

Reorganization Board Meeting

Cayuga-Onondaga BOCES Regional Education Center
Board of Cooperative Educational Services
1879 West Genesee Street Road, Auburn, NY 13021

Members Present:

Kathryn Carlson	Lee Epprecht
Dean Winspear	William Andre
Lawrence Hartle	Carol Quill
Melinda Quanbeck	Colleen Battalino

Members Absent:

Douglas Hart

Others Present:

Denise Dzikowski	Susan Lynch
Peter Colucci	Drew Yakawiak
Tony Abbatiello	Tom Hayden
Jessica Docteur	Nick Minderler
Sue Conway	

Opening of Meeting	The meeting was opened by District Superintendent Denise Dzikowski at 6:00 pm in the Board Room of the Regional Education Center, 1879 West Genesee Street Road, Auburn, NY 13021.
Pledge of Allegiance	The Pledge of Allegiance was led by District Superintendent Denise Dzikowski.
Oath of the Office to Board Members	The Oath of Office of Board of Education members was administered to Carol Quill, Union Springs, William Andre, Auburn and Colleen Battalino, Weedsport, effective July 1, 2016 through June 30, 2019.
Approval of Agenda	Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the reorganization agenda. The motion was carried unanimously by the Board members present.
2016-2017 President of the Cayuga-Onondaga BOCES Board of Education	<p>District Superintendent Denise Dzikowski, requested nominations for the office of President of the Cayuga-Onondaga BOCES Board of Education for the 2016-2017 school year.</p> <p>A motion was made by Carol Quill to nominate Melinda Quanbeck for the office of President. The motion was seconded by Dean Winspear. No other nominations were forthcoming and nominations for President were closed. By a unanimous vote by members present Melinda Quanbeck was officially declared President for the 2016-2017 school year.</p>
2016-2017 Vice-President of the Cayuga-Onondaga BOCES Board of Education	<p>Melinda Quanbeck, Board President, requested nominations for the office of Vice-President of the Cayuga-Onondaga BOCES Board of Education for the 2016-2017 school year.</p> <p>A motion was made by Lee Epprecht to nominate Kathryn Carlson for the office of Vice-President. The motion was seconded by Dean Winspear. No other nominations were forthcoming and nominations for Vice-President were closed. By a unanimous vote by members present Kathryn Carlson was officially declared Vice-President for the 2016-2017 school year.</p>

- Clerk Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Susan Conway as Clerk of the Board for the 2016-2017 school year. The motion was carried unanimously by Board members present.
- Treasurer Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Lucinda Pattington as Treasurer for the 2016-2017 school year. The motion was carried unanimously by Board members present.
- Deputy Treasurer Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Libby Halverson as Deputy Treasurer for the 2016-2017 school year. The motion was carried unanimously by Board members present.
- Claims Auditor Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Linda Brown as Claims Auditor for the 2016-2017 school year. The motion was carried unanimously by Board members present.
- Claims Auditor in the absence of the Auditor Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Ryan Hatch as Claims Auditor in the absence of the claims auditor for the 2016-2017 school year. The motion was carried unanimously by Board members present.
- Independent Auditor Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve Ciaschi, Dietershagen, Little, Mickelson, a Division of Insero & Co. as the Cayuga-Onondaga BOCES Independent Auditor for the 2016-2017 school year. The motion was carried unanimously by Board members present.
- Attorney Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Randy Ray as Attorney for the 2016-2017 school year. The motion was carried unanimously by Board members present.
- Purchasing Agent/Payroll Certification Officer Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Peter Colucci as Purchasing Agent/Payroll Certification Officer for the 2016-2017 school year and to appoint the District Superintendent or his designee as Alternate Purchasing Agent/Payroll Certification Officer for the 2016-2017 school year. The motion was carried unanimously by Board members present.
- Section 504/Records Access Officer Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Randy Ray as Section 504/ Records Access Officer for the 2016-2017 school year. The motion was carried unanimously by Board members present.

Title VI and Title IX Compliance Officer	Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Ryan Hatch as Title VI and Title IX Compliance Officer for the 2016-2017 school year. The motion was carried unanimously by Board members present.
Chief Advisor/Student Extra Classroom Activity Funds	Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Steven Woodard as Chief Advisor to the Student Extra Classroom Activity Funds for the 2016-2017 school year. The motion was carried unanimously by Board members present.
Treasurer/Student Extra Classroom Activity Funds	Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made Dean Winspear, seconded by Larry Hartle, to approve the appointment of Libby Halverson as Treasurer of the Student Extra Classroom Activity Funds for the 2016-2017 school year. The motion was carried unanimously by Board members present.
Legislative Liaison	Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Melinda Quanbeck as Legislative Liaison for the 2016-2017 school year. The motion was carried unanimously by Board members present.
School Physician Services	Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of East Hill Family Medical, Inc. for School Physician Services effective July 1, 2016 through June 30, 2017 at the cost of \$600.00 per month. The motion was carried unanimously by Board members present.
BOCES Audit Committee	Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Kathryn Carlson, to approve the BOCES Audit Committee members of Melinda Quanbeck, Larry Hartle, Kathryn Carlson and Lee Epprecht for the 2016-2017 school year. The motion was carried unanimously by Board members present.
BOCES Facilities Committee	Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Kathryn Carlson, to approve the BOCES Facilities Committee members of Melinda Quanbeck, Larry Hartle, Douglas Hart and Dean Winspear for the 2016-2017 school year. The motion was carried unanimously by Board members present.
2016-2017 BOCES Safety Team Committee	Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Kathryn Carlson, to approve the 2016-2017 BOCES Safety Team Committee as follows: 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.

The motion was carried by a vote of 8-Yes 1- Abstention (Lee Epprecht).

Designation of Depository Funds

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Colleen Battalino, to approve M&T Bank, Chemung Canal Trust, JP Morgan Chase and Tompkins Trust or its successor as Depository of Funds as listed, effective July 1, 2016 through June 30, 2017

- 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

The motion was carried unanimously by Board members present.

Official Newspaper

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Colleen Battalino, to approve the designation of *The Citizen* as the official newspaper of the Board for the 2016-2017 school year. The motion was carried unanimously by Board members present.

Establishment of Meeting Dates

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Kathryn Carlson, to establish the following meeting dates, times and places for the 2016-2017 school year.

1. Regular Meetings – Third Thursday of each month at 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)

The motion was carried unanimously by Board members present.

Petty Cash Funds

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Kathryn Carlson, to approve the following Petty Cash Funds for the 2016-2017 school year.

1. Business Office - \$100.00
2. Culinary Arts - \$30.00 – cash advance
3. Center for Learning - \$30.00

The motion was carried unanimously by Board members present.

- Conference Attendance/Leaves of Absence Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Kathryn Carlson, to authorize the District Superintendent to approve conference attendance for Board members and staff and to approve leaves of absence in accordance with Board policy during the 2016-2017 fiscal year. The motion was carried unanimously by Board members present.
- Memberships Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Kathryn Carlson, to approve membership in the following organizations for the 2016-2017 school year.
1. New York State School Boards Association (NYSSBA)
 2. Central New York School Boards Association 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 (AESAs)
 7. AESA/BOCES Coordinator 2016-2017
 8. Study Council at Syracuse University
 9. BOCES Educational Consortium (BEC)
- The motion was carried unanimously by Board members present.
- Transfer of Funds Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to authorize the District Superintendent to transfer funds within the legal limitations of the State of New York. The motion was carried unanimously by Board members present.
- Investment of Revenues Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to authorize the Treasurer, with the approval of the District Superintendent, to make appropriate investment of revenues. The motion was carried unanimously by Board members present.
- Document Copy Rate Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to establish a document copy rate of \$0.25 per page for the 2016-2017 fiscal year. The motion was carried unanimously by Board members present.
- Physical Examinations Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to authorize the 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. The motion was carried unanimously by Board members present.
- Rental Space Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to establish the amount of \$5,000.00 for classroom and related space rentals per room for the 2016-2017 school year. The motion was carried unanimously by Board members present.

- Vacancy Appointments Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to authorize the District Superintendent to temporarily fill administrative, instructional, and non-instructional vacancies pending consideration and appointment by the Board. The motion was carried unanimously by Board members present.
- Adult Differential Tuition Rate Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to establish a 2016-2017 adult differential tuition rate in the amount of \$4,000.00. The motion was carried unanimously by Board members present.
- Acting District Superintendent Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, 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. The motion was carried unanimously by Board members present.
- Healthcare Plan
Representative Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, 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 of July 1, 2016 through July 31, 2017. The motion was carried unanimously by Board members present.
- Contract Authorization Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made Colleen Battalino, seconded by Lee Epprecht, to authorize the President of the Cayuga-Onondaga Board of Cooperative Educational Services to sign all contracts on behalf of the BOCES organization. The motion was carried unanimously by Board members present.
- Contract Authorization in the
Absence of the President Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to authorize the Vice-President of the Cayuga-Onondaga Board of Cooperative Educational Services to sign all contracts on behalf of the BOCES organization in the absence of the President. The motion was carried unanimously by Board members present.
- Employer Specific Training
Agreements Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to authorize the District Superintendent of Schools to enter into and execute agreements with public entities and private corporations within the services area of 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. The motion was carried unanimously by Board members present.
- Consultant Agreements Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, 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. The motion was carried unanimously by Board members present.
- Code of Conduct Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to conduct an annual review, amendment and re-adoption to the Code of Conduct in accordance with Section 2801 of the Education Law during the months of May and June of 2017. The motion was carried unanimously by Board members present.
- Personal Property Accountability Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to conduct an annual review, amendment, and re-adoption to the Policy on Personal Property Accountability in accordance with 8 NYCRR Section 170.3(i)(3) during the months of May and June 2017. The motion was carried unanimously by Board members present.
- Standard Workday Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by William Andre, to approve the Standard Work Days of Randy Ray, BOCES Attorney, Susan Conway, Clerk of the Board and Lucinda Pattington, Treasurer. The motion was carried unanimously by Board members present.
- School Safety Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by William Andre, to conduct an annual review, amendment and re-adoption of the School Safety Plan in accordance with Section 2801-a of the Education Law during the months of May and June of 2017. The motion was carried unanimously by Board members present.
- Shared Decision Making Plan Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Lee Epprecht, seconded by Dean Winspear, to conduct an annual review, amendment and re-adoption 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. The motion was carried unanimously by Board members present.
- Professional Development Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made Dean Winspear, seconded by William Andre, to conduct an 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. The motion was carried unanimously by Board members present.
- Annual Professional Performance Review Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by William Andre, to conduct an annual review, amendment and re-adoption of the Annual Professional Performance Review (APPR) in accordance with Education Law 3012-d and 8 NYCRR Section 100.2 (o). The motion was carried unanimously by Board members present.
- Attendance Policy Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by William Andre, to conduct

an annual review, amendment and re-adoption of the Attendance Policy in accordance with 8 NYCRR Section 104.1 The motion was carried unanimously by Board members present.

Alcohol and other Controlled Substances Policy

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by William Andre, to conduct a biennial review of Policy Concerning Alcohol and Other Controlled Substances during the months of May and June of 2017. The motion was carried unanimously by Board members present.

Re-adoption of By-Laws, Policies and Administrative Regulations for Personnel

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by William Andre, to readopt all By-Laws, Policies and Administrative Regulations for Personnel of the Cayuga-Onondaga Board of Cooperative Educational Services. The motion was carried unanimously by Board members present.

Records Management Officer

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, 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. The motion was carried unanimously by Board members present.

School Pesticide Representative

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to appoint Larry Garuccio as School Pesticide Representative, effective July 1, 2016 to June 30, 2017. The motion was carried unanimously by Board members present.

Respiratory Protection Program Administrator

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to appoint Mark Snyder as Respiratory Protection Program Administrator, effective July 1, 2016 to June 30, 2017. The motion was carried unanimously by Board members present.

AHERA (Asbestos) Designated Person

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to appoint Mark Snyder as AHERA (Asbestos) Designated Person, effective July 1, 2016 to June 30, 2017. The motion was carried unanimously by Board members present.

Capital Assets Preservation Program Coordinator

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made Colleen Battalino, seconded by Lee Epprecht, to appoint Larry Garuccio as Capital Assets Preservation Program Coordinator, effective July 1, 2016 to June 30, 2017. The motion was carried unanimously by Board members present.

Ratification of Prior Acts

Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to ratify all prior acts of the Board of Cooperative Educational Services, the District Superintendent, and those authorized thereunder. The motion was carried unanimously by Board members present.

- 2016-2017 Initial Hiring Range for Non-Instructional Personnel Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Colleen Battalino, seconded by Lee Epprecht, to establish the Initial Hiring Ranges for the 2016-2017 for Non-Instructional Employees. The motion was carried unanimously by Board members present.
- Cell Phone Reimbursement Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by William Andre, seconded by Larry Hartle, to approve the reimbursement in the amount of \$50 per month to BOCES administrators who use personal cell phone/smart phones for the availability of conducting BOCES business, effective July 1, 2016 to June 30, 2017. The motion was carried unanimously by Board members present.
- 2016-2017 Mileage Reimbursement Rate Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by William Andre, seconded by Larry Hartle, to approve the 2016-2017 mileage reimbursement rate for board members and employees in the amount of \$.54 cents per mile, effective July 1, 2016 to June 30, 2017. The motion was carried unanimously by Board members present.
- 2016-2017 Hearing Officers Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by William Andre, seconded by Larry Hartle, to appoint Randy Ray, Nicholas Minderler and Ryan Hatch as Hearing Officers for any and all layoffs, effective July 1, 2016 to June 30, 2017. The motion was carried unanimously by Board members present.
- Cayuga-Onondaga BOCES Dignity for all Students Act (DASA) Building Coordinators Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by William Andre, seconded by Larry Hartle, to appoint Steve Woodard, Andrew Yakawiak and Susan Lynch as the Cayuga-Onondaga BOCES Dignity for all Students Act (DASA) Building Coordinators for the 2016-2017 school year. The motion was carried unanimously by Board members present.
- Recipient of Notices Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by William Andre, seconded by Larry Hartle, to approve the appointment of Susan Conway as the Cayuga-Onondaga BOCES recipient of notices of claim made against the Cayuga-Onondaga BOCES for the 2016-2017 school year. The motion was carried unanimously by Board members present.
- Adjournment Upon the recommendation of District Superintendent Denise Dzikowski, a motion was made by Dean Winspear, seconded by Larry Hartle, to adjourn the meeting at 6:10 p.m. The motion was carried unanimously by Board members present.

Respectfully Submitted,

Susan Conway
Clerk of the Board

Attachment #1
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

Nominations for BOCES Board of Education (March 27, 2017)
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