

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

Minutes of the Reorganizational/Regular Meeting of the Board of Cooperative Educational Services, Second Supervisory District of Monroe and Orleans Counties, held on July 13, 2022 at Noon. at the Richard E. TenHaken Educational Services Center, 3599 Big Ridge Road, Spencerport, NY 14459

Members Present:

Dennis Laba, President	Cindy Dawson
R. Charles Phillips, Vice President	Heather Pyke
John Abbott	

Staff Present:

Jo Anne Antonacci	Kelly Mutschler
Karen Brown, Esq.	Steve Roland
Stephen Dawe	Dr. Michelle Ryan
Marijo Pearson	Thomas Schulte

Pledge of Allegiance

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

John Abbott (Hilton), Cindy Dawson (Wheatland-Chili), Heather Pyke (Kendall), were administered the oath. Trina Lorentz (Holley) elected April 28, 2022 was 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
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2. Assistant Treasurer	Steve Roland	No extra compensation
3. Clerk of the Board and Alternate	Kelly Mutschler Linda Rice (alternate)	\$ 5,325.12 No extra compensation
4. Internal Claims Auditor and 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. Other Appointments

Resolved: To Approve the following appointments for the 2022-23 school year as presented.

- |     |  |   |                       |
|-----|--|---|-----------------------|
| 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  | Jennifer Probst                                 |                       |
| b.  | Central Treasurer  | Mary Ann Knapp                                  | No extra compensation |
| c.  | Faculty Advisor  | Jill Slavny                                     | No extra compensation |
| d.  | National Technical Honor Society   | Jennifer Merkel                                 | \$ 619                |
| 6.  | External Independent Auditor   | Mengel, Metzger, Barr & Co                      | \$ 33,850             |
| 7.  | Internal Auditor   | Lumsden McCormick, CPA                          | \$ 15,300             |
| 8.  | Civil Rights Compliance Officers (Title VII, Title IX, ADA & 504)                              | Karen Brown<br>Steve Roland                     | No extra compensation |
| 9.  | BOCES Physician  | Dr. Sarah Marques, MD                           |                       |
| 10. | Nurse Practitioners  | Barbara Swanson<br>Cynthia Lawrence             | No extra compensation |
| 11. | Chemical Hygiene Officer and Alternate   | Barbara Swanson<br>Cynthia Lawrence (alternate) | No extra compensation |
| 12. | Liaison for Homeless Children & Youth  | Phil Ortolani                                   | No extra compensation |
| 13. | Official to Receive Student Sentence/Adjudication in Criminal/Juvenile Delinquency Proceedings | Thomas Schulte                                  | No extra compensation |
| 14. | Radiation Safety Officer and Alternate   | Barbara Swanson<br>Cynthia Lawrence (alternate) | No extra compensation |
| 15. | Compliance Officer (H.R.)  | Karen Brown                                     | No extra compensation |
| 16. | Copyright Officer  | James Belair                                    | No extra compensation |

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|---|---|-----------------------|
| 17. Integrated Pest Management Coordinator (IPM)/Pesticide Representative | Thomas Burke  | No extra compensation |
| 18. BOCES-wide Dignity for All Students Act Coordinator                   | Thomas Schulte  | No extra compensation |
| 19. School-level Dignity for All Students Act Coordinators:               |   | No extra compensation |
| Torrey Pietarinen   | Regional Summer School (Brockport High School)  |                       |
| John Clifford   | Regional Summer School (Greece Odyssey Academy)   |                       |
| Marcy Tilson  | Regional Summer School (Paul Rd. Elementary School)   |                       |
| Tami Keiser   | Regional Summer School ( Hilton Village Elementary School)  |                       |
| 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 (Churchville- Chili)   |                       |
| 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   |                       |
| Nicole Littlewood   | Westview Exceptional Children   |                       |
| Robert Nells  | 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  |                       |
| 20. Chief Emergency Officer   | Douglas Comanzo   | No extra compensation |
| 21. Data Protection Officer   | Ray Miller  | No extra compensation |

8. Designations

Resolved: To Approve the following designations for the 2022-23 school year as presented. Items 8.1-8.3 were moved by J. Abbott, seconded by H. Pyke; 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

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 2022-23 school year as presented Items 9.1-9.9 were moved by J. Abbott, seconded by H. Pyke; 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>
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
9. Exceptional Children	\$100.00	Tanya Frank
10. Westside Academy	\$50.00	Lorraine Bennett
11. Center for Workforce Development Change)	\$40.00	Nicole Carpenter

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 C. Phillips, seconded by J. Abbott; passed unanimously.

11. Approvals of Advisory Councils' Memberships

Resolved: To approve membership on the following Advisory Councils for the 2022-23 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 H. Pyke, seconded by C. Dawson; passed unanimously.

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

	<u>Representative/Alternate</u>
1. Labor Relations Committee	J. Abbott/K. Dillon
2. Legislation Committee	K. Dillon/C. Dawson
3. Information Exchange Committee	C. Dawson/ Alternate not appointed

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 Dennis Laba.

2. Agenda Item(s) Modifications – there were no agenda modifications

3. Public Hearing 2021-22 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 15, 2022 Regular Meeting Minutes Moved by

C. Phillips, seconded by J. Abbott; passed unanimously

5. Public Interaction

There was no public interaction

6. Financial Reports

Resolved: To Accept the Treasurer's Report and WinCap Report as presented

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

7. Old Business

1. Board Photos – Board photos will be taken at the September 21, 2022 meeting. Board members were asked to mark their calendars for a group photo at that time.
2. The timing and format of the Annual Retiree Event was discussed. It was decided the event will continue.

8. New Business

1. Resolved: To Approve State Approved Teacher Annual Professional Performance Review (APPR) Plan 2022-23  
Moved by J. Abbott, seconded by H. Pyke; passed unanimously
2. Resolved: To Approve State Approved Principal Annual Professional Performance Review (APPR) Plan 2022-23  
Moved by J. Abbott, seconded by C. Dawson; passed unanimously
3. First Reading of District-Wide School Safety Plan (SAVE)  
The board reviewed the District-Wide School Safety Plan (SAVE) and will perform a Second Reading at the August Board Meeting.
4. Board Photos – A plan for board member portraits and group photo was discussed and scheduled.
5. Resolved: That the Board Approves the lease between Monroe 2-Orleans BOCES and Precision Properties, LLC at 3625 Buffalo Road, Rochester, NY 14624  
Moved by J. Abbott, 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 C. Dawson; passed unanimously
2. Resolved: That the Board approves the Agreement between the District Superintendent of Monroe 2-Orleans BOCES and the Monroe 2-Orleans BOCES Administrative Supervisory Association, for the period of July 1, 2022 – June 30, 2025, as presented.  
Moved by J. Abbott, seconded by C. Dawson; passed unanimously

10. Bids/Lease Purchases – none

11. Executive Officer's Reports

District Superintendent Retreat took place in Long Island at the end of June. Sessions focused on DEI training and stages of implementation, staffing, and improvements on certifications.

After 6 years as chair of the SIA Committee, District Superintendent Jo Anne Antonacci passed the baton and took on the chair responsibilities of the Preschool Rate Setting Committee. The July DS Meeting will be August 1-2 in Saratoga Springs. This will be the

last meeting in Saratoga. Meetings will move back to Albany in September.

Chiefs discussed staffing challenges at their meeting last week. Also discussed was the addition of security staff structured meetings concentrating on safety and security measures. District Superintendent Jo Anne Antonacci offered tours to districts in the summer. Boards can call district clerk, Kelly Mutschler to arrange.

CTE award ceremony was held without the extreme weather that was predicted. The Gates Chili Campus Field was a great venue. Monroe 2-Orleans BOCES Dr. Michael C. O’Laughlin Outstanding Senior Award recipient, Holden Hewlett (Churchville-Chili), was chosen to speak at the ceremony and did a wonderful job representing his classmates. Other events in June included the Project Search Graduation and various preschool/school age graduation and reception ceremonies across the districts.

12. Upcoming Meetings/Calendar Events: The various meetings for the month were listed in the Agenda
13. Other Items: Opening Day is September 6, 2022 at 11:30 in the Educational Services Center PDC.
14. Executive Session: At 12:47 p.m., a motion was made by C. Phillips, seconded by C. Dawson to adjourn to Executive Session; passed unanimously.

Respectfully Submitted

  
Kelly Mutschler  
Clerk of the Board

Members Present

Dennis Laba, President	Cindy Dawson
R. Charles Phillips, Vice-President	Heather Pyke
John Abbott	

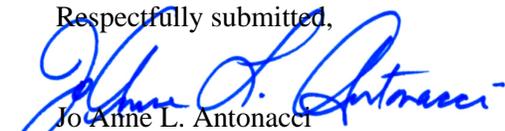
Staff Present

Jo Anne Antonacci	Steve Roland
Karen Brown	Michelle Ryan
Marijo Pearson	Tom Schulte

At 1:17 a motion was made by C. Dawson to come out of executive session, seconded by J. Abbott; passed unanimously.

1. Adjournment - At 1:17 p.m. a motion was made by C. Dawson to adjourn the meeting, seconded by C. Phillips; passed unanimously.

Respectfully submitted,

  
Jo Anne L. Antonacci  
Clerk Pro Tem