The annual reorganization meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties was held on Wednesday, July 12, 2017, at 12:30 p.m. at the Otsego Area Occupational Center, Milford, New York.

Roll Call & Quorum Check

MEMBERS PRESENT: Joseph Ballard, Paul Beisler, Ellen Hager, William Haltermann, Barbara Ann Heegan, Kurt Holcherr, Antoinette Hull, and Johnnie Nemec.

MEMBERS ABSENT: Marcy Birch

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton, Lynn Chase, Alyssa Oliveri, Anne Pallischeck.

Call to Order

At 12:30 p.m. Alyssa Oliveri, Board Clerk, called the meeting to order with a quorum present.

Pledge of Allegiance

Ms. Oliveri opened the meeting with the Pledge of Allegiance and asked for a moment of silence to recognize and honor the men and women serving in the Armed Forces.

Oath of Office- New Board Members

Alyssa Oliveri, Board Clerk, administered the oath of office to newly elected board members Joseph Ballard, Barbara Ann Heegan and Kurt Holcherr.

Nomination of Board President

Johnnie Nemec and William Haltermann moved to nominate Antoinette Hull for Board President.

Joseph Ballard and Kurt Holcherr moved to nominate Paul Beisler as Board President.

Alyssa Oliveri, Board Clerk, called for a vote.

Antoinette Hull received four votes. (Antoinette Hull; Kurt Holcherr; William Haltermann and Johnnie Nemec)

Paul Beisler received four votes. (Paul Beisler; Joseph Ballard; Ellen Hager; Barbara Ann

Heegan)

Upon discussion the Board agreed to suspend appointment of the Board President to allow Board Member, Marcy Birch, to cast a vote.

Tabled- Nomination of Board President

Johnnie Nemec and William Haltermann moved to table the nomination of Board President.

Motion was approved unanimously.

Appointment of Temporary President

Ellen Hager and William Haltermann moved to appoint Paul Beisler as acting Board President.

Motion was approved unanimously.

Mr. Beisler presided over the meeting.

Nomination of Board Vice President

William Haltermann and Johnnie Nemec moved to table the nomination of Board Vice President.

Motion was approved unanimously.

Board Appointments

Ellen Hager and Antoinette Hull moved to approve the following Board appointments:

BOARD APPOINTMENTS

1. Board Clerk (Alyssa Oliveri)
2. Treasurer (Patricia Powell-Wagner)
3. Deputy Treasurer (Dr. Jennifer Bolton)
4. Claims Auditor (Gail Miner - compensation $5,000)
5. Assistant Clerk (Nicholas Savin)
6. Deputy Claims Auditor (Donald Brown- compensation $65 per week worked)

Motion was approved unanimously.

Oath of Office- Board Appointments

Nicholas Savin administered the oath of office to Alyssa Oliveri, Board Clerk.

Alyssa Oliveri administered the Oath of Office to Nicholas Savin, Assistant Clerk, and Jennifer Bolton, Deputy Treasurer. Gail Miner (Claims Auditor), Patricia Powell-Wagner (Treasurer) and Donald Brown (Deputy Claims Auditor) were not present to take the oath of office.

Oath of Office- District Superintendent

Alyssa Oliveri administered the oath of office to Nicholas Savin, District Superintendent.

Approval of Other Appointments

William Haltermann and Ellen Hager moved to approve the following appointments:

1. Purchasing Agent (Lynn Chase)
2. Auditor for Extra Classroom Activities Funds for NCOC & OAOC (Lynn Chase)
3. Central Treasurer of Extra Classroom Funds - NCOC (Cassandra Bruno)
4. Central Treasurer of Extra Classroom Funds - OAOC (Cali Kukenberger)
5. Deputy Central Treasurer of Extra Classroom Funds - NCOC (Cali Kukenberger)
6. Deputy Central Treasurer of Extra Classroom Funds - OAOC (Cassandra Bruno)
7. Local Education Agency Designee - Asbestos, SARA (Dr. Jennifer Bolton)
8. Records Access Officer (Dr. Jennifer Bolton)
9. Records Management Officer (Dr. Jennifer Bolton)
10. Records Retention and Disposition Officer (Dr. Jennifer Bolton)
11. Independent Auditor (D'Arcangelo & Company)
12. Legal Advisor to the Board of Education (Hogan, Sarzynski, Lynch, Surowka & DeWind, LLP. In addition, the Board of Education will use Ferrara, Fiorenza, Larrison, Barrett & Reitz, PC, and Girvin & Ferlazzo, PC, as needed for special projects)
13. WinCap System Managers (Diane Matteson, Manager, and Annette Hinkley, Substitute Manager)
14. Designation of Officer to Represent the District on the Governing Board of the Catskill Area Schools Employee Benefit Plan (Dr. Jennifer Bolton)
15. Designation of Designee to Represent the District on the Governing Board of the Catskill Area Schools Employee Benefit Plan (Nicholas Savin)
15. Medicaid Compliance Officer (Robin Robbins)
16. Dignity for All Students Coordinators (Ryan DeMars and Chris Fatta)
17. Chief Information Officer - CIO (Rachel Wright)
18. Homeless Liaison (Joe Booan)
19. Test Integrity Officer (Nicholas J. Savin)
20. Test Integrity Officer Designee (Douglas Favaloro)

Motion was approved unanimously.

Authorizations

Ellen Hager and William Haltermann moved to approve the following authorizations:

AUTHORIZATIONS

1. Approve Employee Attendance at Conferences (Nicholas Savin). Designee (Dr. Jennifer Bolton)
2. Certification of Payrolls (Dr. Jennifer Bolton)
3. Designation of Signatures on Checks (Patricia Powell-Wagner). Designee (Dr. Jennifer Bolton)
4. Electronic Check Signature Disk to authenticate checks issued on BOCES accounts (Patricia Powell-Wagner). Designee (Dr. Jennifer Bolton)
5. Budget Transfers on Chief School Officer's Approval (Dr. Jennifer Bolton)
6. Application for Grants in Aid (State and Federal) (Nicholas Savin)
7. Establish Mileage Reimbursement Rate - IRS Rate
8. Offer school district employee and officer indemnification under Public Officer’s Law §18
9. Approval of Contracts (Board President) or (Vice President)
10. Establish Adult Education CTE Tuition Rate - $12,000 per year
11. Establish Substitute Pay Rate (Teachers - $85/day; Licensed Teaching Assistants - $65/day; Registered Nurses- $105/day; Licensed Practical Nurses - $80/day)

Ms. Hull asked why Dr. Bolton is listed on authorization numbers one, three and four. Dr. Bolton explained that she is the backup person for those authorizations. The Board suggested that this be clarified. Alyssa Oliveri will clarify this in the minutes.

Motion was approved unanimously.

Bank Depositories

Paul Beisler and Antoinette Hull moved to approve the following bank depositories:

BANK DEPOSITORIES

1. National Bank and Trust Company of Norwich, Hobart and Grand Gorge Branches.
2. National Bank of Delaware County

3. Community Bank
4. Key Bank N.A.
5. J.P. Morgan Chase Bank
6. The Bank of Greene County
7. Citizens Bank
8. First Niagara
9. HSBC Bank USA
10. New York Liquid Asset Fund (NYLAF)

Motion was approved unanimously.

Designation of Official Newspapers for Legal Notices

Antoinette Hull and Ellen Hager moved to designate the following newspapers for legal notices:

Official Publications:

1. **The Daily Star,** Oneonta
2. **The Mountain Eagle,** Stamford

Additional Publications to be used at the discretion of the Board Clerk:

1. **The Daily Mail**, Hudson
2. **The Catskill Mountain News**, Arkville

Mr. Haltermann asked why the Daily Mail was not designated as an official newspaper. Mr. Savin explained that it was a financial decision to use two papers, which is what is required by law; The Daily Star and Mountain Eagle cover the largest portions of our BOCES' area.

Motion was approved unanimously.

Petty Cash

Ellen Hager and Joseph Ballard moved to approve the following petty cash designee:

PETTY CASH

4. CATSKILL AREA SCHOOL STUDY COUNCIL $200
(Jarrin Hayen)

Motion was approved unanimously.

Date, Time and Place of Board Meetings

William Haltermann and Ellen Hager moved to approve the board meeting schedule as presented on the agenda.

Mr. Haltermann suggested changing the time of the meetings to be later in the afternoon. The Board discussed start times. The Board decided to hold the October 11, 2017 and November 8, 2017 meetings at 3:30 p.m., rather than the usual start-time of 12:30 p.m. The Board also decided to utilize video conferencing at the January meeting to allow Board Members to attend the meeting at either OAOC or NCOC.

Johnnie Nemec and Antoinette Hull moved to approve the following board meeting schedule, as amended:

DATE, TIME AND PLACE OF MEETINGS

Tuesday, August 22, 2017 –NCOC 12:30 p.m.

Wednesday, September 13, 2017 –OAOC 12:30 p.m.

Wednesday, October 11, 2017 –NCOC 3:30 p.m.

Wednesday, November 8, 2017 –OAOC 3:30 p.m.

Wednesday, December 13, 2017 – NCOC 12:30 p.m.

Wednesday, January 10, 2018 –OAOC and NCOC 12:30 p.m.

Wednesday, February 14, 2018 –NCOC 12:30 p.m.

Wednesday, March 14, 2018 –OAOC 12:30 p.m.

Tuesday, April 10, 2018- Annual Meeting- NCOC

Wednesday, April 11, 2018 –NCOC 12:30 p.m.

Monday, April 16, 2018 (Administrative Budget/Board Election Vote)

Wednesday, May 9, 2018 –OAOC 12:30 p.m.

Wednesday, June 13, 2018 –NCOC 12:30 p.m.

Motion was approved unanimously.

Standard Workday and Reporting

William Haltermann and Johnnie Nemec moved to approve the following resolution:

BE IT RESOLVED, that the Otsego Northern Catskills Board of Cooperative Educational Services hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 Digits)	Registration Number	Standard Workday (Hrs/day)	Term Begins/Ends	Participated in Employers Time Keeping System (Y/N)	Days/Month (based on record of activities)
Appointed Officials:							
Treasurer	Patricia Powell-Wagner	6966	37591294	N/A	7/1/17-6/30/18	Y	N/A
Board Clerk	Alyssa Oliveri	6159	61444394	N/A	7/1/17-6/30/18	Y	N/A

Motion was approved unanimously.

Re-Adoption of Board Policy #2160
Code of Ethics- Conflict of Interest

Ellen Hager and Johnnie Nemec moved to re-adopt policy #2160 Code of Ethics- Conflict of Interest.

Motion was approved unanimously.

Re-Adoption of Board Policy #6240
Investment Policy and Guidelines

Ellen Hager and Kurt Holcherr moved to re-adopt policy #6240 Investment Policy and Guidelines.

Mr. Haltermann voiced concerns about the investment policy, specifically regarding the allowable investments. Dr. Bolton explained that all financial institutions ONC BOCES invests

with must be FDIC insured and hold collateral to secure our deposits. She will bring his concerns to our auditors and provide the Board with the auditors' response.

Motion was approved unanimously.

Re-Adoption of Board Policy #8334
Use of District Credit Cards

Johnnie Nemec and Joseph Ballard moved to re-adopt policy #8334 Use of District Credit Cards.

Motion was approved unanimously.

Review and Adoption of Board Policy #8332
Use of Cell Phones

Johnnie Nemec and Kurt Holcherr moved to adopt board policy #8332 Use of Cell Phones as presented.

Motion was approved unanimously.

Review and Adoption of Board Policy #5300
Code of Conduct

Johnnie Nemec and Joseph Ballard moved to approve board policy #5300 Code of Conduct as presented.

Motion was approved unanimously.

Comments by Board Members

Mr. Beisler welcomed the new Board Members, Barbara Ann Heegan and Kurt Holcherr.

Adjournment

William Haltermann and Johnnie Nemec moved to adjourn the Re-Organization Meeting and continue into the regular July 12, 2017 meeting.

Motion was approved unanimously.