

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 14, 2021 at 3:00 p.m. at the Ridgemont Country Club, 3717 W Ridge Rd, Rochester, NY 14626.

Members Present:

Dennis Laba, President	Gerry Maar
R. Charles Phillips, Vice President	Michael May
John Abbott	Mark Porter
Cindy Dawson	Heather Pyke
Kathleen Dillon	

Staff Present:

Jo Anne Antonacci	Ian Hildreth
Karen Brown, Esq.	Kelly Mutschler
Stephen Dawe	Steve Roland
Tim Dobbertin	Dr. Michelle Ryan

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 3:00 p.m.
2. Administration of Oath to Board Members elected in April  
John Abbott (Hilton), Cindy Dawson (Wheatland-Chili), Michael May (Spencerport), Mark Porter (Holley) and Heather Pyke (Kendall), elected April 28, 2021, were administered the oath. 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 2021-22 School year as presented.

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

- |   |   |                                       |
|---|---|---------------------------------------|
| 1. Treasurer  | Jennifer Talbot   | No extra compensation                 |
| 2. Assistant Treasurer  | Steve Roland  | No extra compensation                 |
| 3. Clerk of the Board and Alternate   | Kelly Mutschler<br>Linda Rice (alternate)                               | \$5,160.00<br>No extra compensation   |
| 4. Internal Claims Auditor and Alternate  | Vicki Amoroso<br>Melanie Dickson (alternate)                            | \$34.54/hour<br>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<br>Cynthia M. Hazen-Williams<br>Lorraine Bennett        | No extra compensation                 |
| 9. Medicaid Compliance Officer  | Heather Malone  | No extra compensation                 |
| 10. Purchasing Agent and Alternates   | Rose Brennan<br>Deborah Hartung (alternate)<br>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<br>Jo Anne Antonacci (alternate)                           | No extra compensation                 |
| 14. Rochester Area Schools Health Plan II Designee  | Steve Roland<br>Karen Brown (alternate)                                 | No extra compensation                 |
| 15. Rochester Area Schools Workers' Compensation Plan Designee  | Steve Roland<br>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 2021-22 school year as presented.

Items 7.1-7.20 were moved by K. Dillon, seconded by J. Abbott; passed unanimously.

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	\$1,500
b. Central Treasurer	Mary Ann Knapp	No extra compensation
c. Faculty Advisor	Jill Slavny	No extra compensation
6. Independent Auditor	Mengel, Metzger, Barr & Co	\$33,645
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	Phil Ortolani	No extra compensation
12. Official to Receive Student Sentence/Adjudication in Criminal/Juvenile Delinquency Proceedings	Timothy Dobbartin	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
Erik Deisinger	Regional Summer School (Brockport High School)	
John Clifford	Regional Summer School (Greece Odyssey Academy)	
Meghan Loveless	Regional Summer School (Paul Rd. Elementary School)	
Kara Reidy-Vedder	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	
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)	
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 2021-22 school year as presented.

Items 8.1-8.3 were moved by M. May, 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

Bank of America; 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 2021-22 school year as presented

Items 9.1-9.9 were moved by M. Porter, seconded by K. Dillon; 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. Hospitality and Applied Skills (Change)	\$40.00	Samantha Fowler
12. Center for Workforce Development (Change)	\$40.00	Michael DiPasquale
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 K. Dillon, seconded by J. Abbott; passed unanimously.

11. Approvals of Advisory Councils' Memberships

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 K. Dillon, seconded by M. Porter; 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/C. Phillips

At 3:12 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 – Old Business Item 7.1 was removed and New Business Item 8.7 was added.
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 16, 2021 Regular Meeting

Minutes Moved by K. Dillon, 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 M. Porter; passed unanimously

7. Old Business

1. None

8. New Business

1. Resolved: To Approve Teacher Annual Professional Performance Review Directed/Self- Directed Process 2021-23 Manual

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

2. Resolved: To Approve State Approved Teacher Annual Professional Performance Review (APPR) Plan 2021-22

3. Resolved: To Approve State Approved Principal Annual Professional Performance Review (APPR) Plan 2021-22

8.2-3 Moved by J. Abbott, seconded by M. Porter; passed unanimously

4. 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.

5. Monroe County School Boards Association (MCSBA) CRT Training discussion

6. Board Photos – A plan for board member portraits and group photo was discussed and scheduled.

7. 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 K. Dillon; passed unanimously

2. Resolved: That the Board approve the following substitute/per diem/hourly pay rates effective July 1, 2021:

Cleaner substitute	\$13.00/hour
Clerical substitute	\$13.00/hour
Clerical substitute who is a BOCES 2 retiree	\$15.00/hour
College Co-op student	\$15.00/hour
Interpreter substitute	\$32.45/hour
Interpreter substitute – RID certified	\$34.61/hour
Job Training Specialist substitute	\$14.50/hour
Licensed Practical Nurse substitute	\$20.01/hour
Notetaker substitute	\$13.00/hour
Registered Nurse substitute	\$30.05/hour
Sign Skills Coach substitute	\$14.62/hour
Student Behavioral Assistant substitute	\$14.50/hour
Student Behavioral Assistant substitute who is a BOCES 2 retiree	\$16.50/hour
Student Helper	\$12.50/hour
Teacher substitute per diem	
Uncertified teacher	\$90/day
Certified teacher	\$110/day
Teacher Immersion Fellows	\$100/day
Teacher Aide substitute	\$13.00/hour
Teacher Aide substitute who is a BOCES 2 retiree	\$15.00/hour
Tutor	\$18.20/hour

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

10. Bids/Lease Purchases – none

11. Executive Officer's Reports

NYSED Senior Deputy Commissioner James Baldwin was appointed effective July 1. Mr. Baldwin is a retired District Superintendent with a clear understanding of the role. Current District Superintendents are looking forward to working with him.

District Superintendents are working with Natalie McGee – a national consultant in the area of diversity, equity, and inclusion.

Summer school began with a staff shortage, with 1:1 aides being the hardest hit. District Superintendent Jo Anne Antonacci complimented Assistant Superintendent for Instructional Programs Tim Dobbartin for his countless hours of work and efforts in getting the program up and running. Despite early difficulties, BOCES 2 has an Extended School Year program at Churchville-Chili Middle School and Regional Summer School programs in Brockport and Greece Athena Middle and High Schools. For the first time in 11 years, BOCES 2 has 2 elementary programs – Gates Chili Paul Road Elementary and Hilton Village Elementary.

Educational Foundation Board has met and set a date for the Foundation Celebration and Fundraiser. The event will take place at Ridgmont Country Club on November 13, 2021 – in person. Last year the Foundation provided \$5,000.00 scholarships to 16 students and a \$500 award to one student. The Foundation Board is working on getting commitments from potential sponsors and donors and appreciates all advocacy.



The Opening Day Committee will be headed by Karen Brown. Opening Day ceremony will be September 7, 2021. The committee is looking for a venue to be able to accommodate 800 people and observe social distance protocols.

Tom Schulte has indicated that the Adult Ed CDL students may be certified by the end of July. There remains a severe shortage of bus drivers in most school districts

Monroe County School Boards Association held its Governance Training for New Board Members in June. Newly elected BOCES 2 Board member, Heather Pyke, attended. BOCES trustee Kathy Dillon and District Superintendent Jo Anne Antonacci were among the presenters.

12. Committee Reports – none

13. Upcoming Meetings/Calendar Events: The various meetings for the month were listed in the Agenda

14. Other Items: There were no other items

At 3:47 p.m., a motion was made by J. Abbott, seconded by K. Dillon to adjourn the meeting.

Respectfully Submitted

Kelly Mutschler  
Clerk of the Board