

**CAYUGA-ONONDAGA BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**REORGANIZATION MEETING**

**Thursday, July 21, 2016  
6 p.m. – Reorganization Meeting Time**

- A. Opening of Meeting by District Superintendent Denise Dzikowski
  - 1. Pledge of Allegiance
- B. Oath of Office to Board Members:  
Term: July 1, 2016 to June 30, 2019
  - 1. Carol Quill
  - 2. William Andre
  - 3. Colleen Battalino
- C. Approval of the Reorganization Agenda
- D. Election of Officers
  - 1. President
  - 2. Vice-President
- E. Appointments (incumbents in parenthesis)
  - 1. Clerk (Susan Conway) 2016-2017
  - 2. Treasurer (Lucinda Pattington)
  - 3. Deputy Treasurer (Libby Halverson)
  - 4. Claims Auditor (Linda Brown) 2016-2017
  - 5. Claims Auditor in the absence of auditor (Ryan Hatch)
  - 6. Independent Auditor 2016-2017 - Ciaschi, Dietershagen, Little, Mickelson, a Division of Insero & Co.
  - 7. Attorney (Randy Ray)

8. Purchasing Agent/Payroll Certification - Peter Colucci – effective July 1, 2016 to June 30, 2017 and Alternate Purchasing Agent/Payroll Certification Officer – District Superintendent or designee
9. Section 504/Records Access Officer Randy Ray
10. Title VI and Title IX Compliance Officer Ryan Hatch
11. Chief Advisor to Student Extra Classroom Activity Funds (Steven Woodard)
12. Treasurer – Student Extra Classroom Activity Funds – (Libby Halverson)
13. Legislative Liaison – Board President
14. BOCES School Physician Services – East Hill Family Medical, Inc. - \$600 per month - effective July 1, 2016 through June 30, 2017
15. BOCES Audit Committee – Melinda Quanbeck, Larry Hartle, Kathryn Carlson, Lee Epprecht, Denise Dzikowski and Peter Colucci  
**2016-2017 Calendar**
  - September
  - November
  - January
  - March
  - May
  -
16. BOCES Facilities Committee – Melinda Quanbeck, Larry Hartle, Douglas Hart, Dean Winspear, Denise Dzikowski, Tony Abbatiello, Larry Garuccio, Mark Snyder, and Peter Colucci
17. 2016-2017 BOCES District Level School Safety Team Committee
  - Denise Dzikowski (administrator representative)
  - Jessica Docteur (administrator representative)
  - Susan Lynch (administrator representative)
  - Steve Woodard (administrator representative)
  - Suzanne Burnett (teacher representative)
  - Larry Garuccio (facilities representative)
  - Pete Colucci (administrator representative)
  - Tony Abbatiello (administrator representative)
  - Mark Snyder (school safety personnel)
  - Kathryn Carlson (Board of Education representative)
  - Lee Epprecht (Board of Education representative)
  - Deputy Nicole Stewart (school safety personnel)
  - Lt. Michael Wellauer (law enforcement representative)
  - Kevin Foster, Fire Marshall, Aurelius Fire Dept. (local emergency response)
  - Chief Jason Wells, Aurelius Fire Dept.

- F. Designation of Depositories for Funds –
  - A. M&T Bank, Chemung Canal Trust, JP Morgan Chase and Tompkins Trust
    - 1. General Fund
    - 2. Special Aid Fund
    - 3. Trust & Agency Fund
    - 4. Student Extracurricular Fund
    - 5. Scholarship Accounts T&E Fund
    - 6. Capital Project
  - B. As designated by the District Superintendent
    - 1. Other funds as established by the Board of Education
- G. Designation of Official Newspaper (The Citizen)
- H. Establish Date, Time, and Place for Meetings (proposed dates listed in parenthesis)
  - 1. Regular Meetings – Third Thursday of each month – 6:00 p.m.  
except as otherwise indicated – see Attachment #1  
Location of meetings is 1879 West Genesee Street Road, Auburn, NY
  - 2. Nominations for BOCES Board of Education (March 27, 2017)
  - 3. Annual Meeting (Thursday, April 6, 2017)
  - 4. Annual Budget/Election Vote (Wednesday, April 26, 2017)
  - 5. 2017-2018 Reorganization Meeting (July 20, 2017)
- I. Petty Cash Funds 2016-2017
  - 1. Business Office - \$100
  - 2. Culinary Arts - \$30 – cash advance
  - 3. Center for Learning - \$30
- J. Resolution authorizing District Superintendent to grant requests for conference attendance, and leaves of absence in accordance with Board policy
- K. Memberships
  - 1. New York State School Boards Association (NYSSBA)
  - 2. Central New York School Boards Association (CNYSBA)  
Midstate School Finance Consortium
  - 3. Cayuga-Onondaga Counties School Boards Association – (COSBA)
  - 4. Rural Schools Program
  - 5. Chamber of Commerce of Auburn & Cayuga Co., Inc.
  - 6. Association of Educational Service Agencies (AESA)
  - 7. AESA/BOCES Coordinator 2016-2017
  - 8. Study Council at Syracuse University
  - 9. BOCES Educational Consortium (BEC)
- L. Resolution authorizing District Superintendent to transfer funds within the legal limitations of the State of New York
- M. Resolution authorizing the Treasurer to invest revenues, with the approval of the District Superintendent

- N. Resolution to establish the cost of copying documents for the public at \$0.25/per page for the 2016-2017 school year
- O. Resolution authorizing District Superintendent to require that employees be examined by a physician as designated, in accordance with Section 913 of the New York State Education Law
- P. Resolution establishing classroom and related space rentals of \$5,000 per room for the 2016-2017 school year
- Q. Resolution authorizing District Superintendent to temporarily fill administrative, instructional and non-instructional vacancies pending consideration and appointment by the Board of Education
- R. Resolution to establish a 2016-2017 Adult Differential Tuition Rate in the amount of \$4,000.00
- S. Resolution to appoint Peter Colucci, Associate Superintendent for management, Regional Services & Finance and Jessica Docteur, Assistant Superintendent of Curriculum, Instruction & Educational Programs as Acting District Superintendent of Schools in the absence of the District Superintendent of Schools
- T. Resolution to appoint Peter Colucci as the Cayuga-Onondaga BOCES representative on the Board of Directors of the Cayuga-Onondaga Area School Employees' Healthcare Plan for the period July 1, 2016 through July 31, 2017
- U. Resolution to authorize the President of the Cayuga-Onondaga Board of Cooperative Educational Services to sign all contracts on behalf of the BOCES organization
- V. Resolution to authorize the Vice-President of the Cayuga-Onondaga Board of Cooperative Educational Services to sign contracts in the absence of the President
- W. Resolution to authorize the District Superintendent of Schools to enter into and execute agreements with public entities and private corporations within the service area for the Cayuga-Onondaga BOCES to provide employer-specific training and to execute the Cayuga-Cortland Workforce Investment Board or its successor Summer Youth Program agreement
- X. Resolution to authorize the District Superintendent of Schools to enter into and execute agreements with consultants to provide services to local school districts as part of the School Improvement Co-Ser
- Y. Resolution to conduct annual review, amendment and readoption of the Code of Conduct in accordance with Section 2801 of the Education Law during the months of May and June of 2017
- Z. Resolution to conduct annual review of Policy on Personal Property Accountability in accordance with 8 NYCRR Section 170.3 (i) (3) during the months of May and June of 2017

- AA. Resolution to approve the Standard Work Days of Randy Ray, BOCES Attorney, Susan Conway, Clerk of the Board, and Lucinda Pattington, Treasurer
- BB. Resolution to conduct annual review of School Safety Plan in accordance with Section 2801-a of the Education Law during the months of May and June of 2017
- CC. Resolution to conduct biennial review, amendment and readoption of Plan for Participation of Teachers and parents in School-based Planning and Shared Decision Making in accordance with 8 NYCRR Section 100.11 (f) during the months of May and June of 2017
- DD. Resolution to conduct annual review, amendment and re-adoption of the Professional Development Plan in accordance with 8 NYCRR Section 100.2 (dd) (1) (i) during the months of May and June of 2017
- EE. Resolution to conduct annual review, amendment and readoption of the Annual Professional Performance Review (APPR) in accordance with Education Law 3012-c and 8 NYCRR Section 100.2 (o)
- FF. Resolution to conduct annual review, amendment and readoption of the Attendance Policy in accordance with 8 NYCRR Section 104.1 during the months of May and June 2017
- GG. Resolution to conduct biennial review of Policy Concerning Alcohol and Other Controlled Substances during the months of May and June of 2017
- HH. Resolution to readopt all By-Laws, Policies and Administrative Regulations for Personnel of the Cayuga-Onondaga Board of Cooperative Educational Services
- II. Resolution to appoint Peter Colucci as Records Management Officer, effective July 1, 2016 to June 30, 2017 in compliance with the Local Government Records Law (Chapter 737, Laws of 1987), Section 57.19
- JJ. Resolution to appoint Larry Garuccio as School Pesticide Representative, effective July 1, 2016 through June 30, 2017
- KK. Resolution to appoint Mark Snyder as Respiratory Protection Program Administrator, effective July 1, 2016 through June 30, 2017
- LL. Resolution to appoint Mark Snyder as AHERA (Asbestos) Designated Person, effective July 1, 2016 through June 30, 2017
- MM. Resolution to appoint Larry Garuccio as Capital Assets Preservation Program Coordinator, effective July 1, 2016 through June 30, 2017
- NN. Ratification of prior acts of the Board of Cooperative Educational Services, District Superintendent of Schools and those authorized thereunder
- OO. Resolution to establish Initial Hiring Ranges for the 2016-2017 fiscal year for Non-Instructional Employees.

- PP. Resolution to reimburse administrators who use personal cell phones in the amount of \$50.00 per month for use of their cell phone/smart phone for availability of conducting BOCES business, effective July 1, 2016, through June 30, 2017
- QQ. Resolution to establish the 2016-2017 mileage reimbursement rate in the amount of \$.54 cents per mile, effective July 1, 2016 through June 30, 2017
- RR. Resolution to appoint Randy Ray, Nick Minderler and Ryan Hatch as Hearing Officers for any and all layoffs, effective July 1, 2016 to July 31, 2017
- SS. Resolution to appoint Steve Woodard, Susan Lynch and Drew Yakawiak as the Cayuga-Onondaga BOCES Dignity for all Students Act (DASA) Building Coordinators for the 2016-2017 school year
- TT. Resolution to appoint Susan Conway, Clerk of the Board as the recipient of notices of claim made against the Cayuga-Onondaga BOCES and filed with the New York State Secretary of State.
- UU. Adjournment

Adopted: July 21, 2016

Cayuga-Onondaga BOCES  
6:00 p.m.  
Board Meeting Dates for 2016-2017  
(Third Thursday of the Month unless otherwise indicated)

July 21, 2016

August 18, 2016

September 15, 2016

October 20, 2016

November 17, 2016

December 15, 2016

January 19, 2017

February 16, 2017

March 16, 2017

April 6, 2017 – Annual Meeting (Thursday)

April 27, 2017

\*(4/20/17 - Conflict with Spring Break)

May 18, 2017

June 15, 2017

July 20, 2017 – Reorganization Meeting

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Annual Meeting (Thursday, April 6, 2017)  
Annual Budget/Election Vote (Wednesday, April 26, 2017)  
2017-2018 Reorganization Meeting (Thursday, July 20, 2017)

\*Not the third Thursday of the Month