

**Schuyler-Steuben-Chemung-Tioga-Allegany
Board of Cooperative Educational Services**
9579 Vocational Drive, Painted Post, New York 14870-9518
Phone (607) 962-3175, 739-3581 or 324-7880 Fax (607) 654-2302

REORGANIZATIONAL BOARD MEETING

Coopers Education Center, Building #8, DL Room

Tuesday, July 11, 2017

5:30 p.m.

PRESENT: Rose Apgar, Neil Bulkley, Amy Dlugos, Robert Everett, Donald Keddell, Alice Learn, William Peoples, Jr., Gary Scott, Robert Wheeler

ABSENT: Mark Lemmon

ALSO PRESENT: District Superintendent James Frame; Cabinet Members: Brian Bentley, Patricia Cardona, Doug Johnson, Vince Moschetti, Margaret Munson, Linda Perry, Stacy Saglibene, Chuck Stefanini, Matt Talada, Sarah Vakkas, Board Clerk Kate Taylor

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1. Call to Order and Pledge of Allegiance - District Superintendent Frame

District Superintendent Frame called the meeting to order and let the Pledge of Allegiance at 5:30 p.m.

2. Acceptance of the Agenda

18-001

Upon the motion of Apgar, seconded by Dlugos, it is resolved to accept the agenda.

CARRIED UNANIMOUSLY

3. Appointment of Kathleen Taylor as Board Clerk for the 2017-2018 fiscal year, to remain in effect until the next Annual Reorganizational Meeting, or upon termination of services

18-002

Upon the motion of Dlugos, seconded by Learn, it is resolved to appoint Kathleen Taylor as Board Clerk for the 2017-2018 fiscal year.

CARRIED UNANIMOUSLY

4. Oath of Office to Newly Elected Board of Education Members
(Amy Dlugos, Donald Keddell, Robert Wheeler)

District Superintendent Frame administered the Oath of Office to re-elected Board Members, Amy Dlugos, Don Keddell, and Robert Wheeler.

5. Election and Oath of Officers of the Board of Education

18-003

A. Election of Board President & Oath of Office (conducted by District Superintendent Frame)

Upon the motion of Learn, seconded by Apgar, it is resolved to nominate Donald Keddell as Board President. Nominations being closed, the Board unanimously re-elected Donald Keddell to the position of President of the GST BOCES Board of Education for the fiscal year 2017-2018.

CARRIED UNANIMOUSLY

B. Election of Board Vice President & Oath of Office (conducted by Board President)

Upon the motion of Apgar, seconded by Scott, it is resolved to nominate Robert Everett as Board Vice President. Nominations being closed, the Board unanimously re-elected Robert Everett to the position of Vice President of the GST BOCES Board of Education for the fiscal year 2017-2018.

CARRIED UNANIMOUSLY**6. Appointments****18-005**

Upon the motion of Wheeler, seconded by Bulkley, it is resolved to appoint the following to the indicated positions for the 2017-2018 fiscal year, to remain in effect until the next Annual Reorganizational Meeting, or upon termination of services:

- A. Deputy Board Clerk..... Tina Watson
- B. Treasurer Janice Conley
- C. Deputy Treasurer Kim Mehlenbacher
- D. Internal Claims Auditor..... Debra Moyer-Haight
- E. Deputy Internal Claims Auditors Christina Beuter
Virginia Hatfield
- F. School Physician..... Guthrie Clinic Occupational Medicine,
Sayre and Big Flats Offices
Dr. Theodore Them
Dr. Anthony Grippo
Karol White, NP
- G. School Physician for Employee Related Needs Guthrie Clinic Occupational Medicine,
Corning and Big Flats Offices
Ann Klinger, NP
Dr. Sheila Butler
- H. School Physician as Independent Service
Providers for Student Related Needs..... Southern Tier Pediatrics
Dr. Laura Leonard
- I. School Attorney..... Sayles & Evans
Conrad Wolan, Esq. of Counsel
- J. Special Counsel, Independent Servicer Provider.... Hogan, Sarzynski, Lynch, DeWind,
& Gregory, LLP
Bond, Schoeneck, & King, PLLC
- K. Student Accounts and Activities..... as noted below
 - 1. Bush Education Center
 - Central Treasurer..... Sally Dillon
 - Assistant Central Treasurer Danielle Lambert
 - Auditor Janice Conley
 - 2. Coopers Education Center
 - Central Treasurer..... Susan Hamilton
 - Assistant Central Treasurer Jennifer Page
 - Auditor Janice Conley
 - 3. Wildwood Education Center
 - Central Treasurer..... Michelle Chamberlin
 - Assistant Central Treasurer Sharyl Hammond
 - Auditor Janice Conley
- L. Independent Auditor..... Insero & Co.
- M. Records Retention and Disposition Officer C. Douglas Johnson
- N. Records Access Officer C. Douglas Johnson

- O. Purchasing Agent.....Delia Kern
- P. Deputy Purchasing AgentMargaret Munson
- Q. Civil Rights Compliance Officer (Dignity for All Students Act, Section 504 and Title IX)C. Douglas Johnson
- R. Chief Information OfficerSamuel Gauss
- S. Asbestos Hazard Energy Response Act Officer (AHERA)Brian Bentley
- T. Designated Educational Official under SAVESarah Vakkas
- U. Integrity Officer.....Sarah Vakkas
- V. Medicaid Compliance OfficerCharles Stefanini
- W. Lead Evaluatorsas noted below
 - 1. Jeffrey Berdine.....
 - 2. Cynthia Drake
 - 3. Jesse Ferris
 - 4. Sara Fontana
 - 5. Sam Gauss
 - 6. Todd Goho.....
 - 7. Colleen Hurd.....
 - 8. Lori Krelie.....
 - 9. Marie Labanoski.....
 - 10. Danielle Major
 - 11. Joni Makowiec
 - 12. Katie McDonough
 - 13. Elizabeth McIntosh.....
 - 14. Paula Oblamski.....
 - 15. Angela Olkley.....
 - 16. Richard Perkins.....
 - 17. Linda Perry.....
 - 18. Stacy Saglibene.....
 - 19. Lisa Sanford.....
 - 20. Rob Sherburne.....
 - 21. Erica Siebert.....
 - 22. Ann Sincok.....
 - 23. Stephanie Stephens.....
 - 24. Matt Talada.....
 - 25. Sarah Vakkas.....
 - 26. Kasi Washburn.....
 - 27. Georgia Weed.....
 - 28. Richard Yochem.....
 - 29. Instructional Support Supervisor-STEM.....
 - 30. Asst. Principal for CTE-Wildwood (TBD).....
 - 31. Asst. Principal for CTE-Bush (TBD).....
 - 32. Asst. Principal for CTE-Bush (TBD).....
- X. Designated Board Committeesas noted below
 - 1. GST BOCES Audit and Finance Subcommittee
Rose Apgar, Neil Bulkley, Amy Dlugos, Gary Scott
 - 2. GST BOCES Facilities Inspection Subcommittee
Robert Everett, Williams Peoples, Jr., Robert Wheeler
 - 3. GST BOCES Policy Development Subcommittee
Robert Everett, Donald Keddell, Alice Learn, Mark Lemmon
- Y. Attendance Supervision Officers.....as noted below
 - 1. Career and Technical Education
 - Bush Education Center.....Terry Gray
 - Coopers Education Center.....Jennifer Page
 - Wildwood Education Center.....Sharyl Hammond
 - 2. Special Education
 - Bush Education Center.....Stephanie Davis
 - Bath/Campbell-Savona/Corning/Hornell Host Sites.....Melanie Coots
 - Elmira/Elmira Heights/Horseheads Host Sites.....Stephanie Davis

CARRIED UNANIMOUSLY

7. Designations

18-006

Upon the motion of Learn, seconded by Scott, the following designations were approved:

A. Official Depository

It is hereby resolved that M&T Bank, J.P. Morgan Chase Bank, Chemung Canal Trust Company, Five Star Bank, Steuben Trust, Key Bank, Bancorp Bank, and others as needed

are designated for checking and/or savings, for fiscal year 2017-2018 as shown on the attached detailed list.

B. Board of Education Meetings

It is hereby resolved that the date and time for holding BOCES Board of Education Meetings are as follows:

- | | | | |
|---------------------------------------|------------|-----------|--------------------------------|
| 1. Reorganizational & Regular Meeting | July 11 | 5:30 p.m. | Coopers, Bldg. 8, DL Room |
| 2. Regular Meeting | August 1 | 5:30 p.m. | Coopers, Bldg. 8, DL Room |
| 3. Regular Meeting | August 29 | 5:30 p.m. | Coopers, Bldg. 8, DL Room |
| 4. September-No Meeting | | | |
| 5. Regular Meeting | October 3 | 5:30 p.m. | Wildwood, Bldg. 1, DL Room |
| 6. Regular Meeting | November 7 | 5:30 p.m. | Coopers, Bldg. 8, DL Room |
| 7. Regular Meeting | December 5 | 5:30 p.m. | Bush, Bldg. 1, DL Room |
| 8. Regular Meeting | January 2 | 5:30 p.m. | Coopers, Bldg. 8, DL Room |
| 9. Regular Meeting | February 6 | 5:30 p.m. | Coopers, Bldg. 8, DL Room |
| 10. Regular Meeting | March 6 | 5:30 p.m. | Coopers, Bldg. 8, DL Room |
| 11. Regular Meeting | April 3 | 5:00 p.m. | Coopers, Bldg. 7, Computer Lab |
| 12. Annual Meeting | April 3 | 6:30 p.m. | Coopers, Bldg. 7, Cafeteria |
| 13. Regular Meeting | May 8 | 5:30 p.m. | Campbell-Savona High School |
| 14. Regular Meeting | June 5 | 5:30 p.m. | Coopers, Bldg. 8, DL Room |

C. Official Newspapers

It is hereby resolved that the Star-Gazette of Elmira, New York and the Evening Tribune of Hornell, New York are designated as the official newspapers for fiscal year 2017-2018.

CARRIED UNANIMOUSLY

8. Authorizations

18-007

Upon the motion of Apgar, seconded by Dlugos, the following authorizations were approved:

A. Certification of Payroll

It is hereby resolved that the Director of Human Resources and Employee Relations, C. Douglas Johnson, is authorized to certify payroll and that District Superintendent James Frame is authorized to certify payroll in the absence of C. Douglas Johnson for fiscal year 2017-2018.

B. Approval of Staff and Board Member Conference Attendance and Expenses

It is hereby resolved that District Superintendent James Frame or his designees are appointed to approve all conference attendance and expenses for fiscal year 2017-2018.

C. Establishment of Petty Cash Funds

It is hereby resolved that the establishment of Petty Cash Funds in the amounts designated and custodians thereof on the attached list be established and that the Treasurer and/or Deputy Treasurer are responsible for maintaining funds for fiscal year 2017-2018.

D. Signatures on Checks

It is hereby resolved that authorization to sign checks for the 2017-2018 fiscal year is given to the following listed personnel:

All Checks
Janice Conley
Kim Mehlenbacher

Student Activity Accounts
Bush Education Center: Sally Dillon
Danielle Lambert
Coopers Education Center: Susan Hamilton
Jennifer Page
Wildwood Education Center: Michelle Chamberlin
Sharyl Hammond

E. Budget Transfers

It is hereby resolved that authorization is granted to District Superintendent James Frame or his designee to approve Budget Transfers up to \$10,000 for fiscal year 2017-2018.

F. Apply for Grants

It is hereby resolved that District Superintendent Frame or his designee is authorized to approve applications for grants for fiscal year 2017-2018.

G. Employment of Temporary, Substitute, Full-Time and Part-Time Employees

It is hereby resolved that authorization is granted to District Superintendent James Frame to employ temporary, substitute, full-time and part-time employees on an interim basis for fiscal year 2017-2018 until such time as the Board of Education is able to act upon a formal recommendation for appointment.

H. Internal Controls Procedure

It is hereby resolved that the attached Internal Controls Procedure is accepted for fiscal year 2017-2018.

I. Legal Indemnification

It is resolved that the Board does and hereby approved legal indemnification of Board Members, Officers, the District Superintendent and School Administrators against all uninsured financial or property loss arising out of any proceeding, claim, demand, suit, tort, arbitration or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while Board Member, Officer, District Superintendent, and School Administrator is acting within the scope of his/her employment or at the discretion of the Board of Education for fiscal year 2017-2018.

J. Liability Insurance

It is hereby resolved that the Board does and hereby approves the liability insurance carrier to be Utica National Insurance Company for fiscal year 2017-2018.

K. Employee Theft (Bonding)

It is hereby resolved that bonding for fiscal year 2017-2018 of all personnel in the amount of \$5,000,000 per loss plus \$1,000,000 for treasurers and internal claims auditors will be carried with Utica National Insurance Company.

L. Student Field Trips and Itineraries

It is hereby resolved that District Superintendent James Frame or his designee is authorized to approve student field trips for travel in New York State not requiring charter or contract transportation for fiscal year 2017-2018.

M. Food Service Advertise and Accept Bids for Food Items and Perishables

It is resolved that the Board authorizes the Food Service Director and bid/specification committee to advertise and accept bids for food items and perishables based on the bid schedules. Furthermore, the Board awards the bid for purchase of said food items and perishables to the lowest, responsible bidding firm meeting the specifications as advertised. Be it further understood that the Food Service Director shall inform said lowest, responsible bidder of the bid award.

N. Disposal of BOCES Property

It is hereby resolved that the Assistant Superintendent for Finance & Administrative Services, Margaret Munson, or her designee, Director of Facilities III, Brian Bentley, is authorized to dispose of obsolete and surplus property for fiscal year 2017-2018.

O. Extracurricular Activities Accounts

It is hereby resolved that the Board authorizes the establishment of Extracurricular Activities Accounts at the Bush Education Center, Coopers Education Center, and Wildwood Education Center as shown on the attached list.

P. Execution of All Contracts

It is hereby resolved that the Board delegates to the District Superintendent the authority to execute all contracts on behalf of the BOCES. The District Superintendent may delegate such authority to the District Superintendent's Cabinet.

CARRIED UNANIMOUSLY

9. Other Items

18-008

Upon the motion of Learn, seconded by Apgar, the following other items were approved:

A. Adoption of All Policies, Code of Ethics, and Code of Conduct

It is hereby resolved that all policies, code of ethics, code of conduct, regulations and procedures in effect in the GST BOCES during the 2016-2017 fiscal year shall be carried over into the 2017-2018 fiscal year.

B. Authorization to Establish Mileage Reimbursement

It is hereby resolved that the mileage reimbursement rate is \$.535 per mile for fiscal year 2017-2018.

CARRIED UNANIMOUSLY

10. Motion to Adjourn Reorganizational Meeting

18-009

Upon the motion Apgar, seconded by Dlugos, it was resolved to adjourn the reorganizational meeting at 5:33 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

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July 14, 2017

Kathleen E. Taylor
Board Clerk
