

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

**MINUTES**

of the Reorganizational/Regular Meeting held on Wednesday July 12, 2023 at noon at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

**Members Present**

Dennis Laba, President

R. Charles Phillips, Vice President

John Abbott

Cindy Dawson

Kathleen Dillon

Michael May

Heather Pyke

Absent: Trina Lorentz, Gerald Maar

**Staff Present**

Jo Anne Antonacci

Karen Brown

Stephen Dawe

Ian Hildreth

Kelly Mutschler

Steve Roland

Michelle Ryan

Tom Schulte

Lynda VanCoske

1. Clerk as Temporary Chairperson

Kelly Mutschler, 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

Re-Elected Board Members Cindy Dawson (Wheatland-Chili), Kathleen Dillon (Churchville-Chili) and R. Charles Phillips (Greece), together with remaining board members, District Superintendent and officers present, were administered the oath. Trina Lorentz (Holley) and Gerald Maar (Brockport) were absent and will be administered the oath at the August Board Meeting. 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 J. Abbott. 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 - For position of Vice President of the Board, D. Laba nominated Chuck Phillips, seconded by J. 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 Oath 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 time, President Laba assumed the conduction of the meeting.

5. Appointment of Officers, et al.

Resolved: To approve the following appointments for the 2022-23 School year as presented. *Items 5.1-5.15 were moved by J. Abbott, seconded by C. Phillips; passed unanimously.*

1. Treasurer	Jennifer Talbot	No extra compensation
2. Assistant Treasurer	Steve Roland	No extra compensation
3. Clerk of the Board/Alternate	Kelly Mutschler	\$ 5,325.12
	Linda Rice (alternate)	No extra compensation
4. Internal Claims Auditor/Alternate	Vicki Amoroso	
	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)	Kelly Mutschler	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	Jennifer O'Shea Cynthia M. Hazen-Williams Lorraine Bennett	No extra compensation
9. Medicaid Compliance Officer	Heather Malone	No extra compensation
10. Purchasing Agent and Alternates	Wendy Vergamini Deborah Hartung (alternate) Steve Roland (alternate)	No extra compensation
11. Asbestos Designee	Scott Mason	No extra compensation
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 to prior to initiating duties. After affixing signatures, oaths were filed with the Clerk of the Board.

7. Additional Appointments:

Resolved: To Approve the following appointments for the 2023-24 school year as follows:

1. BOCES Attorney	Harris Beach, PLLC	Per rate schedule
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2.	BOCES Attorney	Hodgson Russ, LLP	Per rate schedule
3.	BOCES Attorney	Anthony J. Villani, PC	Per rate schedule
4.	Extraclassroom Activity Personnel:		
a.	SkillsUSA Advisor	Jennifer Probst	\$ 1,642.00
b.	Central Treasurer	Allysia Pogel	No extra compensation
c.	Faculty Advisor	Jill Slavny	No extra compensation
d.	National Technical Honor Society	Melissa Doherty	\$ 619.00
5	External Independent Auditor	Mengel, Metzger, Barr & Co	\$ 33,225.00
6.	Internal Auditor	Lumsden McCormick, CPA	\$ 16,000.00
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	\$ 16,000.00
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	Phil Ortolani	No extra compensation
12.	Official to Receive Student Sentence/Adjudication in Criminal/Juvenile Delinquency Proceedings	Thomas Schulte	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 Travis Sleight (effective 7/19/2023)	No extra compensation
17.	BOCES-wide Dignity for All	Thomas Schulte	No extra compensation

Students Act Coordinator

18. School-level Dignity for All Students Act Coordinators:
- |                               |   |
|-------------------------------|---|
| Alexis Kyle                   | Regional Summer School (Hilton High School)   |
| Scott Mikulski                | Regional Summer School (Greece Olympia Academy)   |
| Dr. John Clifford             | Credit Recovery Program (Greece Athena Academy)   |
| Debi Walton                   | Extended School Year Program (Terry Taylor Elementary)  |
| Robert Nells                  | Extended School Year Program (Ridgecrest Academy)   |
| Heather Malone                | Preschool   |
| Nichole Outhouse<br>(Interim) | Westview Exceptional Children   |
| David Liesegang               | 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)  |
|                               | James Jewell Special Education Transition Programs at Slayton Plaza, Roberts Wesleyan, Golisano Children's Hospital (SEARCH), Paul Rd |
| Robert Nells                  | Ridgecrest Academy  |
| Tony Britt                    | WEMOCO  |
| Martha Willis                 | Westside Academy  |
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 2023-24 school year as presented. *Items 8.1-8.3 were moved by J. Abbott, seconded by K. Dillon; 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  
J. P. Morgan Chase; J. P. Morgan Securities; Manufacturers and Traders Trust Co. (M&T Bank); Wilmington Trust, Five Star Bank, NYCLASS
2. Official newspaper: Democrat and Chronicle
3. Official Bulletin Board for Postings: Main Hallway of Educational Services Center

9. Authorizations:

Resolved: To Approve the following authorizations for the 2023-2024 school year as presented.

*Items 9.1-9.9 were moved by K. Dillon, seconded by M. May; passed unanimously*

1. District Superintendent to certify payrolls. Assistant Superintendent for Finance and Operations 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 Member and Administrator 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>
a. Administration	\$100.00	Melanie Dickson
b. Career/Tech Education (Petty Cash)	\$100.00	Allysia Pogel
c. Career/Tech Education (Change)	\$100.00	Allysia Pogel
d. Career/Tech Education (Change-Food Service)	\$ 30.00	Allysia Pogel
e. Career/Tech Education (Change-Culinary)	\$ 50.00	Allysia Pogel
f. Career/Tech Education (Change-Baking)	\$ 30.00	Allysia Pogel
g. Science Center Office	\$ 75.00	Gina Vaccarella
h. Communications/Technology	\$ 50.00	Lucy Fagan
i. Exceptional Children	\$100.00	Tanya Frank
j. Westside Academy	\$ 50.00	Lorraine Bennett
k. Center for Workforce Development (Change)	\$ 40.00	Nicole Carpenter
l. Café/Coffee Cart(Westview)	\$ 25.00	Kimberly Stephenson

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 District Treasurer, Central Treasurer of Extraclassroom Activity Account, Assistant Superintendent for Finance and Operation, Assistant Treasurer, and other employees who handle cash to be covered by a \$5,000,000 Public Employees Blanket Bond.

Moved by M. May, seconded by K. Dillon; passed unanimously

11. Approval of Advisory Councils' Membership:

Resolved: To approve membership on the following Advisory Councils for the 2023-2024 school year as recommended by the District Superintendent as presented

1. Special Education
2. Career and Technical Education
3. School Library System

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

12. Resolved: To Appoint the following board members were appointed as representatives and alternates to the Monroe County School Boards Association Committees

- |                                   |                       |
|-----------------------------------|-----------------------|
| 1. Labor Relations Committee      | J. Abbott/K. Dillon   |
| 2. Legislation Committee          | K. Dillon/C. Dawson   |
| 3. Information Exchange Committee | C. Dawson/C. Phillips |

Moved by K. Dillon, seconded by C. Phillips; passed unanimously

At 12:10 pm the Reorganizational Meeting Concluded and the Regular Meeting began.

1. The meeting was called to order by President Laba
2. There were no agenda modifications
3. Public Hearing for the 2023-24 Monroe 2-Orleans BOCES District-Wide School Safety Plan (SAVE). There were no public comments

4. Approval of Minutes

Resolved: To Approve the Minutes of the June 21, 2023, Regular Meeting

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

5. There was no public interaction

6. Financial Reports

Resolved: To Accept the Treasurer's Report as presented

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

Resolved: To Accept the WinCap Report as presented

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

7. Audit Committee

Resolved: To Approve the Minutes of the June 21, 2023, Audit Committee Meeting

*Moved by M. May, seconded by C. Phillips; passed unanimously*

8. New Business

1. First Reading 2022-23 District-Wide School Safety Plan (S.A.V.E.)
2. Resolved: To Waive the Second Reading and Approve Policy #6464 - Educational Equity and Excellence Policy  
*Moved by M. May, seconded by J. Abbott; passed unanimously*
3. Resolved: To Accept Test Report for the Year Ending June 30, 2023  
*Moved by M. May, seconded by J. Abbott; passed unanimously*
4. Resolved: To Accept Amended Aramark Contract  
*Moved by J. Abbott, seconded by K. Dillon; passed unanimously*

9. Personnel and Staffing

1. Resolved: To Approve the Personnel and Staffing Agenda as presented  
*Moved by K. Dillon, seconded by J. Abbott; passed unanimously*

10. Bids and Lease/Purchases

There were no bids or lease purchases to approve

11. Executive Officer's Report

The District Superintendent Retreat took place in Lake Placid at the end of June. District Superintendents continued their work with Tangible Development on diversity, equity and inclusion. 2023-2024 committee priorities were set.

The Wayne-Finger Lakes BOCES District Superintendent posting closed on July 10.

The mid-west JMT will be meeting with the Regents this week.

The staffing and recruiting event resulted in some new hires. We are in need of multiple positions. BOCES 4 Science also needs kit processors. We continue to advertise on all platforms.

12. Upcoming Meetings/Calendar Events - the various meetings for the month were listed in the agenda
13. There were no other items
14. Adjournment: At 12:35 p.m. a motion was made by K. Dillon to adjourn the meeting; seconded by C. Phillips; passed unanimously

Respectfully Submitted



Kelly Mutschler  
Clerk of the Board