

REORGANIZATION MEETING NO. 956

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
First Supervisory District, Erie County
July 12, 2018**

The reorganization meeting of the Board of Cooperative Educational Services, First Supervisory District, Erie County, was held on Thursday, July 12, 2018, at the Erie 1 BOCES Education Campus, 355 Harlem Road, West Seneca, New York. The meeting was called to order at 4:00 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, Andrew Loeb, Mary Busse, Renee Wilson

Others Present: Lynn Fusco, District Superintendent, Jim Fregelette, Executive Director of Administrative Services and Operations, Melody Jason, Executive Director of Instructional Services; Barbara Mocarski, Executive Director, Educational Supports and WNYRIC Services, Candace Reimer, Director of Communication Services; Colleen Sloan, General Counsel; Kelly Eisenried, Director of Human Resources; Deanna Schettine, Business Administrator; Patricia Hochadel, Deputy District Clerk.

Denise Polanski, Notary Public, administered the Oath of Office to re-elected board member, Edward R. Cavan and newly elected board member Renee Wilson. Re-elected and newly 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 2018-19 school year.

Mrs. Plarr nominated Mr. Sherman to serve as President of the Erie 1 BOCES Board of Education for the 2018-19 school year, seconded by Mr. Cavan. There being no other nominations, Mr. Cavan 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 2018-19 school year.

Mr. Carr nominated Mr. Cavan to serve as Vice President of the Erie 1 BOCES Board of Education for the 2018-19 school year, seconded by Mrs. Plarr. There being no other nominations, Mrs. Busse moved to close nominations, seconded by Mrs. Plarr. Mr. Cavan was declared Vice President. Mr. Sherman presided over the remainder of the meeting.

Mr. Cavan moved, seconded by Mrs. Busse, that Ms. Tina Ellis be appointed as District Treasurer for the 2018-19 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. Busse, that Ms. Dawn Schmidt be re-appointed as Deputy Treasurer for the 2018-19 school year at a stipend of \$1200.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse that Ms. Denise Polanski be re-appointed as Clerk of the Board for the 2018-19 school year at a stipend of \$4.00 per hour.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, that Ms. Patricia Hochadel be re-appointed as Deputy Clerk of the Board for the 2018-19 school year at a stipend of \$1.75 per hour.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse that Lumsden and McCormick, P.C. firm as the auditor during 2018-19 for their services completing the 2017-18 fiscal year audit.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, 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.

Mr. Cavan moved, seconded by Mrs. Busse, 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.

Mr. Cavan moved, seconded by Mrs. Busse that Ms. Colleen Sloan, Esq. be re-appointed as Counsel for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, that Mr. Daniel D'Amico, Esq. be re-appointed as Associate School Attorney at a stipend of \$5,000 for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, to re-appoint Mr. James Fregelette, Executive Director of Administrative Services and Operations as Records Access Officer for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, to re-appoint Mr. James Fregelette, Executive Director of Administrative Services and Operations as the Records Management and Records Retention and Disposition Officer

**DEPUTY
TREASURER**

**CLERK OF THE
BOARD**

**DEPUTY CLERK OF
THE BOARD**

**DISTRICT AUDITOR
(INDEPENDENT
AUDITOR)**

**INTERNAL CLAIMS
AUDITOR**

**SCHOOL
PHYSICIAN**

**SCHOOL
ATTORNEY**

**ASSOCIATE
SCHOOL
ATTORNEY**

**RECORDS ACCESS
OFFICER**

**RECORDS
MANAGEMENT
AND RECORDS**

for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, to designate 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. Busse, to re-appoint the Director of Human Resources as Civil Rights/Human Rights Compliance Officer for Employees for the 2018-19 school year and to re-appoint the Executive Director, Instructional Programs and Services for Students for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, to appoint Ms. Anedda Trautman as the facilitator for the Advisory Council for Career Education for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, to re-appoint the Director of Special Education as the Special Education Advisory Committee (SEAC) Chairperson for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, to re-appoint the Senior Coordinator of Safety Risk, Mr. Dennis Kwaczala as the Asbestos Designee/AHERA for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse to appoint the Business Administrator as Purchasing Agent. This position is currently held by Ms. Deanna Schettine. In her absence, the Executive Director of Administrative Services and Operations 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. Busse, that the New York Schools Insurance Reciprocal (NYSIR) is the agent of record for all BOCES property and liability insurance.

7 Ayes 0 Nays 0 Absent Motion Carried.

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

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

APPOINTING AUTHORITY

WHEREAS, New York State Civil Service Law requires that all school districts and other municipal corporations appoint an office who will have the power of appointment to subordinate positions;

BE IT RESOLVED, that upon the recommendation of the District Superintendent/CEO, the Director of Human Resources is hereby designated as the "appointing authority" for Erie 1 BOCES for these purposes. The position of Director of Human Resources is currently held by Ms. Kelly Eisenried.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, in the absence of the 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. Busse, to approve Mr. Randy Ray, Esq. as our Civil Service Section 71/73 Hearing Officer for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, 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
- EDGE 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. Busse, to appoint Kelly Eisenried, Director of Human Resources as the E1B Integrity Officer (IO) for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, that Citizen’s Bank, J.P. Morgan Chase, Bank of America, M&T Bank, Key Bank and NYLAF as depositories for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Busse, that the Buffalo News be designated as the official newspaper for legal notices in 2018-19.

7 Ayes 0 Nays 0 Absent Motion Carried.

DELEGATION OF AUTHORITY

HEARING OFFICER

DIGNITY ACT COORDINATORS

INTEGRITY OFFICER

DEPOSITORIES FOR FUNDS

OFFICIAL NEWSPAPER

Mr. Cavan moved, seconded by Mrs. Busse, 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 Director of Human Resources, and in her absence the Executive Director of Administrative Service and Operations, 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:

- Donna Mann/Lucas Vogel - \$100 (Potter Road Center)
- John Wodjeski/Kimberly Biniasz/James Clark - \$100 (Harkness Center)
- Terence Ruh/David Bogner - \$100 (Twilight – Harkness Center)
- Jeffrey Sikora/Mattew Ciurzak - \$100 (Kenton Center)
- John Pope - \$100 (Northtowns Academy)
- Robert Boccaccio/Arlene Adams - \$100 (EDGE Academy)
- Marcy Wasielewski - \$100 (Administration-Education Campus)
- Michael Capuana - \$100 (Summer Program – Mill Middle School)
- Michael Capuana - \$100 (Summer Program - Maryvale Middle School)
- Michael Capuana - \$100 (Summer Program - West Seneca West Middle School)
- Deborah Summers - \$100 (Walden Avenue - Workforce)
- Patricia Riegle - \$100 (Career/Workforce - Education Campus)
- Marcy Wasielewski - \$100 (Administration – Education Campus)
- Gina Dailey/Paula Kropelin - \$100 (Maryvale Work Readiness)
- Erik Vohwinkel/Ria Conway - \$100 (E1B Learning Center)
- Carmen Tripi/Melody Jason - \$100 (Exceptional Education - 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 2018-19 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, to authorize the District Treasurer as the individual to sign checks. In the absence of the District Treasurer the School Business Administrator, Ms. Deanna Schettine, will be authorized to sign checks.

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

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.

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 Administrative Services and Operations 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 2018-19 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 Administrative Services and Operations 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 School Business Administrator 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 assigned to Erie 1 BOCES Instructional locations to act as Acting Principals/Acting Supervisors in the event that the applicable Principal/Supervisor is not physically present at his/her assigned location on one or more days, or portions thereof, for the purposes on conferring authority and responsibility to impose suspensions of students for up to five school days pursuant to NYS Education Law 3214.

7 Ayes 0 Nays 0 Absent Motion Carried.

Mr. Cavan moved, seconded by Mrs. Plarr 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

REIMBURSEMENT FOR MILEAGE

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

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 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 Mrs. Busse, to approve the procedures and forms for dissemination to parents/guardians of teacher or principal/supervisor overall composite APPR scores for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

APPROVAL OF THE ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR) DATA

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

BE IT RESOLVED, that the Board of Education approves 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 Mrs. Busse, to adopt the following resolution:

BE IT RESOLVED, that all current board policies enacted and in force during the 2017-18 school year be continued during the 2018-19 school year until new policies are approved.

7 Ayes 0 Nays 0 Absent Motion Carried.

RENEWAL ON BOARD POLICIES

RESOLUTION – BOCES EDUCATIONAL CONSORTIUM

Mr. Cavan moved, seconded by Mrs. Busse, 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.

SECTION 913 RESOLUTION

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

WHEREAS, the Board of Education is authorized under Section 913 of the

NYS Education Law to require any person employed by the District to submit to such medical examinations as deemed necessary for the purpose of determining the physical or mental capacity of the employee to perform his or her duties;

WHEREAS, the Board of Education believes it is in the best interest of both the District and its employees for such referrals to be made without the need for individual Board approval;

THEREFORE, be it resolved, that the District Superintendent or his/her designee is hereby authorized to require any employee to submit to a medical examination by a physician or other health care provider of his/her choice, or, by the director of school health services of the board of education (otherwise known as the "school medical inspector"), as determined by the District Superintendent, in order to determine the physical or mental capacity of the employee to perform his or her duties.

AND BE IT FURTHER RESOLVED that Brian Joseph, MD, with offices located at 5820 Main Street, Williamsville, New York, 14221 be hereby appointed effective July 12, 2018 as a director of school health services/school medical inspector to conduct such examinations as requested by the District Superintendent pursuant to NYS Education Law Section 913 for the 2018-19 school year.

7 Ayes 0 Nays 0 Absent Motion Carried.

The reorganization meeting was adjourned by Mr. Cavan seconded by Mrs. Plarr, and the regular meeting was convened at 4:11 p.m.

ADJOURNMENT

Denise Polanski
District Clerk