

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
Melinda Quanbeck

Members Absent: Douglas Hart Deborah Schwarting
Thomas Weaver

Others Present: William Speck Greg Hinman
Natalie Scavone Steve Woodard
Peter Colucci Diane Bennett
Randy Ray Steve Howard
Jessica Docteur
Sue Conway

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| Opening of Meeting | The meeting was opened by District Superintendent William S. Speck at 7:00 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 William S. Speck. |
| Oath of the Office to Board Members | The Oath of Office of Board of Education member was administered to Kathryn Carlson (Skaneateles), Melinda Quanbeck (Port Byron) and Lee Epprecht (Cato-Meridian) effective July 1, 2014 through June 30, 2017. |
| Approval of Agenda | Upon the recommendation of District Superintendent William S. Speck, 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. |
| 2014-2015 President of the Cayuga-Onondaga BOCES Board of Education | District Superintendent William S. Speck, requested nominations for the office of President of the Cayuga-Onondaga BOCES Board of Education for the 2014-2015 school year. A motion was made by Melinda Quanbeck to nominate Kathryn Carlson for the office of President. The motion was seconded by Dean Winspear. No other nominations were forthcoming and a motion was made by Melinda Quanbeck, seconded by Dean Winspear, to elect Kathryn Carlson to the position of President of the Cayuga-Onondaga BOCES Board of Education for the 2014-2015 school year. By a unanimous vote by members present Kathryn Carlson was officially declared President for the 2014-2015 school year. |
| 2014-2015 Vice-President of the Cayuga-Onondaga BOCES Board of Education | District Superintendent William S. Speck, requested nominations for the office of Vice-President of the Cayuga-Onondaga BOCES Board of Education for the 2014-2015 school year. |

A motion was made by William Andre to nominate Douglas Hart for the office of Vice-President. The motion was seconded by Dean Winspear. No other nominations were forthcoming and a motion was made by William Andre, seconded by Dean Winspear to elect Douglas Hart to the position of Vice-President of the Cayuga-Onondaga BOCES Board of Education for the 2014-2015 school year. By a unanimous vote by members present Douglas Hart was officially declared Vice-President for the 2014-2015 school year.

- Clerk Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Mrs. Susan Conway as Clerk of the Board for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- Treasurer Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Mrs. Lucinda Pattington as Treasurer for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- Deputy Treasurer Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Mrs. Libby Halverson as Deputy Treasurer for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- Claims Auditor Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Ms. Linda Brown as Claims Auditor for the 2014-2015 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Mr. Brent Cooley as Claims Auditor in the absence of the claims auditor for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- Internal Auditor 2014-2015 Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve that the appointment of the Internal Auditor, Alicia Mattie for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- Independent Auditor Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve Cuddy & Ward, LLP as the Independent Auditor for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- Attorney Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Mr. Randy Ray as Attorney for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- Purchasing Agent/Payroll Certification Officer Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the

appointment of Mr. Peter Colucci as Purchasing Agent/Payroll Certification Officer for the 2014-2015 school year and to appoint the District Superintendent or his designee as Alternate Purchasing Agent/Payroll Certification Officer for the 2014-2015 school year. The motion was carried unanimously by Board members present.

- Title IX/Section 504/Records Access Officer Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Mr. Randy Ray as Title IX/Section 504/ Records Access Officer for the for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- Chief Advisor/Student Extra Classroom Activity Funds Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Mr. Steven Woodard as Chief Advisor to the Student Extra Classroom Activity Funds for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- Treasurer/Student Extra Classroom Activity Funds Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Mrs. Libby Halverson as Treasurer of the Student Extra Classroom Activity Funds for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- Legislative Liaison Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Kathryn Carlson as Legislative Liaison for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- School Physician Services Upon the recommendation of District Superintendent William S. Speck, 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, 2014 through June 30, 2015 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the BOCES Audit Committee members of Melinda Quanbeck, Larry Hartle and Kathryn Carlson for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- 2014-2015 BOCES Safety Team Committee Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the 2014-2015 BOCES Safety Team Committee as follows:
- Bill Speck, administrator representative
Jessica Docteur, administrator representative
Diane Bennett, administrator representative
Steve Woodard, administrative representative
Karen Kopec, teacher representative
Larry Garuccio, facilities representative

Peter 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 personnel)

The motion was carried unanimously Board members present.

Designation of Depository
Funds

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve M&T Bank or its successor as Depository of Funds as listed, effective July 1, 2014 through June 30, 2015

- 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

The motion was carried unanimously by Board members present.

Official Newspaper

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the designation of *The Citizen* as the official newspaper of the Board for the 2014-2015 school year. The motion was carried unanimously by Board members present.

Establishment of Meeting
Dates

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to establish the following meeting dates, times and places for the 2014-2015 school year.

1. Regular meetings – Third Thursday of Month, 7 p.m. at the BOCES Regional Education Center, 1879 West Genesee St. Road, Auburn, NY, except otherwise indicated on the attached list (See Attachment 1)
2. Nominations for BOCES Board of Education – March 23, 2015
3. Annual Meeting –Thursday, April 2, 2015
4. Annual Budget/Election Vote –Wednesday, April 22, 2015
5. 2014-2015 Reorganization Meeting – July 16, 2015

The motion was carried unanimously by Board members present.

Petty Cash Funds

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the following Petty Cash Funds for the 2014-2015 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 2014-2015 fiscal year. The motion was carried unanimously by Board members present.
- Memberships
- Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve membership in the following organizations for the 2014-2015 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 (AESA)
 7. AESA/BOCES Coordinator 2014-2015
 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to establish a document copy rate of \$0.25 per page for the 2014-2015 fiscal year. The motion was carried unanimously by Board members present.
- Physical Examinations
- Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to establish the amount of \$5,000.00 for classroom and related space rentals per room for the 2014-2015 school year. The motion was carried unanimously by Board members present.
- Vacancy Appointments Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to establish a 2014-2015 adult differential tuition rate in the amount of \$4,000.00. The motion was carried unanimously by Board members present.
- Healthcare Plan Representative Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to appoint Mr. 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, 2014 through July 31, 2015. The motion was carried unanimously by Board members present.
- Contract Authorization Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 2015. The motion was carried unanimously by Board members present.

**Personal Property
Accountability**

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 2015. The motion was carried unanimously by Board members present.

School Safety

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 2015. The motion was carried unanimously by Board members present.

Shared Decision Making Plan

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 2015. The motion was carried unanimously by Board members present.

Professional Development

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to conduct an annual review, amendment and re-adoption of the Professional Development Plan in accordance with 8 NYCRR Section 100.2 (dd)(l)(i) during the months of May and June of 2015. The motion was carried unanimously by Board members present.

**Annual Professional
Performance Review**

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to conduct an annual review, amendment and re-adoption of the Annual Professional Performance Review (APPR) in accordance with Education Law 3012-c and 8 NYCRR Section 100.2 (o). The motion was carried unanimously by Board members present.

Attendance Policy

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to conduct a biennial review of Policy Concerning Alcohol and Other Controlled Substances during the months of May and June of 2015. The motion was carried unanimously by Board members present.

**Re-adoption of By-Laws,
Policies and Administrative**

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to readopt all By-Laws,

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| Regulations for Personnel | 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to appoint Mr. Peter Colucci as Records Management Officer, effective July 1, 2014 to June 30, 2015 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to appoint Mr. Mark Snyder as School Pesticide Representative, effective July 1, 2014 to June 30, 2015. The motion was carried unanimously by Board members present. |
| Respiratory Protection Program Administrator | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to appoint Mr. Mark Snyder as Respiratory Protection Program Administrator, effective July 1, 2014 to June 30, 2015. The motion was carried unanimously by Board members present. |
| AHERA (Asbestos) Designated Person | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to appoint Mr. Mark Snyder as AHERA (Asbestos) Designated Person, effective July 1, 2014 to June 30, 2015. The motion was carried unanimously by Board members present. |
| Capital Assets Preservation Program Coordinator | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to appoint Mr. Larry Garuccio as Capital Assets Preservation Program Coordinator, effective July 1, 2014 to June 30, 2015. The motion was carried unanimously by Board members present. |
| Ratification of Prior Acts | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, 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. |
| 2014-2015 Initial Hiring Range for Non-Instructional Personnel | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to establish the Initial Hiring Ranges for the 2014-2015 for Non-Instructional Employees. The motion was carried unanimously by Board members present. |
| Cell Phone Reimbursement | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, 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, 2014 to June 30, 2015. The motion was carried unanimously by Board members present. |
| 2014-2015 Mileage Reimbursement Rate | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the 2014- |

2015 mileage reimbursement rate for board members and employees in the amount of \$.56 cents per mile, effective July 1, 2014 to June 30, 2015. The motion was carried unanimously by Board members present.

2014-2015 Hearing Officers Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to appoint Mr. Randy Ray, Mr. Brent Cooley, Emily Brown and Ryan Hatch as Hearing Officers for any and all layoffs, effective July 1, 2014 to June 30, 2015. 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 William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to appoint Mr. Steve Woodard, Ms. Natalie Scavone and Ms. Diane Bennett as the Cayuga-Onondaga BOCES Dignity for all Students Act (DASA) Building Coordinators for the 2014-2015 school year. The motion was carried unanimously by Board members present.

Recipient of Notices Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Mrs. Susan Conway as the Cayuga-Onondaga BOCES recipient of notices of claim made against the Cayuga-Onondaga BOCES for the 2014-2015 school year. The motion was carried unanimously by Board members present.

Adjournment Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to adjourn the meeting at 7:05 p.m. The motion was carried unanimously by Board members present.

Respectfully Submitted,

Susan Conway
Clerk of the Board

7/17/14

Cayuga-Onondaga BOCES
Board Meeting Dates for 2014-2015

(Third Thursday of the Month at 7 p.m. unless otherwise indicated)

July 17, 2014

August 21, 2014

September 18, 2014

October 16, 2014

November 20, 2014

December 18, 2014

January 15, 2015

February 12, 2015*

March 19, 2015

April 2, 2015– Annual Meeting (Thursday)

April 16, 2015

May 21, 2015

June 18, 2015

July 16, 2015 – Reorganization Meeting

Nominations for BOCES Board of Education (**March 23, 2015**)

Annual Meeting (**Thursday, April 2, 2015**)

Annual Budget/Election Vote (**Wednesday, April 22, 2015**)

2014-2015 Reorganization Meeting (**Thursday, July 16, 2015**)

*not the third Thursday due to Winter Break