Board of Education

Frank W. Cyr Center, 159 W. Main St., Stamford, NY 12167
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OTSEGO NORTHERN CATSKILLS
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

2010-11 ANNUAL REORGANIZATION MEETING

AGENDA

Wednesday, July 7, 2010
12:30 p.m. - Conference Room

Frank W. Cyr Center
Stamford, New York

The Mission of the
Otsego Northern Catskills BOCES

is:

To provide leadership and support systems through teamwork with the component districts to enhance student outcomes and lifelong learning.

Adopted: May 20, 1991

I. ROLL CALL & QUORUM CHECK

II. CALL TO ORDER BY DISTRICT SUPERINTENDENT

III. ORGANIZATION OF THE BOARD

A. **ADMINISTRATION OF OATH FOR NEWLY ELECTED BOARD MEMBERS**

Antoinette Hull
Harry Nissen
Paul Beisler

B. **ELECTION OF OFFICERS FOR 2010 - 2011**

1. President - Nominations and Election
2. Vice-President - Nominations and Election

C. **ADMINISTRATION OF OATH FOR NEWLY ELECTED OFFICERS ABOVE**

D. **BOARD APPOINTMENTS**

1. Board Clerk (Elle Finocan)
2. Treasurer (Patricia Powell-Wagner)
3. Deputy Treasurer (Dr. Jennifer Bolton-Carls)
4. Claims Auditor (Gail Miner - compensation $3,500)
5. Assistant Clerk (Nicholas Savin)

E. **ADMINISTRATION OF OATH FOR NEWLY ELECTED APPOINTMENTS ABOVE**

F. **ADMINISTRATION OF OATH FOR DISTRICT SUPERINTENDENT** - Nicholas J. Savin

G. **OTHER APPOINTMENTS**

1. Purchasing Agent (Lynn Chase)
2. Auditor for Extra Classroom Activities Funds for NCOC & OAOC (Lynn Chase)
3. Treasurer of Extra Classroom Funds at NCOC (Terri Chichester)
4. Treasurer of Extra Classroom Funds at OAOC (Charlene Donnell)
5. Local Education Agency Designee - Asbestos, SARA (Dr. Jennifer Bolton-Carls)
6. Records Access Officer (Nicholas Savin)
7. Records Management Officer (Dr. Jennifer Bolton-Carls)
8. Records Retention and Disposition Officer (Dr. Jennifer Bolton-Carls)
9. Independent Auditor (D'Arcangelo & Company)
10. Internal Auditor (Management Advisory Group of New York, Inc.)
11. Legal Advisor to the Board of Education (Hogan & Sarzynski and Ferrara, Fiorenza, Larrison, Barrett & Reitz for Labor Relations issues)
12. WinCap System Managers (Diane Matteson, Manager, and Annette Hinkley, Substitute Manager)
13. Designation of Officer to Represent the District on the Governing Board of the Catskill Area Schools Employee Benefit Plan (Dr. Jennifer Bolton-Carls)

H. **AUTHORIZATIONS**

1. Approve Employee Attendance at Conferences (Nicholas Savin, Nancy Noonan, Dr. Jennifer Bolton-Carls)
2. Certification of Payrolls (Dr. Jennifer Bolton-Carls)
3. Designation of Signatures on Checks (Patricia Powell-Wagner and Dr. Jennifer Bolton-Carls)
4. Electronic Check Signature Disk to authenticate checks issued on BOCES accounts (Patricia Powell-Wagner and Dr. Jennifer Bolton-Carls)
5. Budget Transfers on Chief School Officer's Approval (Dr. Jennifer Bolton-Carls)
6. Application for Grants in Aid (State and Federal) (Nicholas Savin)
7. Establish Mileage Reimbursement Rate (50¢ per mile)
8. Approval of Contracts (Board President)
9. Establish Adult Education CTE Tuition Rate - $8.30 per instructional hour
10. Establish Substitute Pay Rate (teachers - $75/day; licensed teaching assistants - $55/day)

I **BANK DEPOSITORIES**

1. National Bank and Trust Company of Norwich, Hobart and Grand Gorge Branches.
2. National Bank of Delaware County
3. Wilber National Bank
4. Key Bank N.A.
5. J.P. Morgan Chase Bank
6. Citizens Bank
7. HSBC Bank USA

J. **DESIGNATION OF OFFICIAL NEWSPAPERS FOR LEGAL NOTICES**

1. **The Daily Star,** Oneonta
2. **The Mountain Eagle,** Tannersville
3. **The Windham Journal**, Windham

(to be used at the discretion of the Board Clerk)

IV. OTHER BOCES BUSINESS

A. **PETTY CASH**

1. ADMINISTRATION/BUSINESS OFFICE $100
(Lynn Chase)

2.	NCOC (Terri Chichester)	$100
3.	OAOC (Charlene Donnell)	$100
4.	CATSKILL AREA SCHOOL STUDY COUNCIL (Joanne Lentner)	$100
5.	SESIS (Anita Weber)	$100
6.	OTSEGO AREA SCHOOL OF PRACTICAL NURSING (LPN) (Joan Debenedittis)	$100

B. **DATE, TIME AND PLACE OF MEETINGS**

Normally, the fourth Tuesday of each month at the Frank W. Cyr Center, Conference Room, Stamford, New York at 12:30 p.m.

Wednesday, July 7, 2010 - Reorganization Meeting
Tuesday, July 27, 2010
Tuesday, August 31, 2010
Wednesday, September 29, 2010
Tuesday, October 19, 2010
Tuesday, November 16, 2010
Tuesday, December 14, 2010
Tuesday, January 4, 2011 - Budget Meeting
Tuesday, January 18, 2011
Tuesday, February 8, 2011 - Budget Meeting
Tuesday, March 1, 2011
Tuesday, March 15, 2011 - Budget Meeting
Tuesday, March 29, 2011
Tuesday, April 5, 2011 (Annual Meeting)
Wednesday, April 27, 2011 (Admin Budget/board Election Vote)
Tuesday, May 17, 2011
Tuesday, June 21, 2011

* Annual Meeting - OAOC
** BOCES Bd. & Bd. Election night

Other Important Dates:

NYSCOSS Fall Conference	September 26-28, 2010 (Saratoga)
NYSSBA Convention	October 21-24, 2010 (New York City)
NYSCOSS Mid-Winter Conf.	February 27-March 1, 2011 (Albany)

V. **RE-ADOPTION OF CODE OF ETHICS - CONFLICT OF INTEREST**

VI. REVIEW OF BOARD POLICIES

- **#6240 - INVESTMENT POLICY AND GUIDELINES** - Attachment #1
- **#8334 - CREDIT CARDS - Attachment #2**
- **#8332 - CELLULAR TELEPHONES - Attachment #3**

VII. COMMENTS BY BOARD MEMBERS

VIII. COMMENTS BY DISTRICT SUPERINTENDENT

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6/29/10
Attachments

INVESTMENT POLICY AND GUIDELINES

I. SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order:

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Board of Education's responsibility for administration of the investment program is delegated to the BOCES Business Official, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in Otsego Northern Catskills BOCES to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict or create a perceived conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Otsego Northern Catskills BOCES to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of Otsego Northern Catskills BOCES for all monies collected by any officer or employee of the BOCES to transfer those funds to the Treasurer within five days for deposit, or within the time period specified in law, whichever is shorter.

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The BOCES may deposit monies in any bank or trust company authorized to do business in New York State. The banks and trust companies authorized for the deposit will be approved at the annual reorganizational meeting.

VIII. COLLATERALIZING DEPOSITS

In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Otsego Northern Catskills BOCES, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

A. By a pledge of "eligible securities" with an aggregate of 102% "market value" as provided by GML S10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.

B. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

C. By an eligible surety bond payable to the BOCES for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims – paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the BOCES, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Otsego Northern Catskills BOCES or its custodial bank. The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Otsego Northern Catskills BOCES authorizes the Treasurer under the direction of the Assistant Superintendent for Management Services and the BOCES Business Official to invest monies not required for immediate expenditures for terms not to exceed its projected cash flow needs in the following types of investments:

- Demand deposit accounts;
- Certificates of deposit;
- Special time deposit accounts;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Otsego Northern Catskills BOCES;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
- Certificates of Participation (COPs) issued pursuant to the GML, §109b;
- Obligations of this local government, but only with any monies in a reserve fund established pursuant to GML, § 6c, 6d, 6e, 6g, 6h, 6j, 6k, 6l, gm, or 6n.

All investment obligations shall be payable or redeemable at the option of the Otsego Northern Catskills BOCES within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Otsego Northern Catskills BOCES within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Otsego Northern Catskills BOCES shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Otsego Northern Catskills BOCES conducts business must be credit

worthy. Banks shall provide their most recent Annual and/or Quarterly Report at the request of the Otsego Northern Catskills BOCES. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated wit the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The Treasurer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board of Education.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Board of Education.

All purchased obligations, unless registered or inscribed in the name of BOCES, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Otsego Northern Catskills BOCES by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, § 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the BOCES, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposits or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the BOCES a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks and trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

XIV. OPERATIONS, AUDIT, AND REPORTING

1. The District Treasurer, or in his/her absence, the Otsego Northern Catskills BOCES Board of Education President, shall authorize the purchase and sale of all securities and execute contracts for Repurchase Agreements and certificates of deposit on behalf of the Otsego Northern Catskills BOCES. Oral directions concerning the purchase or sale of securities shall be confirmed in writing. The BOCES will pay for purchased securities upon the simultaneous delivery or book-entry thereof.
2. The Otsego Northern Catskills BOCES will encourage the purchase and sale of securities through a competitive or negotiated process involving telephone solicitation for at least two bids for each transaction.
3. At the time independent auditors conduct the annual audit of the accounts and financial affairs of the Otsego Northern Catskills BOCES, the independent auditors shall audit the investments of the Otsego Northern Catskills BOCES for compliance with the provisions of these Investment Guidelines.
4. The BOCES treasurer shall prepare and submit to the Board of Education of the Otsego Northern Catskills BOCES a quarterly investment report which indicates new investments, the inventory of existing investments and such other matters as the Treasurer deems appropriate.
5. The BOCES Treasurer shall prepare and submit to the Board of Education an annual investment report; recommendations for change in these Investment Guidelines; the results of the annual independent audit; the investment income record; a list of total fees, commissions or other charges, if any, paid to the Custodial Bank; and such other matters as the Treasurer deems appropriate.

6. At least annually, and if practicable, at the Reorganization Meeting of the Board of Education, the Members shall review and amend, if necessary, these Investment Guidelines.
7. Any deviation from this investment policy will be reviewed with the Board of Education for their approval prior to any investment activity.
8. The provisions of these Investment Guidelines and any amendments hereto shall take effect prospectively, and shall not invalidate the prior selection of any Custodial Bank or prior investment.

Adoption date: January 23, 2008
Revised dates: July 8, 2008; July 7, 2009, July 7, 2010

ATTACHMENT# 2

USE OF DISTRICT CREDIT CARDS

It is recognized that specific BOCES employees will be issued a BOCES credit card to assist with their job responsibilities. Job titles that will be issued a BOCES credit card are listed below and shall be reported to the Board of Education each year at the BOCES organizational meeting in July.

Effective July 1, 2005, the following positions are authorized to use a BOCES issued credit card:

- Superintendent (1)
- Assistant Superintendent for Management Services (1)
- Assistant Superintendent for Instructional Services (1)

The BOCES shall establish a credit line not to exceed $20,000 in total. BOCES issued credit cards shall be used prudently and only for official school business. Individuals authorized to use BOCES credit cards shall agree in writing to accept financial responsibility for any inappropriate usage by that individual. Receipts should be obtained that are itemized to provide evidence that expenses are prudent and proper. If credit cards are used for meals, those in attendance and the purpose of the meeting should be provided. For other expenses, the reason for the cost incurred should be provided.

The Board shall ensure that the credit card is secured through an RFP process, or State contract vendor and the relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

Credit cards may only be used for legitimate BOCES business expenditures. The use of credit cards is not intended to circumvent the BOCES policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Assistant Superintendent for Management Service and to the appropriate financial institution.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The District Superintendent, in consultation with the Assistant Superintendent of Management Service and the district's Purchasing Agent, shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Assistant Superintendent for Management Service shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the District Superintendent and the Board.

Cross-ref: 6700, Purchasing
6830, Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494
Opns. St. Compt. No. 78-897 (gas credit cards)

Adoption date: January 23, 2008; July 8, 2008; July 7, 2009, July 7, 2010

ATTACHMENT# 3

USE OF BOCES-OWNED CELL PHONES

The Board of Education recognizes that certain BOCES employees will be required to carry BOCES-owned cell phones in order to meet their job responsibilities. Such phones should be provided only when a less costly alternative (e.g., pager, radio) is not available or is not appropriate in the circumstances.

A list of job titles requiring district-owned cell phones shall be maintained in the Business Office and reported to the Board of Education for its approval each year at its reorganizational meeting in July.

All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process) and shall be subject to review and approval by the Board.

The BOCES shall establish the appropriate level of service contract for each specific employee. The employee shall make every attempt to use his/her cellular phone for business purposes only; however, in the event an employee uses a cellular phone for other than business purposes, he/she shall reimburse the BOCES for such non-business calls. Individuals authorized to use BOCES cellular telephones shall agree in writing to accept financial responsibility for any inappropriate usage by that individual.

As with any BOCES-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Assistant Superintendent for Management Services. Since employees are responsible for the safe return of BOCES-owned cell phones, employees who use BOCES-owned cell phones may be liable for damages or loss which occur during the period of its use.

At least once per year, the Assistant Superintendent for Management Services shall evaluate the effectiveness of the cellular telephone plan.

Adoption date: January 23, 2008
Revised dates: April 30, 2008, July 8, 2008; July 7, 2009, July 7, 2010

AUTHORIZED PERSONNEL
CELL PHONE USE

- Superintendent (1)
- Assistant Superintendents (2)
- CTE Principals (4) *
- CTE Director (1)
- Program Leaders (7)
- Curriculum & Instruction Coordinators (*2*)
- Building Maintenance Worker (1)
- Computer Support Technicians (*3*)
- Innovative Program Supervisors (2)
- Innovative Program Instructors - Remote Sites (4)
- Distance Learning Coordinator – (1)
- School Business Official (Shared Business Office) (1)

**** One additional phone available at each occupational center location for staff use on field trips for emergencies.***

Adoption Date: January 23, 2008
Revised Date: April 30, 2008; May 20, 2008; June 24, 2008; July 8, 2008; July 7, 2009; August 25, 2009; April 28, 2010