DATE: July 9, 2014
TIME: 4:30 p.m.
PLACE: Olean Center

BOARD MEMBERS PRESENT: Candace Clemens
Gilbert Green
Charlie Joyce
Robert Keenan
Heinke Lillenstein
Louis Nicol
Susan Potter

BOARD MEMBERS ABSENT: Maxine Dowler
Brad Sande

STAFF PRESENT: Lynda Quick, District Superintendent
Sally Nenno, District Clerk

S. Nenno called the meeting to order at 4:34 p.m. with the Pledge of Allegiance.

S. Nenno administered the oath of office to newly elected board members, Candace Clemens and Charles Joyce.

S. Nenno called for nominations for President, BOCES Board of Education. Motion by S. Potter to nominate Louis Nicol for President. Being no other nominations G. Green moved to close the nominations and to have the Clerk cast one ballot for Louis Nicol second by C. Joyce. 7 Ayes, 0 No votes. Motion carried.

S. Nenno administered oath of office to Louis Nicol as President for 2014-15.

President Nicol called for nominations for Vice President, BOCES Board of Education. Motion by G. Green to nominate Robert Keenan for Vice-President.
Being no other nominations, L. Nicol moved to close the nominations and to have the Clerk cast one ballot for Robert Keenan, second by S. Potter. 7 Ayes, 0 No votes. Motion carried.

S. Nenno administered oath of office to Robert Kennan as Vice President for 2014-15.

**Oath of Office**

**Board Appointments for 2014-2015**

Motion by G. Green, second by R. Keenan to appoint:
Lynda M. Quick, District Superintendent and Chief Executive Officer of BOCES; Oath of Office
Sally Nenno - Clerk of the Board and Board Secretary at a salary of $4,800; 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.)
Nichele James - 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 2014-15 audit
District Superintendent - Board of Directors for Self-Funded Insurance Plans
Business Executive for Personnel - Alternate, Board of Directors for Self-Funded Insurance Plans
Purchasing Agent - Coordinator & Delegate to Multi-Peril Insurance Consortium; Records Management Officer
DASA Coordinators – Vince Oliverio, Paula Swier, Jennifer Hebert, Jill Bennett.

2014-2015 Board Committee Assignments
B. Sande - Voting Delegate to NYSSBA Annual Meeting
S. Potter - Alternate Voting Delegate
G. Green - Legislative Liaison to NYSSBA
C. Clemens - Voting Delegate to Allegany-Cattaraugus ASB
G. Green - Alternate Delegate to Allegany-Cattaraugus ASB

7 Ayes, 0 No votes. Motion carried.

Motion by S. Potter, second by G. Green to designate that:

**Designations**

- Regular Meetings be held at 4:30 p.m. EST on the 1st Wednesday of the month. Exceptions: July 2014 will be held on the 2nd Wednesday.
• 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 Harris Beach 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 C. Joyce, second R. Keenan to delegate the District Superintendent to:

Delegates

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 C. Joyce to authorize:

Authorization

• 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.

Motion by S. Potter, second C. Clemens 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, 2014, 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.

Motion by H. Lillenstein, second R. Keenan 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 C. Joyce, second S. Potter 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
   Secretary to Program Manager Learning Resources  $100.00
   STW - Secretary to Program Manager  $100.00
   Secretary to Staff Specialist MST  $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
Olean Area - Secretary to Sp. Ed. Supervisor $100.00
ESIS - Secretary to Staff Spec.-ESIS Trainer $100.00
E. Technology - Tech Shop $100.00

7 Ayes, 0 No votes. Motion carried.

Motion by H. Lillenstein, second S. Potter to adopt and follow the current Cattaraugus-Allegany-Erie-Wyoming BOCES school board policies and Code of Ethics during the 2014-2015 school year. 7 Ayes, 0 No votes. Motion carried.

Motion by G. Green, second C. Joyce 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, Greater Allegany County Chamber of Commerce and the Wellsville Chamber of Commerce for 2014-2015. 7 Ayes, 0 No votes. Motion carried.

Motion by C. Clemens, second R. Keenan to approve issuance of credit cards as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Card Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Superintendent</td>
<td>Corporate Business Card</td>
</tr>
<tr>
<td>Controller</td>
<td>Corporate Business Card</td>
</tr>
<tr>
<td>Purchasing Agent</td>
<td>Corporate Business Card</td>
</tr>
<tr>
<td>Personnel Assistant</td>
<td>Corporate Business Card (fingerprinting only)</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, Lowe’s Home Depot, Staples, etc.)</td>
</tr>
</tbody>
</table>

7 Ayes, 0 No votes. Motion carried.

Motion by C. Joyce, second by G. Green to request that the following reserves and liabilities be reauthorized or established as of June 30, 2014:

<table>
<thead>
<tr>
<th>RESERVE/LIABILITY</th>
<th>LEGAL CIVITATION</th>
<th>CURRENT BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(CTE) Equipment Reserve Fund</td>
<td>Ed. Law. 1950(4)</td>
<td>$3,832,099</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>GML 6-M</td>
<td>928,363</td>
</tr>
<tr>
<td>Compensated Absences Liability</td>
<td>N/A</td>
<td>544,945</td>
</tr>
<tr>
<td>Employee Benefit Accrued Liability Reserve</td>
<td>GML 6-P</td>
<td>475,195</td>
</tr>
</tbody>
</table>
Reorganizational July 9, 2014

Liability Reserve Ed. Law 1709 (5) 507,877
Property Loss Reserve Ed. Law 1709 (8-C) 75,022
Retiree Health Insurance Liability N/A 13,105,718
Retirement Contribution Reserve GML 6-R 2,320,700
Reserve for Encumbrances N/A 1,600,905
7 Ayes, 0 No votes. Motion carried.

Motion by S. Potter, second by C. Clemens to approve the standardization:
- Interior door locks as presented
- Temp Control Systems as presented.
- Fire alarm systems as presented.
7 Ayes, 0 No votes. Motion carried.

Motion by H. Lillenstein, second by C. Joyce BE IT RESOLVED, that the Cattaraugus-Allegany BOCES hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities: Controller, Treasurer, District Clerk and Internal Auditor. 7 Ayes, 0 No votes. Motion carried.

Motion by G. Green, second R. Keenan to adjourn the Reorganizational Meeting at 4:53p.m. 7 Ayes, 0 No votes. Motion carried.

Respectfully submitted,

Sally Nenno
District Clerk