

REORGANIZATION MEETING NO. 930

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
First Supervisory District, Erie County
July 12, 2016**

The reorganization meeting of the Board of Cooperative Educational Services, First Supervisory District, Erie County, was held on Tuesday, July 12, 2016, at the Erie 1 BOCES Education Campus, 355 Harlem Road, West Seneca, New York. The meeting was called to order at 4:03 p.m. The pledge of allegiance was recited and a moment of silence was observed.

Members Present: John W. Sherman, Edward R. Cavan, Raymond Carr, Janet MacGregor-Plarr, Judith Katz, Andrew Loeb, Mary Busse

Others Present: Lynn Fusco, District Superintendent, Jim Fregelette, Executive Director of Finance and Information Systems, Nancy Bojanowski, Executive Director of Human Resources Services and Professional Development, Melody Jason, Executive Director of Instructional Services; Barbara Mocarski, Executive Director, Systemic Initiatives for School Improvement, Candace Reimer, Director of Communication Services; Patricia Hochadel, Deputy District Clerk.

Denise Polanski, Notary Public, administered the Oath of Office to re-elected board members, Mary Busse, Raymond Carr and Andrew Loeb. Re-elected board members reaffirmed their oath of office and signed their oath cards.

The Clerk of the Board requested nominations for the office of President for the 2016-17 school year.

Mr. Cavan nominated Mr. Sherman to serve as President of the Erie 1 BOCES Board of Education for the 2016-17 school year, seconded by Mrs. Katz. There being no other nominations, Mrs. Katz moved to close nominations, seconded by Mrs. Plarr. Mr. Sherman was declared President. 7 Ayes 0 Nays 0 Absent Motion Carried.

The Clerk of the Board requested nominations for the office of the Vice President for the 2016-17 school year.

Mrs. Katz nominated Mr. Cavan to serve as Vice President of the Erie 1 BOCES Board of Education for the 2016-17 school year, seconded by Mrs. Busse. There being no other nominations, Mrs. Plarr moved to close nominations, seconded by Mr. Carr. Mr. Cavan was declared Vice President. Mr. Sherman presided over the remainder of the meeting.

Mr. Cavan moved, seconded by Mrs. Plarr, that Ms. Doreen Kausner be re-appointed as District Treasurer for the 2016-17 school year.

**ADMINISTRATION
OF OATH OF
OFFICE TO
ELECTED
MEMBERS**

**NOMINATIONS FOR
PRESIDENT**

**ELECTION OF
PRESIDENT**

**NOMINATIONS FOR
VICE PRESIDENT**

**ELECTION OF VICE
PRESIDENT**

**DISTRICT
TREASURER**

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, that Ms. Dawn Schmidt be re-appointed as Deputy Treasurer for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

**DEPUTY
TREASURER**

Mr. Cavan moved, seconded by Mrs. Plarr that Ms. Denise Polanski be re-appointed as Clerk of the Board for the 2016-17 school year at a stipend of \$4.00 per hour.

7 Ayes 0 Nays 0 Absent Motion Carried.

**CLERK OF THE
BOARD**

Mr. Cavan moved, seconded by Mrs. Plarr, that Ms. Patricia Hochadel be re-appointed as Deputy Clerk of the Board for the 2016-17 school year at a stipend of \$1.75 per hour.

7 Ayes 0 Nays 0 Absent Motion Carried.

**DEPUTY CLERK OF
THE BOARD**

Mr. Cavan moved, seconded by Mrs. Plarr that Lumsden and McCormick, P.C. firm as the auditor during 2016-17. They will be paid \$31,107 for their services completing the 2015-16 fiscal year audit.

7 Ayes 0 Nays 0 Absent Motion Carried.

**DISTRICT AUDITOR
(INDEPENDENT
AUDITOR)**

Mr. Cavan moved, seconded by Mrs. Plarr, that the Erie 1 BOCES Central Business Office (CBO) be appointed as the Internal Claims Auditor for Erie 1 BOCES.

7 Ayes 0 Nays 0 Absent Motion Carried.

**INTERNAL CLAIMS
AUDITOR**

Mr. Cavan moved, seconded by Mrs. Plarr, that Health Works be re-appointed to provide pre-employment physical examinations and other exams at a cost TBD.

7 Ayes 0 Nays 0 Absent Motion Carried.

**SCHOOL
PHYSICIAN**

Mr. Cavan moved, seconded by Mrs. Plarr that Ms. Colleen Sloan, Esq. be re-appointed as Counsel at a stipend of \$10,000 annually for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

**SCHOOL
ATTORNEY**

Mr. Cavan moved, seconded by Mrs. Plarr, that Ms. Kelly Eisenried, Esq. be re-appointed as Associate School Attorney at a stipend of \$5,000 and Mr. Daniel D'Amico, Esq. be re-appointed as Associate School Attorney at a stipend of \$5,000 for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

**ASSOCIATE
SCHOOL
ATTORNEYS**

Mr. Cavan moved, seconded by Mrs. Plarr, to re-appoint Mr. James Fregelette, Executive Director of Finance and Information Systems as Records Access Officer for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

**RECORDS ACCESS
OFFICER**

Mr. Cavan moved, seconded by Mrs. Plarr, to re-appoint Mr. James Fregelette, Executive Director of Finance and Information Systems as the

**RECORDS
MANAGEMENT**

Records Management and Records Retention and Disposition Officer for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to designate the Executive Director of Human Resources Services and Professional Development and the Executive Director of Instructional Services as Chief School Officers for the purpose of fulfilling certain responsibilities of an administrator/school administrator under Article 23-B of the Education Law.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to re-appoint Ms. Nancy Bojanowski, Executive Director of Human Resources Services and Professional Development as Civil Rights/Human Rights Compliance Officer for Employees for the 2016-17 school year and to re-appoint Ms. Melody Jason, Executive Director, Instructional Programs and Services for Students for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to appoint Ms. Christa McHale as the facilitator for the Advisory Council for Career Education for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr to re-appoint the Director of Special Education, Mr. Justin DeMartin as the Special Education Advisory Committee (SEAC) Chairperson for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to re-appoint the Senior Coordinator of Safety Risk, Mr. Dennis Kwaczala as the Asbestos Designee/AHERA for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr that Mr. Thomas Schiener be re-appointed as Purchasing Agent. In his absence, the Executive Director of Finance and Information Systems is authorized to sign purchase orders. Currently that position is held by Mr. James Fregelette.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, that the New York Schools Insurance Reciprocal (NYSIR) is the agent of record for all BOCES liability insurance.

7 Ayes 0 Nays 0 Absent Motion Carried.

**AND RECORDS
RETENTION AND
DISPOSITION
OFFICER**

**CHIEF SCHOOL
OFFICERS FOR
CHILD ABUSE IN AN
EDUCATIONAL
SETTING**

**CIVIL
RIGHTS/HUMAN
RIGHTS
COMPLIANCE
OFFICERS**

**ADVISORY
COUNCIL FOR
CAREER
EDUCATION**

**SPECIAL
EDUCATION
ADVISORY
COMMITTEE
CHAIRPERSON**

**ASBESTOS
DESIGNEE/ AHERA**

**PURCHASING
AGENT**

BOCES INSURANCE

Mr. Cavan moved, seconded by Mrs. Plarr, to approve the following resolution:

BE IT RESOLVED, that upon the recommendation of the District Superintendent/CEO, the Executive Director of Human Resources Services and Professional Development be hereby designated as the "appointing authority" for Erie 1 BOCES for these purposes. The position of Executive Director of Human Resources Services and Professional Development is currently held by Ms. Nancy Bojanowski.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, in the absence of Dr. Lynn Fusco, District Superintendent/CEO, the Executive Directors are designated to act with authority of the District Superintendent/CEO in her absence and as otherwise assigned by the District Superintendent/CEO.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to approve Mr. Randy Ray, Esq. as our Civil Service Section 71/73 Hearing Officer for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to approve the Dignity Act Coordinators:

- Kenton Career and Technical Center – Assistant Principal
- Potter Career and Technical Center – Assistant Principal
- Harkness Career and Technical Center – Assistant Principals
- Northtowns Academy – Principal
- Erie 1 BOCES Education Campus and Special Education Locations – Director, Exceptional Education

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to appoint Nancy Bojanowski, Executive Director of Human Resources Services and Professional Development and Kelly Eisenried, Associate School Attorney as the E1B Integrity Officers (IO) for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, that Citizen’s Bank, J.P. Morgan Chase, Bank of America, M&T Bank, First Niagara, Key Bank and NYLAF as depositories for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, that the Buffalo News be designated as the official newspaper for legal notices in 2016-17.

7 Ayes 0 Nays 0 Absent Motion Carried.

APPOINTING AUTHORITY

DELEGATION OF AUTHORITY

HEARING OFFICER

DIGNITY ACT COORDINATORS

INTEGRITY OFFICER

DEPOSITORIES FOR FUNDS

OFFICIAL NEWSPAPER

Mr. Cavan moved, seconded by Mrs. Plarr, that all Board meetings shall be scheduled at the Erie 1 BOCES Education Campus on the second Wednesday of the month unless otherwise stipulated. All Board meetings shall begin at 4 p.m. or as posted.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to authorize the Executive Director of Human Resources and Professional Development, and in her absence the Executive Director of Finance and Information Systems, to sign both teaching and non-teaching payrolls.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to authorize the establishment of the following petty cash funds:

Ms. Donna Mann - \$100 (Potter Road Center)

Mr. John Wodjeski - \$100 (Harkness Center)

Mr. Jeffrey Sikora - \$100 (Kenton Center)

Ms. Lorenda Chisolm - \$100 (Northtowns Academy)

Ms. Michelle Wolentarski - \$100 (Administration – Education Campus)

Mr. Justin DeMartin - \$100 (Summer Program - Heim Middle School)

Mr. Justin DeMartin - \$100 (Summer Program – Clarence Middle School)

Mr. Justin DeMartin - \$100 (Summer Program – West Seneca West Middle School)

Ms. Deborah Summers - \$100 (Walden Avenue – Workforce)

Ms. Sheila Rich - \$100 (Career/Workforce – Education Campus)

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to authorize the establishment of extraclassroom activity accounts and authorize central treasurers as follows during 2016-17 at the Career & Technical Centers at a stipend of \$750/year:

Ms. Linda Rohloff – Potter Road

Ms. Beverly Mintz – Harkness

Ms. Meghan Schaller – Kenton

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, that Ms. Doreen Kausner be authorized as the individual to sign checks for the 2016-17 school year. In the absence of the District Treasurer, the Executive Director of Finance and Information Systems, Mr. James Fregelette, will be authorized to sign checks.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to authorize mileage reimbursement for those employees not covered by contracts or agreements as follows:

The IRS reimbursement rate will be applied for those employees using their personal vehicle for approved travel.

7 Ayes 0 Nays 0 Absent Motion Carried.

REGULAR BOARD MEETINGS

CERTIFICATION OF PAYROLLS

PETTY CASH FUNDS

CENTRAL TREASURER(S) EXTRA-CLASSROOM ACTIVITY ACCOUNTS

SIGNATURE AUTHORIZATION FOR CHECKS

REIMBURSEMENT FOR MILEAGE

Mr. Cavan moved, seconded by Mrs. Plarr, to authorize the District Superintendent/CEO to apply for grants in aid (both State and Federal). In the absence of the District Superintendent/CEO, the Executive Director of Finance and Information Systems will be authorized to apply for grants in aid.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to appoint Ms. Melody Jason, Executive Director of Instructional Services, for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to authorize the District Superintendent/CEO, the Executive Director of Finance and Information Systems and the Purchasing Manager to enter into contractual agreements, between Erie 1 BOCES and outside vendors for goods and services consistent with administrative regulations and within budgetary constraints.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to authorize the Purchasing Manager and the Executive Director of Finance and Information Systems to participate in bids from other Municipal organizations that comply with New York State’s Piggybacking regulations when it is beneficial to the organization.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr, to authorize Assistant Principals/Assistant Supervisors to act as Acting Principals/Acting Supervisors in the absence of Principals/Supervisors including authority to suspend students.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mr. Carr, to adopt the following resolution:

WHEREAS, it is considered to be a part of the responsibility of members of the Board of Education, officers and employees of the BOCES district to attend educational conferences and workshops designed to improve their educational and management skills, when it is so authorized, be it

RESOLVED, that the Board of Education delegates to the District Superintendent/CEO and in her absence the Executive Director of Finance and Information Systems the power to authorize any member of the Board, officer or employee of the district to attend, at school district expense, any official or unofficial conference or workshop of school board members, school district employees conducted for the betterment of the teaching performance or the administration of school activities, if it is considered to be of benefit to the school district and providing that funds sufficient to cover such expenses have been appropriated and are currently available in

**GRANTS IN AID
(STATE AND
FEDERAL)**

**DESIGNATED
EDUCATIONAL
OFFICIAL**

**CONTRACT
APPROVAL FOR
OUTSIDE VENDORS**

**PIGGY BACKING
BIDS**

**ACTING
PRINCIPAL/ACTING
SUPERVISOR IN
ABSENCE OF
PRINCIPAL/
SUPERVISOR**

**CONFERENCE
ATTENDANCE
RESOLUTION**

the appropriate budget codes and that the District Superintendent/CEO or the Executive Director of Finance and Information Systems shall report at regular intervals to the Board of Education all conferences, conventions and workshops for which attendance has been authorized.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mr. Carr to approve the procedures and forms for dissemination to parents/guardians of teacher or principal/supervisor overall composite APPR scores for the 2016-17 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

APPROVAL OF THE ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR) DATA

Mr. Cavan moved, seconded by Mr. Carr, to approve the Erie 1 BOCES Instructional Services, Instructional Technology Plan, established July 2016.

7 Ayes 0 Nays 0 Absent Motion Carried.

RESOLUTION FOR INSTRUCTIONAL SERVICES INSTRUCTIONAL TECHNOLOGY PLAN

Mr. Cavan moved, seconded by Mr. Carr to adopt the following resolution: BE IT RESOLVED, that all current board policies enacted and in force during the 2015-16 school year be continued during the 2016-17 school year until new policies are approved.

7 Ayes 0 Nays 0 Absent Motion Carried.

RENEWAL ON BOARD POLICIES

Mr. Cavan moved, seconded by Mr. Carr, to adopt the following resolution: BE IT RESOLVED, that the Board of Education approves membership in the statewide BOCES Educational Consortium.

7 Ayes 0 Nays 0 Absent Motion Carried.

RESOLUTION – BOCES EDUCATIONAL CONSORTIUM

The reorganization meeting was adjourned by Mrs. Katz seconded by Mrs. Busse, and the regular meeting was convened at 4:15 p.m.

ADJOURNMENT

Denise Polanski
District Clerk