DATE: July 11, 2012
TIME: 4:30 p.m.
PLACE: Olean Center

BOARD MEMBERS PRESENT: Maxine Dowler
Brian Eaton
Gilbert Green
Charlie Joyce
Robert Keenan
Louis Nicol
Susan Potter

BOARD MEMBERS ABSENT: Heinke Lillenstein
Brad Sande

STAFF PRESENT: Dr. Robert Olczak, District Superintendent
Lynda Quick, Assistant Superintendent
Sally Nenno, District Clerk

S. Nenno called the meeting to order at 4:40 p.m. with the Pledge of Allegiance.

S. Nenno administered the oath of office to newly elected board members, Louis Nicol and Susan Potter.

S. Nenno called for nominations for President, BOCES Board of Education. Motion by M. Dowler to nominate Susan Potter for President.

Being no other nominations G. Green moved to close the nominations and to have the Clerk cast one ballot for Susan Potter, second by C. Joyce. 7 Ayes, 0 No votes. Motion carried.

S. Nenno administered oath of office to Susan Potter as President for 2012-13.
President Potter called for nominations for Vice President, BOCES Board of Education.

**Election of Vice President**

Motion by G. Green to nominate Robert Keenan for Vice-President.

Motion by M. Dowler to nominate Brad Sande, for Vice-President.

Being no other nominations, G. Green moved to close the nominations and hold a secret ballot vote. Votes for R. Keenan-5, votes for B. Sande-2. The Clerk cast one ballot for R. Keenan, second by C. Joyce. 7 Ayes, 0 No votes. Motion carried.

S. Nenno administered oath of office to Robert Keenan as Vice President for 2012-13.

**Oath of Office**

**Board Appointments for 2011-2012**

Motion by G. Green, second by C. Joyce to amend the agenda and the Clerk’s salary to $4,600. 7 Ayes, 0 No votes. Motion carried.

Motion by G. Green, second by R. Keenan to appoint:

Dr. Robert Olczak, District Superintendent and Chief Executive Officer of BOCES; Oath of Office  
Sally Nenno - Clerk of the Board and Board Secretary at a salary of $4,600; Oath of Office  
Karen Coleman - BOCES Treasurer with authority to sign checks; Oath of Office  
Lynda Quick - Clerk Pro Tem (as needed); Oath of Office  
Thomas Potter - Deputy Treasurer  
Angela Baker - Accounts Receivable Clerk  
April Shelton - Purchasing Agent  
Angela Baker - Alternate Purchasing Agent  
Controller - Alternate Purchasing Agent  
Principal’s Secretaries - Extracurricular Classroom Treasurers  
Judy Hupf - Claims Auditor at a hourly rate of $25. (approx. 8 hrs./mth.)  
Management Advisory Group - Internal Auditor  
Director of Personnel & Labor Relations - Compliance Officer for Title VI and VII - Civil Rights Act of 1964; Title IX-the Education Amendments of 1972; Section 504 - Rehabilitation Act of 1973; Age Discrimination Act of 1975; Americans With Disabilities Act  
Manager Facility Services - Asbestos Designee, AHEREA, PL99.519  
BOCES Attorney - Records Access Officer  
Raymond F. Wager, CPA - Auditor to complete 2011-12 audit  
Asst. Supt. - Board of Directors for Self-Funded Insurance Plans  
Director of Personnel & Labor Relations - Alternate, Board of Directors for Self-Funded Insurance Plans  
Purchasing Agent - Coordinator & Delegate to Multi-Peril Insurance Consortium; Records Management Officer  
DASA Coordinators – Vince Olivierio, Paula Swier, Jennifer Hebert, Jim Bennett.
H. Lillenstein - Voting Delegate to NYSSBA Annual Meeting
L. Nicol - Alternate Voting Delegate
G. Greent - Legislative Liaison to NYSSBA
S. Potter - Voting Delegate to Allegany-Cattaraugus ASB
B. Eaton - Alternate Delegate to Allegany-Cattaraugus ASB

7 Ayes, 0 No votes. Motion carried.

Motion by L. Nicol, second by C. Joyce to designate that:

- Regular Meetings be held at 4:30 p.m. EST on the 1st Wednesday of the month. Exceptions: July 2012 and April 2013 will be held on the 2nd Wednesdays.
- The Official Depository be Five Star Bank and JP Morgan Chase Bank and that other banks in the BOCES area shall be authorized for investments and loans.
- The Official Newspaper be the Olean Times Herald.
- The BOCES attorney of record for regular legal matters be Pam Kirkwood, Esq., the firm of Hodgson, Russ, Andrews, Woods and Goodyear for special legal matters, and Roger Simon, Esq. of the firm of Gibson, McAskill & Crosby or any other attorney as approved by the BOCES Executive Committee to serve the BOCES Board on particular legal matters.

7 Ayes, 0 No votes. Motion carried.

Motion by B. Eaton, second R. Keenan to delegate the
District Superintendent to:

- Certify payrolls; authorize conference attendance by personnel; apply for Grants in Aid; approve the employment of per diem workers, home tutoring instructors, work experience students, accept volunteer services, non-paid interim services, and student teachers prior to Board meetings; and, authorize the appointment of various Vocational Education Advisory Committees.

Board President to:

- Make committee assignments of Board members to address negotiations; policy review; working conditions; audit committee; Board retreat as well as an Executive Committee.

7 Ayes, 0 No votes. Motion carried.

Motion by G. Green, second by L. Nicol to authorize:

- Mileage reimbursement at the IRS designated rate to staff and Board members where rate is not designated by contract.
• the operation of Adult Education Programs on behalf of component districts and to operate Adult and Continuing Education Programs for non-component agencies as well as to sign adult education sponsorship agreements.

• BOCES to act as host agency and/or LEA for such programs as Green Thumb, Division for Youth, ABE/HS Equivalency, summer youth and community-based programs.

• the President or Clerk of the Board to sign AS-7 contracts for services.

• the Board President and/or District Superintendent to sign annual contracts not involving the expenditure of money, such as with hospitals for clinical experience.

• BOCES to pay the fingerprinting costs for summer school employees, occasional workers and classified employees up to a maximum of $66.50 each.

7 Ayes, 0 No votes. Motion carried.

Authorization to Borrow

Motion by L. Nicol, second B. Eaton to adopt the following resolution:

BE IT RESOLVED, by the Board of Cooperative Educational Services of the Sole Supervisory District of Cattaraugus, Allegany, Erie, Wyoming Counties, New York, as follows: Section 1. The power to authorize the issuance of and to sell revenue anticipation notes, including renewals thereof, of the Sole Supervisory District of Cattaraugus, Allegany, Erie and Wyoming Counties, New York (the “BOCES”), in anticipation of the receipt of money from various sources during the fiscal year of said BOCES commencing July 1, 2012, is hereby delegated to the President of said BOCES, the chief fiscal officer. Such notes shall be of terms, form and contents, and shall be sold in such manner, as may be determined by said President pursuant to the Local Finance Law. Section 2. The following office of said BOCES is hereby authorized to execute such notes in the place of such President, if such President shall so designate: Thomas Potter, Controller. Section 3. This resolution shall take effect immediately.

7 Ayes, 0 No votes. Motion carried.

Bonding of Personnel

Motion by R. Keenan, second G. Green to provide $2,000,000 bond coverage each for the District Treasurer, Deputy Treasurer and Accounts Receivable Clerk to bond all other employees who handle cash/securities up to an aggregate of $20,000 as provided through insurance coverage. 7 Ayes, 0 No votes. Motion carried.
Establishment of Petty Cash Accounts

Motion by G. Green, second L. Nicol to establish petty cash account as follows:

A. Administrative Office - Clerk of the Board $100.00
B. Career and Technical Education Division
   Adult Education – Secretary to Adult Ed. $100.00
   Nursing Adult Ed. (Olean) - Secretary to Team Leader $100.00
   Center at Belmont - Secretary to Bldg. Principal $100.00
   Center at Olean - Secretary to Bldg. Principal $100.00
   Center at Ellicottville - Secretary to Bldg. Principal $100.00
C. Instructional Support - Secretary to Director ISS $100.00
   Educational Communications - Secretary to Program Manager Library Science $100.00
   STW - Secretary to Program Manager $100.00
   ACME Bldg. - Secretary to Program Manager $100.00
D. Special Education Division
   Pioneer Area - Secretary to Sp. Ed. Supervisor $100.00
   Allegany Cty./Elm St. - Secretary to Sp. Ed. Supervisor $100.00
   Salamanca Area - Secretary to Sp. Ed. Supervisor $100.00
   Olean Area - Secretary to Sp. Ed. Supervisor $100.00
   SESIS - Secretary to Staff Spec.-SESIS Trainer $100.00
E. Technology - Tech Shop $100.00

7 Ayes, 0 No votes. Motion carried.

Motion by R. Keenan, second M. Dowler to adopt and follow School Board Policies and Code of Ethics for the current Cattaraugus-Allegany-Erie-Wyoming BOCES school board policies and Code of Ethics during the 2012-2013 school year. 7 Ayes, 0 No votes. Motion carried.

Motion by C. Joyce, second L. Nicol to adopt and follow the Code of Conduct current Cattaraugus-Allegany-Erie-Wyoming BOCES Code of Conduct during the 2012-2013 school year. 7 Ayes, 0 No votes. Motion carried.

Motion by R. Keenan, second G. Green to pay for membership in the Rural Schools Association, New York State School Boards Association; Allegany-Cattaraugus School Boards Association; Greater Olean, Inc.; the National School Boards Association; and the Western New York Educational Service Council, Arcade Area Chamber of Commerce, Cuba Chamber of Commerce, Ellicottville Chamber of Commerce, Salamanca Chamber of Commerce, and the Wellsville Chamber of Commerce for 2012-2013. 7 Ayes, 0 No votes. Motion carried.
Motion by C. Joyce, second L. Nicol, to approve issuance of credit cards as follows:  

<table>
<thead>
<tr>
<th>Role</th>
<th>Credit Card Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Superintendent</td>
<td>Corporate Business Card</td>
</tr>
<tr>
<td>Assistant District Superintendent</td>
<td>Corporate Business Card</td>
</tr>
<tr>
<td>Purchasing Agent</td>
<td>Corporate Business Card</td>
</tr>
<tr>
<td>Purchasing Agent</td>
<td>Gas Credit Cards (for distribution on as needed basis by Purchasing Agent/designee)</td>
</tr>
<tr>
<td>Purchasing Agent</td>
<td>Company Cards (i.e., Wal-Mart, Home Depot, Staples, etc.)</td>
</tr>
</tbody>
</table>

7 Ayes, 0 No votes. Motion carried.

Establishment of Reserve Fund

Motion by B. Eaton, second by L. Nicol to request that the following reserves and liabilities be reauthorized or established as of June 30, 2012:

<table>
<thead>
<tr>
<th>RESERVE/LIABILITY</th>
<th>LEGAL CITATION</th>
<th>CURRENT BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1] (CTE) Equipment Reserve Fund</td>
<td>Ed. Law. 1950(4)</td>
<td>$2,640,861</td>
</tr>
<tr>
<td>2] Unemployment Insurance</td>
<td>GML 6-M</td>
<td>952,725</td>
</tr>
<tr>
<td>3] Compensated Absences Liability</td>
<td>N/A</td>
<td>561,696</td>
</tr>
<tr>
<td>4] Employee Benefit Accrued Liability</td>
<td>GML 6-P</td>
<td>537,478</td>
</tr>
<tr>
<td>5] Property Loss Reserve</td>
<td>Ed. Law 1709 (8-C)</td>
<td>75,022</td>
</tr>
<tr>
<td>6] Retiree Health Insurance Liability</td>
<td>N/A</td>
<td>12,218,668</td>
</tr>
<tr>
<td>7] Retirement Contribution Reserve</td>
<td>GML 6-R</td>
<td>2,286,560</td>
</tr>
<tr>
<td>8] Reserve for Encumbrances</td>
<td>N/A</td>
<td>2,194,775</td>
</tr>
</tbody>
</table>

7 Ayes, 0 No votes. Motion carried.

Standardizations

Motion by C. Joyce, second by R. Keenan to approve the standardization:

Best Lock for interior door locks as presented (new)
Temp Control Systems as presented.
Fire alarm systems as presented.

7 Ayes, 0 No votes. Motion carried

Motion by G. Green, second B. Eaton to adjourn the Reorganizational Meeting at 5:09 p.m. 7 Ayes, 0 No votes. Motion carried.

Respectfully submitted,

Sally A. Nero

Re-organization Meeting
July 11, 2012
Sally Nenno
District Clerk