Official Minutes
Cattaraugus-Allegany-Erie-Wyoming BOCES
July 5, 2017
Reorganizational Meeting
Center at Olean

BOARD MEMBERS PRESENT: Brad Sande, President
Candace Clemens, Vice President
Michael Conroy
Steve Crowley
Robert Keenan
Ralph Kerr
Lou Nicol
Susan Potter
Voni Walker

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

Call to Order 4:32 p.m. by District Clerk with the Pledge of Allegiance.

S. Nenno administered the Oath of Office of newly elected board members Brad Sande, Voni Walker & Candace Clemens.

Election of President

S. Nenno called for nominations for President, BOCES Board of Education. Motion by R. Keenan to nominate Brad Sande for President. Being no other nominations, L Nicol moved to close the nominations and to have the Clerk cast one ballot for Brad Sande, second by R. Kerr. 9 Ayes, 0 No votes. Motion carried.

S. Nenno administered the Oath of Office to Brad Sande as President for 2017-18.

Election of Vice President

President Sande called for nominations for Vice President, BOCES Board of Education. Motion by M. Conroy to nominate Candace Clemens for Vice-President. Being no other nominations, S. Potter moved to close the nominations and to have the Clerk cast one ballot for Candace Clemens, second by R. Keenan. 9 Ayes, 0 No votes. Motion carried.

S. Nenno administered the Oath of Office to Candace Clemens as Vice-President for 2017-18.
Board Appointments for 2017/18

Motion by R. Kerr, second by L. Nicol 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 $5,600; Oath of Office Karen Connors - BOCES Treasurer with authority to sign checks; Oath of Office Lynda Quick - Clerk Pro Tem (as needed); Oath of Office Thomas Potter - Deputy Treasurer with authority to sign checks Angela Baker - Accounts Receivable Clerk April Shelton - Purchasing Agent Angela Baker - Alternate Purchasing Agent Controller - Alternate Purchasing Agent Principal’s Secretaries - Extracurricular Classroom Treasurers Jessica Blaney - Claims Auditor at a hourly rate of $20. (approx. 8 hrs./mth.) Nichole 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 Jim Schifley – Alternate 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 2017-18 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, Ashley Malpiedi, Jennifer Ricketts-Swales, Greg Landries & Jill Bennett 2017-2018 Board Committee Assignments R. Keenan - Voting Delegate to NYSSBA Annual Meeting S. Potter - Alternate Voting Delegate M. Conroy - Legislative Liaison to NYSSBA M. Conroy - Voting Delegate to Allegany-Cattaraugus ASB C. Clemens - Alternate Delegate to Allegany-Cattaraugus ASB. 9 Ayes, 0 No votes. Motion carried.

Board Designations

Motion by M. Conroy, second by S. Crowley to designate that: • Regular Meetings be held at 4:30 p.m. EST on the 1st Wednesday of the month. • 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. • Designate the following persons to act as medical examiners for the purpose of preparing a medical or psychological examination pursuant to New York State Education Law Section 913 to determine, when appropriate, an employee's capacity to perform his/her duties: Dr. Brian Joseph, Dr. Donald Jacob, Dr. Michael K. Landi, and/or Dr. R. P. Singh. The District Superintendent is delegated the authority to coordinate such examination(s). 9 Ayes, 0 No votes. Motion carried.
Delegates

Motion by L. Nicol, second by C. Clemens 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. 9 Ayes, 0 No votes. Motion carried.

Authorization

Motion by S. Potter, 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. 9 Ayes, 0 No votes. Motion carried.

Authorization to Borrow

Motion by R. Keenan, second by R. Kerr 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, 2017, 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. 9 Ayes, 0 No votes. Motion carried.

Bonding of Personnel

Motion by M. Conroy, second by L. Nicol 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. 9 Ayes, 0 No votes. Motion carried.
**Petty Cash**

Motion by C. Clemens, second by S. Potter to establish petty cash account as follows: A. Administrative Office – District Clerk $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 Asst. Superintendent $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 SESIS – Secretary to Staff Spec. – SESIS Teacher $100.00 E. Technology – Tech Shop $100.00. 9 Ayes, 0 No votes. Motion carried.

**Policies & Codes of Ethics**

Motion by S. Crowley, second by R. Kerr to adopt and follow the current Cattaraugus-Allegany-Erie-Wyoming BOCES school board policies and Code of Ethics during the 2017-2018 school year. 9 Ayes, 0 No votes. Motion carried.

**Board Memberships**

Motion by C. Clemens, second by V. Walker to pay for membership in the Rural Schools Association, BOCES Educational Consortium (BEC), 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, Randolph Area Community Development Corporation, Greater Allegany County Chamber of Commerce and the Wellsville Chamber of Commerce for 2017-2018. 9 Ayes, 0 No votes. Motion carried.

**Credit Cards**

Motion by L. Nicol, second by M. Conroy to approve issuance of credit cards as follows: District Superintendent - Corporate Business Card Controller - Corporate Business Card Purchasing Agent - Corporate Business Card Purchasing Agent - Gas Credit Cards (for distribution on as needed basis by Purchasing Agent/designee) Purchasing Agent - Company Cards (i.e., Walmart, Lowe’s, Home Depot, Staples, Tops, etc.) 9 Ayes, 0 No votes. Motion carried.
Establishment of Reserve Fund

Motion by R. Keenan, second by C. Clemens to request that the following reserves and liabilities be reauthorized or established as of June 30, 2017: 8 Ayes, 1 No (Kerr) votes. Motion carried.

Standardizations

Motion by S. Crowley, second by R. Kerr to approve the standardization: Interior door locks as presented Fire alarm systems as presented. Engineering Curriculum as presented. 9 Ayes, 0 No votes. Motion carried.

Standard Work Day

Motion by C. Clemens, second by S. Potter 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. 9 Ayes, 0 No votes. Motion carried.

Adjournment

Motion by M. Conroy, second by S. Potter to adjourn the Reorganizational Meeting at 5:07 p.m. 9 Ayes, 0 No votes. Motion carried.

Respectfully submitted,

Sally Nenno
District Clerk