

The annual reorganization meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties was held on Wednesday, July 11, 2018, at 12:30 p.m. at the Otsego Area Occupational Center, Milford, New York.

Roll Call & Quorum Check

MEMBERS PRESENT: Joseph Ballard, Paul Beisler, Marcy Birch, Robert Calloway, Barbara Ann Heegan and Antoinette Hull.

MEMBERS ABSENT: Kurt Holcherr

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton, Lynn Chase, Alyssa Oliveri, Anne Pallischeck.

Call to Order

At 12:30 p.m. Alyssa Oliveri, Board Clerk, called the meeting to order with a quorum present.

Pledge of Allegiance

Ms. Oliveri opened the meeting with the Pledge of Allegiance and asked for a moment of silence to recognize and honor the men and women serving in the Armed Forces.

Oath of Office- New Board Members

Alyssa Oliveri, Board Clerk, administered the oath of office to newly elected board member, Robert Calloway.

Nomination of Board President

Joseph Ballard and Barbara Ann Heegan moved to nominate Paul Beisler for Board President.

The motion was approved unanimously.

Nomination of Board Vice President

Joseph Ballard and Barbara Ann Heegan moved to nominate Antoinette Hull for Board Vice President.

Motion was approved unanimously.

Oath of Office for Newly Appointed Board Officers

Alyssa Oliveri, Board Clerk, administered the Oath of Office to new appointed Board President, Paul Beisler, and new appointed Vice President, Antoinette Hull.

Board Appointments

Antoinette Hull and Marcy Birch moved to approve the following Board appointments:

1. Board Clerk (Alyssa Oliveri)
2. Treasurer (Patricia Powell-Wagner)
3. Deputy Treasurer (Dr. Jennifer Bolton)
4. Claims Auditor (Gail Miner - compensation \$5,000)
5. Assistant Clerk (Nicholas Savin)
6. Deputy Claims Auditor (Donald Brown- compensation \$65 per week worked)

The motion was approved unanimously.

Oath of Office- Board Appointments

Nicholas Savin administered the oath of office to Alyssa Oliveri, Board Clerk.

Alyssa Oliveri administered the Oath of Office to Nicholas Savin, Assistant Clerk, and Jennifer Bolton, Deputy Treasurer. Gail Miner (Claims Auditor), Patricia Powell-Wagner (Treasurer) and Donald Brown (Deputy Claims Auditor) were not present to take the oath of office.

Oath of Office- District Superintendent

Alyssa Oliveri administered the oath of office to Nicholas Savin, District Superintendent.

Approval of Other Appointments

Joseph Ballard and Barbara Ann Heegan moved to approve the following appointments:

1. Purchasing Agent (Lynn Chase)
2. Auditor for Extra Classroom Activities Funds for NCOC & OAO (Lynn Chase)
3. Central Treasurer of Extra Classroom Funds - NCOC (Cassandra Bruno)
4. Central Treasurer of Extra Classroom Funds - OAO (Kristin Steigmeier)
5. Deputy Central Treasurer of Extra Classroom Funds - NCOC (Kristin Steigmeier)
6. Deputy Central Treasurer of Extra Classroom Funds - OAO (Cassandra Bruno)
7. Local Education Agency Designee - Asbestos, SARA (Vincent Wojciechowski)
8. Records Access Officer (Dr. Jennifer Bolton)
9. Records Management Officer (Dr. Jennifer Bolton)
10. Records Retention and Disposition Officer (Dr. Jennifer Bolton)
11. Independent Auditor (D'Arcangelo & Company)
12. Legal Advisor to the Board of Education (Hogan, Sarzynski, Lynch, Surowka & DeWind, LLP. In addition, the Board of Education will use Ferrara, Fiorenza, Larrison, Barrett & Reitz, PC, and Girvin & Ferlazzo, PC, as needed for special projects)
13. WinCap System Managers (Diane Matteson, Manager, and Annette Hinkley, Substitute Manager)
14. Designation of Officer to Represent the District on the Governing Board of the Catskill Area Schools Employee Benefit Plan (Dr. Jennifer Bolton)
15. Designation of Designee to Represent the District on the Governing Board of the Catskill Area Schools Employee Benefit Plan (Nicholas Savin)
16. Medicaid Compliance Officer (Jason Sanchez)
17. Dignity for All Students Coordinators (Ryan DeMars and Joseph Boan)
18. Chief Information Officer - CIO (Rachel Wright)
19. Homeless Liaison (Joe Boan)
20. Test Integrity Officer (Nicholas J. Savin)
21. Test Integrity Officer Designee (Douglas Favaloro)

Motion was approved unanimously.

Authorizations

Barbara Ann and Antoinette Hull moved to approve the following authorizations:

1. Approve Employee Attendance at Conferences (Nicholas Savin and Dr. Jennifer Bolton)
2. Certification of Payrolls (Dr. Jennifer Bolton)
3. Designation of Signatures on Checks (Patricia Powell-Wagner and Dr. Jennifer Bolton)
4. Electronic Check Signature Disk to authenticate checks issued on BOCES accounts (Patricia Powell-Wagner and Dr. Jennifer Bolton)
5. Budget Transfers on Chief School Officer's Approval (Dr. Jennifer Bolton)
6. Application for Grants in Aid (State and Federal) (Nicholas Savin)
7. Establish Mileage Reimbursement Rate - IRS Rate
8. Offer school district employee and officer indemnification under Public Officer's Law §18
9. Approval of Contracts (Board President) or (Vice President)
10. Establish Adult Education CTE Tuition Rate - \$12,000 per year
11. Establish Substitute Pay Rate (Teachers - \$90/day; Licensed Teaching Assistants - \$70/day; Registered Nurses- \$110/day; Licensed Practical Nurses - \$85/day)
12. Designee for Signature on Use of Facilities Request Form (Joseph Boan, NCOC; Ryan DeMars, OAOC)

Motion was approved unanimously.

Approval of Appointments/Authorizations during Dr. Bolton's Leave of Absence

Antoinette Hull and Barbara Ann Heegan moved to approve the following temporary appointments and authorizations, effective during Dr. Bolton's leave of absence:

1. Deputy Treasurer - Heather Gockel
2. Records Access Officer - Diane Matteson
3. Records Management Officer - Diane Matteson
4. Records Retention and Disposition Officer - Diane Matteson
5. Certification of Payrolls - Joe Boan
6. Designation of Signatures on Checks -Patricia Powell-Wagner and Heather Gockel
7. Electronic Check Signature Disk to authenticate checks issued on BOCES accounts Patricia Powell-Wagner and Heather Gockel

8. Budget Transfers on Chief School Officers Approval - Lynn Chase

Motion was approved unanimously.

Bank Depositories

Ms. Hull mentioned that The National Bank of Delaware County has been purchased by Wayne Bank. After a brief discussion the Board decided to remove The National Bank of Delaware County as a depository, as ONC BOCES not have an account with them. Joseph Ballard and Barbara Ann Heegan moved to approve the following bank depositories, as amended:

1. National Bank and Trust Company of Norwich, Hobart and Grand Gorge Branches.
2. Community Bank
3. Keybank N.A.
4. J.P. Morgan Chase Bank
5. The Bank of Greene County
6. Citizens Bank
7. First Niagara
8. HSBC Bank USA
9. New York Liquid Asset Fund (NYLAF)

Motion was approved unanimously.

Designation of Official Newspapers for Legal Notices

Joseph Ballard and Antoinette Hull moved to designate the following newspapers for legal notices:

Official Publications:

1. **The Daily Star**, Oneonta
2. **The Mountain Eagle**, Stamford

Additional Publications to be used at the discretion of the Board Clerk:

1. **The Daily Mail**, Hudson
2. **The Catskill Mountain News**, Arkville

Motion was approved unanimously.

Wednesday, February 13 NCOC
Wednesday, March 13 ISS Center
Wednesday, April 10 OAOC
Wednesday, May 15 NCOC
Wednesday, June 12 ISS Center

Board Retreat: March 21 Location TBD
Annual Meeting: April 9 OAOC
Budget Vote/Election: April 22

Motion was approved unanimously.

Board Members

Mr. Savin announced that there are currently two vacancies on the ONC BOCES Board of Education and opened discussion for next steps forward. He indicated that the Board has the authority to appoint members between elections. He suggested advertising the open positions and meeting with potential candidates either at a special meeting or at the August meeting. Mr. Savin shared that we have currently have four interested individuals. The Board chose to meet with potential candidates on the next board meeting day, August 22, 2018. Alyssa Oliveri, Board Clerk, will advertise the vacancies.

Readoption of Board Policies

Joseph Ballard and Marcy Birch moved to readopt Board Policies #2160 Code of Ethics-Conflict of Interest, #6240 Investment Policy and Guidelines and #8334 Use of District Credit Cards.

Motion was approved unanimously.

Review and Adoption of Board Policy #8332 Use of Cell Phones

Barbara Ann Heegan and Joseph Ballard moved to adopt Board Policy #8332 Use of Cell Phones, as presented.

Motion was approved unanimously.

Review and Adoption of Board Policy #5300 Code of Conduct

Marcy Birch and Barbara Ann Heegan moved to adopt Board Policy #5300 Code of Conduct.

Motion was approved unanimously.

Adjournment

Joseph Ballard and Marcy Birch moved to adjourn the Reorganization Meeting at 1:02 p.m. and continue into the regular July 11, 2018 meeting.

Motion was approved unanimously.