

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 7, 2020 at Noon at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present:

John Abbott
Kathleen Dillon
John Heise
Dennis Laba

Gerald Maar
Michael May
R. Charles Phillips
Constance Rockow

Remote Observer:

Elizabeth VenVertloh

Staff Present:

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

Ian Hildreth
Dr. Marijo Pearson
Steve Roland
Dr. Michelle Ryan

Guests:

Mark Esposito and Joseph Pallatto (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 Reorganizational Meeting to order at Noon.

2. Administration of Oath to Board Members elected in April

Kathleen Dillon (Churchville-Chili) and R. Charles Phillips (Greece), who were re-elected to the BOCES Board on April 28, 2020, were administered the oath; Elizabeth VenVertloh (Wheatland-Chili), who was elected to the BOCES Board on April 28, 2020, was administered the oath on July 1, 2020. 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, Chuck Phillips nominated Dennis Laba, seconded by John Heise. 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

Dennis Laba nominated Chuck Phillips, seconded by John Abbott. There were no further nominations. The vote was taken, and Chuck Phillips was elected Vice President of the Board by a unanimous vote of the board members present.

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 2020-21 school year as presented.

Items 5.1-5.15 were moved by J. Abbott, seconded by J. Heise; 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 (effective 07/01/2020 – 09/28/2020)	\$5,467.19
	Kelly Mutschler (effective 08/24/2020)	\$5,000.00
	Linda Rice (alternate)	No extra compensation
4. Internal Claims Auditor and Alternate	Vicki Amoroso	\$33.47/hour
	Melanie Dickson (alternate)	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
	Kelly Mutschler (effective 09/29/2020)	
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	Jennifer O'Shea	No extra compensation
	Cynthia M. Hazen-Williams	
	Latisha Ferguson (effective 09/03/2020)	
9. Medicaid Compliance Officer	Heather Malone	No extra compensation
10. Purchasing Agent and Alternates	Rose Brennan	No extra compensation
	Deborah Hartung (alternate)	
	Steve Roland (alternate)	
11. Asbestos Designee	Scott Mason	No extra compensation

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| 12. | FERPA Compliance Officer
(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 |
| 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 2020-21 school year as presented.
- Items 7.1-7.20 were moved by M. May, seconded by C. Rockow; 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 | Villani & Grow | 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 | \$32,825 |
| 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	Barbara Martorana	No extra compensation
12. Official to Receive Student Sentence/Adjudication in Criminal/Juvenile Delinquency Proceedings	Timothy Dobbertin	No extra compensation
13. Radiation Safety Officer and Alternate	Barbara Swanson Cynthia Lawrence (alternate)	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
Megan Peters	Regional Summer School (Brockport High School)	
John Clifford	Regional Summer School (Greece Odyssey Academy)	
Jessica Evershed	Credit Recovery Program (Greece Odyssey Academy)	
Ken Sharp	Extended School Year Program (Spencerport Administration Building & Terry Taylor Elementary)	
Gail Mundt	Extended School Year Program (Gates Chili Walt Disney Elementary)	
Philip Ortolani	Extended School Year Program (WEMOCO)	
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	Westview Exceptional Children	
Nicole Littlewood	Exceptional Children Learning Center	
Maria Tantillo	6:1:1 Center-Based Program (Spencerport Administration Building)	
Rebecca Spence	6:1:1 Center-Based Program (Terry Taylor Elementary)	
Sarah Sweeting	6:1:1 Center-Based Program (Rochester Tech Park)	
James Jewell	Special Education Transition Programs at Slayton Plaza, Roberts Wesleyan, Golisano Children's Hospital (SEARCH), Paul Rd	
Robert Nells	Ridgecrest Academy	

Robert Hill
Martha Willis

WEMOCO
Westside Academy

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| 19. Chief Emergency Officer | Douglas Comanzo | No extra compensation |
| 20. Data Protection Officer | Ray Miller | No extra compensation |

8. Designations

Resolved: To approve the following designations for the 2020-21 school year as presented.

Items 8.1-8.4 were moved by K. Dillon, seconded by J. Abbott; 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; J. P. Morgan Chase; J. P. Morgan Securities; Manufacturers and Traders Trust Co. (M&T Bank); Wilmington Trust

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 Accounts	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/J. P. Morgan Chase/J. P. Morgan Securities
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 2020-21 school year as presented.

Items 9.1-9.9 were moved by J. Abbott, seconded by C. Rockow; 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 of organizational memberships and Board Members and Administrators attendance 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	Melanie Dickson
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	Latisha Ferguson (effective 09/03/2020)
11. Hospitality and Applied Skills (Change)	\$40.00	Karen Arnold
12. Center for Workforce Development (Change)	\$40.00	Michael DiPasquale, Stephanie Fien (effective 07/06/2020)
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 presented.
11. Approval of Advisory Councils' Membership:
 Resolved: To approve membership on the following Advisory Councils for the 2020-21 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. Heise, seconded by M. May; passed unanimously.

Moved by G. Maar, seconded by K. Dillon; 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:

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

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

At 12:12 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 12:12 p.m.
2. Agenda/Items(s) Modifications
 There were no agenda modifications.
3. Approval of Minutes
 Resolved: To accept the June 17, 2020 Regular Meeting Minutes as presented.
4. Public Interaction

Moved by C. Rockow, seconded by J. Abbott; passed unanimously.

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

6. Old Business

1. Joseph Pallatto from Campus Construction gave a capital project update. M. Esposito and J. Pallatto left the meeting at 12:26 p.m.
2. The board performed a Second Reading of the District-Wide School Safety Plan (SAVE).

Resolved: To Approve District-Wide School Safety Plan as presented.

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

7. New Business

1. Resolved to approve State Approved Teacher Annual Professional Performance Review (APPR) Plan 2020-2021 as presented.

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

2. Resolved to approve State Approved Principal Annual Professional Performance Review (APPR) Plan 2020-2021 as presented.

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

3. Resolved to approve Amended 2019 Capital Project as presented.

WHEREAS, by resolution adopted July 3, 2019, the Board of the Monroe 2-Orleans Board of Cooperative Educational Services ("BOCES"), approved a capital improvement project (the "Project") consisting of renovations, alterations, and improvements to buildings and facilities located at the BOCES campus at 3589, 3591 and 3599 Big Ridge Road, Spencerport, New York (the "Campus"), including: (1) exterior masonry repair at the CTE North Building; (2) electrical/mechanical modification of the facade at the CTE North Building; and (3) parking lot improvements including asphalt removal and replacement, and storm line repair, including replacement of some catch basins and risers, all at a total estimated cost not to exceed \$3,100,000 with such cost being raised by the expenditure of said amount from BOCES surplus funds previously assigned by the BOCES Board from closed Capital Projects (2012, 2013, 2014), funds to be assigned from the closing of a 2016 capital project, and component district annual capital contributions; and

WHEREAS, by resolution adopted July 3, 2019, the BOCES Board determined that: (1) the Project constituted an "Unlisted" action within the meaning of the New York Environmental Quality Review Act and the regulations of the New York State Department of Environmental Conservation adopted thereunder (6 N.Y.C.R.R. Part 617) (collectively "SEQRA"); and (2) the actions to be undertaken in connection with the Project will not have a significant impact on the environment and issued a "Negative Declaration" under SEQRA to such effect; and

WHEREAS, the BOCES Board wishes to expand the scope of work for such Project to include (1) electrical/mechanical modification of the facade at the CTE South Building; (2) repair and seal the front exterior of the CTE North building; and (3) additional parking lot improvements including asphalt removal and replacement, and storm line repair, including replacement of some catch basins and risers.

NOW, BE IT RESOLVED, that the BOCES Board hereby authorizes the undertaking of the additional work for the Project within the previously approved cost not to exceed \$3,100,000 and the funding of such cost through the expenditure of surplus funds and component district annual capital contributions and within the scope of the prior SEQRA resolution.

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

4. Steve provided an update on current lease negotiations.
5. Resolved to Accept Donation of Carpentry Tools as presented.

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

6. J. Antonacci presented a plaque and pen set from New York State School Boards Association (NYSSBA) to Gerald Maar for reaching a Level 4 Board Lifetime Achievement Award.

8. Personnel and Staffing

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

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

9. Bids/Lease Purchases

1. Resolved to Accept Joint Municipal Cooperative Bidding Program with Eastern Suffolk BOCES as presented.

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the Monroe 2-Orleans BOCES, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

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

10. Executive Officer's Report

The July District Superintendent meeting was held by Zoom. Reopening discussions were held with the NYSED Commissioner. The August District Superintendent meeting will be in person for those able to attend.

Dr. Mendoza continues to participate in weekly Monroe County Council of School Superintendent zoom meetings.

Monroe One District Superintendent Dan White and Monroe 2-Orleans BOCES District Superintendent Jo Anne Antonacci have been requested to serve on the Finger Lakes Reopening Task Force with Regent Wade Norwood and County Executive Adam Bello. In addition, BOCES 2 has a Reopening Task Force. Contact tracing has been implemented at all BOCES 2 sites. School districts are awaiting guidance from the Governor's office in terms of a fall opening of schools.

Both the Brockport and Wheatland-Chili superintendent searches have concluded. Effective July 1, 2020, Mr. Sean Bruno became the new Brockport Central School District Superintendent. Effective August 17, 2020, Dr. Lynda Quick will become the new Wheatland-Chili Central School District Superintendent.

Kelly Mutschler (Ginger Critchley's replacement upon retirement) is planning to attend the August board meeting to shadow Ginger. Kelly's start date is August 24, 2020.

The Annual Report (which typically is available at the Annual Board Meeting) was handed out to board members.

Monroe One District Superintendent Dan White and Monroe 2-Orleans BOCES District Superintendent Jo Anne Antonacci will be presenting at the Monroe County School Boards Association on *The Role of the Superintendent* at the July 18, 2020, Governance Training.

11. Committee Reports

K. Dillon mentioned that Dr. Mendoza provided an update at the Monroe County School Boards Association President's Zoom committee meeting in June.

12. Upcoming Meetings/Calendar Events

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

13. Other Items

There were no other items.

14. Adjournment

At 1:05 p.m., a motion was made by J. Heise to adjourn meeting, seconded C. Phillips; passed unanimously.

Respectfully submitted,

Virginia M. Critchley
Clerk of the Board