

CAYUGA-ONONDAGA BOARD OF COOPERATIVE EDUCATIONAL SERVICES

REORGANIZATION MEETING

Thursday, July 16, 2015
7 p.m. – Reorganization Meeting Time

- A. Opening of Meeting by District Superintendent William S. Speck
 - 1. Pledge of Allegiance
- B. Oath of Office to Board Members:
Term: July 1, 2015 to June 30, 2018
 - 1. Carol Quill – June 30, 2016
 - 2. Dean Winspear
 - 3. Larry Hartle
 - 4. Douglas Hart
- C. Approval of the Reorganization Agenda
- D. Election of Officers
 - 1. President
 - 2. Vice-President
- E. Appointments (incumbents in parenthesis)
 - 1. Clerk (Susan Conway) 2015-2016
 - 2. Treasurer (Lucinda Pattington)
 - 3. Deputy Treasurer (Libby Halverson)
 - 4. Claims Auditor (Linda Brown) 2015-2016
 - 5. Claims Auditor in the absence of auditor (Brent Cooley)
 - 6. Independent Auditor 2015-2016 - TBD
 - 7. Attorney (Randy Ray)

8. Purchasing Agent/Payroll Certification - Peter Colucci – effective July 1, 2015 to June 30, 2016 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 Emily Brown
 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, 2015 through June 30, 2016
 15. BOCES Audit Committee – Melinda Quanbeck, Larry Hartle, Kathryn Carlson
2015-2016 Calendar
 - September 10, 2015
 - November 12, 2015
 - January 7, 2016
 - March 10, 2016
 - May 12, 2016
 16. 2015-2016 BOCES Safety Team Committee
 - Bill Speck (administrator representative)
 - Jessica Docteur (administrator representative)
 - Diane Bennett (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)
 - Deputy Nicole Stewart (school safety personnel)
 - Lt. Michael Wellauer (law enforcement representative)
 - Kevin Foster, Fire Marshall, Aurelius Fire Dept. (local emergency response)
 - Chief Robert Thurston, Jr., Aurelius Fire Dept.
- F. Designation of Depositories for Funds –
- A. M&T Bank
 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 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 21, 2016)
 - 3. Annual Meeting (Thursday, April 7, 2016)
 - 4. Annual Budget/Election Vote (Wednesday, April 20, 2016)
 - 5. 2016-2017 Reorganization Meeting (July 21, 2016)
- I. Petty Cash Funds 2015-2016
 - 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 2015-2016
 - 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 2015-2016 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 2015-2016 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 2015-2016 Adult Differential Tuition Rate in the amount of \$4,000.00
- S. 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, 2015 through July 31, 2016
- T. Resolution to authorize the President of the Cayuga-Onondaga Board of Cooperative Educational Services to sign all contracts on behalf of the BOCES organization
- U. Resolution to authorize the Vice-President of the Cayuga-Onondaga Board of Cooperative Educational Services to sign contracts in the absence of the President
- V. 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
- W. 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
- X. 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 2016
- Y. 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 2016
- Z. Resolution to approve the Standard Work Days of Randy Ray, BOCES Attorney, Susan Conway, Clerk of the Board, and Lucinda Pattington, Treasurer
- AA. 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 2016
- BB. 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 2016
- CC. 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 2016

- DD. 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)
- EE. 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 2016
- FF. Resolution to conduct biennial review of Policy Concerning Alcohol and Other Controlled Substances during the months of May and June of 2016
- GG. Resolution to readopt all By-Laws, Policies and Administrative Regulations for Personnel of the Cayuga-Onondaga Board of Cooperative Educational Services
- HH. Resolution to appoint Peter Colucci as Records Management Officer, effective July 1, 2015 to June 30, 2016 in compliance with the Local Government Records Law (Chapter 737, Laws of 1987), Section 57.19
- II. Resolution to appoint Mark Snyder as School Pesticide Representative, effective July 1, 2015 through June 30, 2016
- JJ. Resolution to appoint Mark Snyder as Respiratory Protection Program Administrator, effective July 1, 2015 through June 30, 2016
- KK. Resolution to appoint Mark Snyder as AHERA (Asbestos) Designated Person, effective July 1, 2015 through June 30, 2016
- LL. Resolution to appoint Larry Garuccio as Capital Assets Preservation Program Coordinator, effective July 1, 2015 through June 30, 2016
- MM. Ratification of prior acts of the Board of Cooperative Educational Services, District Superintendent of Schools and those authorized thereunder
- NN. Resolution to establish Initial Hiring Ranges for the 2015-2016 fiscal year for Non-Instructional Employees.
- OO. 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, 2015, through June 30, 2016
- PP. Resolution to establish the 2015-2016 mileage reimbursement rate in the amount of \$.57.5 cents per mile, effective July 1, 2015 through June 30, 2016
- QQ. Resolution to appoint Randy Ray, Brent Cooley, Emily Brown and Ryan Hatch as Hearing Officers for any and all layoffs, effective July 1, 2015 to July 31, 2016
- RR. Resolution to appoint Steve Woodard, Diane Bennett and Drew Yakawiak as the Cayuga-Onondaga BOCES Dignity for all Students Act (DASA) Building Coordinators for the 2015-2016 school year

- SS. 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.
- TT. Adjournment

Attachment #1
Cayuga-Onondaga BOCES

Board Meeting Dates for 2015-2016
(Third Thursday of the Month unless otherwise indicated)

July 16, 2015

August 20, 2015

September 17, 2015

October 15, 2015

November 19, 2015

December 17, 2015

January 21, 2016

*February 25, 2016
(2/18 Conflict with Winter break)

March 17, 2016

April 7, 2016 – Annual Meeting (Thursday)

April 21, 2016

May 19, 2016

June 16, 2016

July 21, 2016 – Reorganization Meeting

Nominations for BOCES Board of Education (March 21, 2016)
Annual Meeting (Thursday, April 7, 2016)
Annual Budget/Election Vote (Wednesday, April 20, 2016)
2016-2017 Reorganization Meeting (Thursday, July 21, 2016)

*Not the third Thursday of the Month