachael Piccolo | \$1,500 |
| b. Central Treasurer | Mary Ann Knapp | No extra compensation |
| c. Faculty Advisor | Jill Slavny | No extra compensation |
| 6. Independent Auditor | Raymond F. Wager, CPA, PC | \$32,100 |
| 7. Civil Rights Compliance Officers (Title VII, Title IX, ADA & 504) | Karen Brown
Steve Roland | No extra compensation |
| 8. BOCES Physician | Dr. Sarah Marques, MD | \$16,000 |
| 9. Nurse Practitioners | Barbara Swanson
Cynthia Lawrence | No extra compensation |
| 10. Chemical Hygiene Officer and Alternate | Barbara Swanson
Cynthia Lawrence (alternate) | No extra compensation |
| 11. Liaison for Homeless Children & Youth | Philip Ortolani | No extra compensation |

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12. Official to Receive Student Sentence/Adjudication in Criminal/Juvenile Delinquency Proceedings	Timothy Dobbertin	No extra compensation
13. Radiation Safety Officer	Barbara Swanson	No extra compensation
14. Compliance Officer (H.R.)	Karen Brown	No extra compensation
15. Copyright Officer	James Belair	No extra compensation
16. Integrated Pest Management Coordinator (IPM)/Pesticide Representative	Thomas Burke	No extra compensation
17. BOCES-wide Dignity for All Students Act Coordinator	Timothy Dobbertin	No extra compensation
18. School-level Dignity for All Students Act Coordinators:		No extra compensation
Ed Mongold	Regional Summer School (Churchville-Chili Middle School)	
John Clifford	Regional Summer School (Greece Athena High School)	
Timothy Bruner	Credit Recovery Program (Alcott Road Facility)	
Ken Sharp	Extended School Year Program (Spencerport Administration Building & Terry Taylor Elementary)	
Gail Mundt	Extended School Year Program (Gates Chili Armstrong Elementary)	
Philip Ortolani	Extended School Year Program (Greece Craig Hill Elementary)	
Adam Porter	Extended School Year Program Alternative High School	
Robert Nells	Extended School Year Program (Ridgecrest Academy)	
James Jewell	Extended School Year Program Transition Programs (Roberts Wesleyan, Paul Road, Exceptional Children Learning Center, Village Plaza)	
Heather Malone	Preschool	
Adam Porter	Alternative High School	
Nicole Littlewood	Exceptional Children Learning Center	
Maria Tantilto	Therapeutic Day Program (Spencerport Administration Building)	
Rebecca Spence	Therapeutic Day Program (Terry Taylor Elementary)	
Ken Sharp	Therapeutic Day Program (Rochester Tech Park)	
James Jewell	Special Education Transition Programs at Slayton Plaza, Roberts Wesleyan, Golisano Children's Hospital (SEARCH) and Paul Road	
Robert Nells	Ridgecrest Academy	
Robert Hill	WEMOCO	
Martha Willis	Westside Academy	

19. Chief Emergency Officer Christopher Barrow No extra compensation

8. Designations

Resolved: To approve the following designations for the 2018-19 school year:

Items 8.1-8.4 were moved by J. Abbott, seconded by G. Maar; passed unanimously.

1. Official Bank Depositories:

The following banks and trust companies and their affiliated firms are designated for the deposit of Monroe 2-Orleans BOCES funds in accordance with considerations of financial stability. The maximum amount on deposit at any one of the identified financial institutions shall not exceed the amount set by Board regulation.

Name of Institution

Bank of America

Manufacturers and Traders Trust Company (M&T Bank)

J. P. Morgan Chase

2. Official Bank Depositories and Accounts:

John D. Klock Scholarship Fund	J. P. Morgan Chase
Special Aid Checking Account	J. P. Morgan Chase
Payroll Account	J. P. Morgan Chase
Trust and Agency	J. P. Morgan Chase
Occupational Education Savings Account	M&T Bank
Unemployment Insurance Reserve Fund	J. P. Morgan Chase
Money Market Checking - General Fund	J. P. Morgan Chase
Trust & Agency Gift Fund	J. P. Morgan Chase
Capital Fund	M&T Bank
Extraclassroom Activities Money Market Account	M&T Bank
Rochester Area School Health Plan	M&T Bank
Casualty & Liability Reserve	M&T Bank
Trust and Agency – Student Accident	J. P. Morgan Chase
Rochester Area School Worker's Compensation Plan	M&T Bank
Wayne-Finger Lakes Area Worker's Compensation Account	M&T Bank
Dental Insurance Plan	M&T Bank
Flexible Spending Account	M&T Bank
Rochester Area School Health Plan II	M&T Bank and J. P. Morgan Chase
Operational Savings	M&T Bank

3. Official newspaper: The Democrat and Chronicle.

4. Official Bulletin Board for Postings: Main Hallway of Educational Services Center.

9. Authorizations

Resolved: To approve the following authorizations for the 2018-19 school year:

Items 9.1-9.9 were moved by J. Abbott, seconded by G. Maar; passed unanimously.

1. District Superintendent to certify payrolls. Director of Finance as Alternate in the absence of the District Superintendent.

2. District Superintendent to approve part-time personnel at previously approved Board salary/wage rates.
3. District Superintendent to sign and/or approve any and all documents and contracts requiring the signature of the District Superintendent.
4. Approval for Board Members and Administrators to attend meetings of the:
 - Monroe County School Boards Association
 - Orleans County School Boards Association
 - Upstate Institute for School Board & Staff Development (formerly known as Genesee Valley School Boards Institute)
 - New York State School Boards Association
 - National School Boards Association
 - BOCES Educational Consortium
 - American Association of School Administrators
 - American Association of Educational Service Agencies
 - Association for Supervision and Curriculum Development
 - BOCES Conferences
 - Meetings called by the State Education Department
 - Meetings necessary to perform the functions and responsibilities of the board members and administration
5. Establishment of Petty Cash and Change Fund in:

		<u>Designated Persons</u>
1. Administration	\$100.00	Mary Demmans
2. Career/Tech Education (Petty Cash)	\$100.00	Mary Ann Knapp
3. Career/Tech Education (Change)	\$100.00	Mary Ann Knapp
4. Career/Tech Education (Change-Food Service)	\$30.00	Mary Ann Knapp
5. Career/Tech Education (Change-Culinary)	\$50.00	Mary Ann Knapp
6. Career/Tech Education (Change-Baking)	\$30.00	Mary Ann Knapp
7. Science Center Office	\$75.00	Gina Vaccarella
8. Communications/Technology	\$100.00	Lucy Fagan, Trudy Wittman
9. Exceptional Children	\$100.00	Georgeann Beres
10. Westside Academy	\$50.00	Gail Moore
11. Work Activities Center (Change)	\$40.00	Karen Arnold
12. Center for Workforce Development (Change)	\$40.00	Rebecca Bailey, Linda Rice
6. Designation of Treasurer or Assistant Treasurer to sign all checks.
7. President and/or Chief Executive Officer to sign necessary contracts and documents on behalf of the Board of Cooperative Educational Services.
8. Vice President to sign contracts and documents in the absence of the President.
9. District Superintendent or designee to approve all budget appropriations in accordance with Commissioner's Regulations Section 170.2.

10. Bonding of Personnel:

Resolved: To approve the bonding of the District Treasurer, Central Treasurer of Extraclassroom Activity Account, Director of Finance, Assistant Treasurer, and other employees who handle cash to be covered by a \$5,000,000 Public Employees Blanket Bond as amended.

Moved by J. Abbott, seconded by J. Heise; passed unanimously.

11. Approval of Advisory Councils' Membership:

Resolved: To approve membership on the following Advisory Councils for the 2018-19 school year, as recommended by the District Superintendent.

1. Special Education (as presented)
2. Career and Technical Education (as presented)
3. School Library System (as presented)

Moved by J. Abbott, seconded by G. Maar; passed unanimously.

12. Appointment of representatives and alternates to Monroe County School Boards Association Committees:

Resolved: To appoint representatives and alternates to Monroe County School Boards Association Committees, as follows:

1. Labor Relations Committee	<u>Representative/Alternate</u> John Abbott/John Heise
2. Legislation Committee	Dennis Laba/Kathy Dillon
3. Information Exchange Committee	R. Charles Phillips/John Heise

Moved by M. May, seconded by C. Rockow; passed unanimously.

At 12:16 p.m., the Reorganizational Meeting concluded and the Regular Meeting began.

1. Call the Meeting to Order

The meeting was called to order by President Laba at 12:16 p.m.

2. Agenda/Items(s) Modifications

Resolved: To approve the Agenda as modified by adding Item 9.3 Resolution to Approve Administrative Supervisory Association Contract.

Moved by M. May, seconded by J. Abbott; passed unanimously.

3. Approval of Minutes

Resolved: To accept the June 20, 2018 Regular Meeting Minutes as presented.

Moved by K. Dillon, seconded by G. Maar; passed unanimously.

4. Public Interaction

There was no public interaction.

5. Financial Reports

S. Roland reported on the Treasurer's Report, WINCAP Report, Internal Claims Exception Log, and Contractor Report.

Resolved: To approve the Treasurer's and WINCAP Reports as presented.

Moved by J. Abbott seconded by J. Heise; passed unanimously.

6. Audit Committee Update

S. Roland reviewed the June 20, 2018, Audit Committee Minutes which were included in the board packet. We will exercise the internal audit exemption for the 2018-19 school year.

7. Old Business

1. Marco Marascio from Campus Construction gave a capital project update. At 12:41 p.m., Mark Esposito, Marco Marascio, and David Levchuk (from Campus Construction) left the meeting.
2. Board Retreat professional development was discussed. It will be held on Wednesday, October 17 2018, at ESC. From Noon-3pm, the professional development will be with the Board and Cabinet; from 3-6:30pm, the professional development will be with the Board and District Superintendent.
3. Resolved to approve 2018-19 Board Meeting start time at 6:30 p.m. as presented.

Moved by J. Heise seconded by M. May; passed unanimously.

4. The Monday, October 15, 2018 ribbon cutting for the Capital Project Celebration: "Moving Forward Together" was discussed. It will be held from 4:00-6:30 p.m.

8. New Business

1. The Monroe County School Boards Association is soliciting topics for Information Exchange and Labor Relations.
2. Resolved: To accept Lumsden and McCormick's June 30, 2018 Results from Testing Report as presented.

Motion by J. Heise, seconded by M. May; passed unanimously.

9. Personnel and Staffing

1. Resolved: To approve the Personnel and Staffing Agenda as presented.

Moved by J. Abbott, seconded by K. Dillon; passed unanimously.

2. Item 9.2 was moved to after the Executive Session.

3. Resolved: To approve Administrative Supervisory Association Contract as presented.

That the Board approves the Agreement between the District Superintendent of Monroe 2-Orleans BOCES and the Administrative Supervisory Association, for the period of July 1, 2018 – June 30, 2022 as presented.

Moved by J. Abbott, seconded by K. Dillon; passed unanimously.

10. Executive Officer's Report

District Superintendent Jo Anne Antonacci will once again chair the Standards, Instruction, and Accountability (SIA) committee for the New York State District Superintendents. As chair of the SIA, Jo Anne is a member of planning council which has weekly conference calls with Commissioner Elia.

Dr. Marijo Pearson will be chair for the NYSED Staff and Curriculum Development Network (SCDN).

The Milk Audit states very positive reviews for Monroe 2-Orleans BOCES.

District Superintendent Jo Anne Antonacci has been named consultant for the Wayne-Finger Lakes BOCES District Superintendent Search as well as the Gates Chili Central School District Superintendent Search.

Monroe 2-Orleans BOCES is holding Leadership Academy training in the Professional Development Center on Thursday. All nine BOCES 2 components are participating.

District Superintendent called attention to the most recent "Together" publication. This one and the next edition feature student end-of-the-year accomplishments.

11. Committee Reports

There were no committee meetings.

12. Upcoming Meetings/Calendar Events

The various meetings for the upcoming months were listed on the agenda.

13. Other Items

G. Howard attended the New York State School Boards Association reception at the Memorial Art Gallery. He said it was a very nice event.

At 1:28 p.m., a motion was made by J. Heise, seconded by J. Abbott, passed unanimously to have a brief break prior to entering into Executive Session to discuss the employment history of a particular person(s).

Respectfully submitted,

Virginia M. Critchley
Clerk of the Board

14. The Board entered into Executive Session at 1:32 p.m.

Members Present:

Dennis Laba, President
R. Charles Phillips, Vice President
John Abbott
Kathleen Dillon
John Heise

George Howard
Gerald Maar
Michael May
Constance Rockow

Staff Present:

Jo Anne Antonacci
Karen Brown (left at 1:35 p.m.)

Dr. Marijo Pearson (left at 1:35 p.m.)
Steve Roland (left at 1:38 p.m.)

At 2:07 p.m. a motion was made by C. Rockow, seconded by K. Dillon to come out of executive session; passed unanimously.

Resolved: To approve the salary between the District Superintendent and the following individuals for the period of July 1, 2018 – June 30, 2021, as presented:

Karen Brown
Tim Dobbertin
Marijo Pearson
Steve Roland
Michelle Ryan
Lynda VanCoske

Moved by G. Maar, seconded by J. Abbott; passed unanimously.

9.2. Resolved that, pursuant to Education Law Section 1950, the Amendment to Paragraphs 1, 10(a), 12 and 15 of the District Superintendent's current Contract of Employment be approved to the extent required by law as presented.

Moved by G. Maar, seconded by J. Abbott; passed unanimously.

15. Adjournment

At 2:09 p.m., a motion was made by M. May to adjourn meeting, seconded C. Rockow; passed unanimously.

Respectfully submitted,

Jo Anne L. Antonacci
Clerk Pro-Tem