

**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
Reorganization Meeting  
July 10, 2013**

The Reorganization Meeting of the Oswego County Board of Cooperative Educational Services was held on Wednesday, July 10, 2013 at the BOCES Main Center in Mexico, New York.

Mrs. Melissa Allard, District Clerk called the meeting to order at 6:35 p.m.

The Pledge of Allegiance was recited.

- Board Members Present: Donna Blake  
Eric Behling  
Casey Brouse  
Kevin Dix  
Matthew Geitner  
Gregory Muench  
John Shelmidine  
William White
- Board Members Absent: William Scriber  
Joel Southwell
- Central Administration: Christopher Todd  
Mark LaFountain  
Michael Sheperd
- Program Administrators & Staff: Gisele Benigno  
Kevin Clapp  
Tracy Fleming  
Jim Huber  
Alyson Inman  
Dora Thurlow  
Wayne Wideman
- Officers: Melissa Allard, District Clerk  
Kelly Wood, Treasurer
- Attorney: Marc Reitz

**OATHS OF OFFICE FOR NEWLY APPOINTED AND NEW TERMS OF OFFICE FOR BOARD MEMBERS:**

Melissa Allard, District Clerk administered the Oaths of Office to Mr. Casey Brouse – APW Central School District, Mr. Gregory Muench – Central Square Central School District, and Mr. Kevin Dix – Phoenix Central School District.

**ELECTION OF PRESIDENT:**

Nominations were opened:

Mr. Kevin Dix nominated Mr. John Shelmidine, Mrs. Donna Blake seconded this nomination.

It was:

Moved by Kevin Dix, seconded by Donna Blake, that Mr. John Shelmidine be nominated as President for the Oswego County Board of Cooperative Educational Services for the 2013-2014 school year.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**OATH OF OFFICE OF PRESIDENT:**

Melissa Allard, District Clerk administered the Oath of Office to Mr. John Shelmidine, newly elected Board President.

**ELECTION OF VICE-PRESIDENT:**

Nominations were opened.

Mr. William “Dave” White nominated Mr. Gregory Muench, Mrs. Donna Blake seconded this nomination.

It was:

Moved by William “Dave” White, seconded by Donna Blake, that Mr. Gregory Muench be nominated as Vice-President for the Oswego County Board of Cooperative Educational Services for the 2013-2014 school year.

July 10, 2013 Oswego County BOCES Reorganization Meeting Board Minutes

Vote on the motion: Ayes 8, Nays 0, motion carried.

**OATH OF OFFICE OF VICE PRESIDENT:**

Melissa Allard, District Clerk administered the Oath of Office to Mr. Gregory Muench, newly elected Board Vice- President.

**PUBLIC COMMENTS:**

None

**APPOINTMENTS**

- 8.1 **Appointment of District Clerk (HELD UNTIL AFTER EXECUTIVE SESSION)**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Melissa Allard as District Clerk of the Board for the school year at a stipend of \$3,510 *to be adjusted according to the negotiated contractual increase for the Support Staff Bargaining Unit.*
- 8.2 **Appointment of Treasurer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Kelly Wood as Treasurer of the Board for the school year at a salary of \$59,772 *to be adjusted according to the negotiated contractual increase for the Coordinators Bargaining Unit.*
- 8.3 **Appointment of Deputy Treasurer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Eileen Dreher as Deputy Treasurer of the Board for the school year at a stipend of \$877 *to be adjusted according to the negotiated contractual increase for the Support Staff Bargaining Unit.*
- 8.4 **Appointment of Internal Claims Auditor**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Lisa Spencer as Internal Claims Auditor of the Board for the school year at a stipend of \$2,924 *to be adjusted according to the negotiated contractual increase for the Support Staff Bargaining Unit.*
- 8.5 **Appointment of Alternate Internal Claims Auditor**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services appoints Ms. Mary Soble as Alternate Internal Claims Auditor to perform the duties of Internal Claims Auditor, in the absence of the Internal Claims Auditor, for the school year at a stipend of \$381 *to be adjusted according to the negotiated contractual increase for the Support Staff Bargaining Unit.*
- 8.6 **Appointment of Records Access Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Mary Anne Kirkpatrick as Freedom of Information/Records Access Officer for the school year.
- 8.7 **Appointment of Records Management Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Lisa Spencer as Records Management Officer for the school year.
- 8.8 **Appointment of Attendance Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints *Roseann Bayne* as Attendance Officer for the school year.
- 8.9 **Appointment of Pupil Records Access Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints *Roseann Bayne* as Pupil Records Access Officer for the school year.
- 8.10 **Appointment of Purchasing Agent**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints *Alyson Inman* as Purchasing Agent for the school year.
- 8.11 **Appointment of Deputy Purchasing Agent**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Gisèle Benigno as Deputy Purchasing Agent for the school year, authorized to act as Purchasing Agent only in the absence of the regularly appointed Purchasing Agent.
- 8.12 **Appointment of Asbestos Designee**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Wayne Wideman as Asbestos Designee for the school year.
- 8.13 **Appointment of Human Rights Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Mark LaFountain as Title IX Compliance Officer for the school year and *Roseann Bayne* as Title IX Compliance Co-Officer for the school year.
- 8.14 **Appointment of Dignity Act Coordinator**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Mark LaFountain as Dignity Act Coordinator for the school year.

**July 10, 2013 Oswego County BOCES Reorganization Meeting Board Minutes**

- 8.15 **Appointment of Medicaid Compliance Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints **James Huber** as Medicaid Compliance Officer for the school year.
- 8.16 **Appointment of Treasurer of Student Fund Accounts**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Vickie Rowe as Treasurer of Student Fund Accounts at a stipend of \$1,200 to be adjusted according to the negotiated contractual increase for the Support Staff Bargaining Unit, and Linda Siever as Assistant Treasurer for Student Fund Accounts at a stipend of \$500 to be adjusted according to the negotiated contractual increase for the Support Staff Bargaining Unit for the school year.
- 8.17 **Appointment of Chief Faculty Counselors for Student Fund Accounts**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Jim Huber as Chief Faculty Counselor for Special Education Student Fund Accounts, and **Roseann Bayne** as Chief Faculty Counselor for Non-Special Education Student Fund Accounts, for the school year.
- 8.18 **Appointment of Auditors of Student Fund Accounts**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Jim Huber as Auditor of Non-Special Education Student Fund Accounts, and **Roseann Bayne** as Auditor of Special Education Student Fund Accounts, for the school year.
- 8.19 **Appointment of Staff on an Interim Basis**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to employ individuals on an interim basis, until such time as the Board of Education is able to act upon a formal recommendation for appointment, for the school year. Such interim appointments shall be considered temporary in nature.
- 8.20 **Appointment of Clerk Pro-tem**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of the Vice President of the Board to serve as Clerk Pro-tem for the school year.
- 8.21 **Appointment of Audit Committee Member**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of the following individuals to the Audit Committee for the terms indicated below:

<u>Name</u>	<u>Relationship</u>	<u>Term Length</u>	<u>Effective Date</u>	<u>Conclusion Date</u>
Jeffrey Grimshaw	County Resident	2 years	July 1, 2013	June 30, 2015
Matthew Geitner	Board Member	3 years	July 1, 2013	June 30, 2016

- 8.22 **Appointment of Board Policy Committee Members**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointments of Gregory Muench, Matthew Geitner, ~~Walt Freyer and the Secretary to the Assistant Superintendent for Student Services~~ to the Board Policy Committee for the school year.
- 8.23 **Appointment of Copyright Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Kevin Clapp to serve as Copyright Officer for the school year in accordance with Board Policy 7231.

It was:  
 Moved by Matthew Geitner, seconded by Kevin Dix, that the Oswego County Board of Cooperative Educational Services accept resolutions 8.2 through 8.23 and remove resolution 8.1 until after an Executive Session of the Reorganization Agenda.  
 Vote on the motion: Ayes 8, Nays 0, motion carried.

**DESIGNATIONS**

- 9.1 **Designation of Legal Counsel**  
BE IT RESOLVED that the law firm of Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C. is hereby designated as the BOCES legal counsel at an annual retainer of \$31,800 for the school year in accordance with the Retainer Agreement (attached).

July 10, 2013 Oswego County BOCES Reorganization Meeting Board Minutes

**DESIGNATIONS – (CONTINUED)**

9.2 **Designation of Principals**

BE IT RESOLVED that based upon their current job assignments, Paul Gugel, Ronald Camp, Lisa Nappi, Charles Pehta and John Ramin are hereby designated as Principals for the purposes of Education Law Section 3214 for the school year.

9.3 **Designation of School Physician**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates the Oswego Hospital as the provider of School Physician services as needed for the school year in accordance with the existing contractual agreement (attached).

9.4 **Designation of Independent Internal Auditing Firm**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates the firm of Dermody, Burke and Brown, CPAs, LLC as Independent Internal Auditing Firm for the school year in accordance with the results of the RFP awarded by the Board on May 1, 2012.

9.5 **Designation of Independent External School Auditing Firm**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates the firm of Ray Wager, CPA as Independent External School Auditing Firm for the school year in accordance with the results of the RFP awarded by the Board on May 1, 2012.

9.6 **Designation of Regular Monthly Meeting Time and Place**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hold regular meetings as identified and special meetings when necessary. *Meetings will begin at 6:30 p.m., Location: W450-August 21, 2013-all others Special Education Gymnasium.*

August	August 21, 2013	February	February 12, 2014
September	September 18, 2013	March	March 19, 2104
October	October 16, 2013	April	April 9, 2014 (Annual Meeting)
November	November 20, 2013	April	April 23, 2014 (Regular Meeting)
December	December 18, 2013	May	May 14, 2014
January	January 15, 2014	June	June 18, 2014

9.7 **Designation of Depository Bank Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates Chase, Fleet/Bank of America, Key, Pathfinder, Citizens, Community, Lyons and Merrill Lynch Banks as the depositories for bank accounts for the school year.

9.8 **DESIGNATION OF FINANCIAL ADVISOR**

BE IT RESOLVED THAT OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES RETAINS THE SERVICES OF FISCAL ADVISORS & MARKETING, INC. OF SYRACUSE, NEW YORK AS OUR FINANCIAL ADVISOR TO PROVIDE RELATED SERVICES INCLUDING PREPARING THE REQUIRED FINANCIAL STATEMENTS, MARKETING THE BOCES REVENUE ANTICIPATION NOTES AND COORDINATING OTHER BORROWINGS AS NEEDED FOR THE SCHOOL YEAR.

9.9 **Designation of Bond Counsel**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services retains the firm of Hawkins, Delafield & Wood of New York, NY as Bond Counsel for the school year.

9.10 **Designation of Official Newspapers**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates The Palladium Times, the Oswego County Weeklies and the Valley News as the official newspapers for the school year.

9.11 **Designation of Representative to the OCM Workers' Compensation Consortium Board of Directors.**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates Michael Sheperd as Primary Designee and Mark LaFountain as Alternate Designee to sit on the Board of Directors of the OCM Workers' Compensation Consortium and exercise the voting authority of the Oswego County BOCES on the Board of Directors for the school year.

It was:

Moved by Gregory Muench, seconded by Eric Behling, that Oswego County Board of Cooperative Educational Services approve resolutions 9.1 through 9.11 of the Reorganization Agenda.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**10. BONDING OF PERSONNEL**

10.1 **Bonding of District Treasurer/Deputy Treasurer**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby

**July 10, 2013 Oswego County BOCES Reorganization Meeting Board Minutes**

authorizes the bonding of the District Treasurer and Deputy Treasurer in the amount of \$4,900,000 each, as contained in the District General Insurance Policy, for the school year.

**10.2 Bonding of Treasurer of Student Fund Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the bonding of the Treasurer of Student Fund Accounts in the amount of \$4,900,000, as contained in the District General Insurance Policy, for the school year.

**10.3 Bonding of Other Employees**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the bonding in the amount of \$100,000 per employee, as contained in the District General Insurance Policy, for the school year.

It was:

Moved by Eric Behling, seconded by Casey Brouse, that Oswego County Board of Cooperative Educational Services approve resolutions 10.1 through 10.3 of the Reorganization Agenda as presented.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**11. AUTHORIZATIONS**

**11.1 Authorization to Sign Purchase Orders and Purchase Contracts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Purchasing Agent to assign funds intended to be used for specific purposes and to sign purchase orders and any contracts obligating the BOCES to the purchase of a good or service, and the Deputy Purchasing Agent to be authorized to assign funds intended to be used for specific purposes and to sign purchase orders in the absence of the Purchasing Agent for the school year.

**11.2 Authorization to Approve Agreements and Contracts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Board President to approve and execute agreements, contracts and other documents requiring Board approval, by signing said documents on behalf of the Board, and the Board Vice-President authorized to sign in the absence of the President for the school year.

**11.3 Bank Resolution**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Treasurer and/or Deputy Treasurer to open bank accounts, sign instruments, initiate Automatic Clearing House debits, initiate payments by use of Depository Transfer Checks, give instructions for the transfer or withdrawal of funds by wire or otherwise and for the payment or withdrawal of moneys, credits, items and property, and authorizing designated banks to accept for deposit, for credit or for collection, items in accordance with municipal laws.

**11.4 Authorization for Approval of Conference Attendance**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to approve the attendance and payment of approved expenses for such attendance of professional and support staff at conferences, workshops, etc., and that the President of the Board of Education be authorized to grant approval for Board member attendance at such events, at BOCES' expense, within the scope of budget appropriations, for the school year.

**11.5 Authorization to Certify the Payroll**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent, the Assistant Superintendent for Administrative Services, or other Assistant Superintendent as may be needed in the absence of the Assistant Superintendent for Administrative Services, to have the authority to certify the payroll for the school year.

**11.6 Authorization of Check Signatures**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the following as check signers and/or their printed facsimile signatures for the school year.

Position	Staff Member
District Treasurer	Kelly Wood
Deputy Treasurer	Eileen Dreher

**11.7 Authorization of Deputy Treasurer to Sign Checks in Absence of Treasurer**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby

**July 10, 2013 Oswego County BOCES Reorganization Meeting Board Minutes**

authorizes the Deputy Treasurer to sign checks in the absence of the Treasurer for the school year.

**11.8 Authorization for Budget Transfers and Amendments**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to approve budget transfers and amendments for the school year in accordance with Board Policy 4130 Administration of Budget.

**11.9 Authorization To Apply for Grants In Aid**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to apply for Grants in Aid (State and/or Federal) for the school year.

**11.10 Authorization to Sign Documents in Absence of District Superintendent**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent to sign contracts, agreements, licenses, and other documents that aren't otherwise required to be signed by the Board President and/or the Purchasing Agent, and the Assistant Superintendent for Administrative Services or other Assistant Superintendent as may be needed in the absence of the Assistant Superintendent for Administrative Services to sign documents in the absence of the District Superintendent for the school year.

**11.11 Authorization of Petty Cash Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the establishment of the following petty cash accounts for the school year:

<b>Location/Program</b>	<b>Amount</b>	<b>Custodian</b>
Adult Education/Migrant Education	\$100.00	Paul Gugel
Administrative Services	\$25.00	Michael Sheperd
District Office	\$50.00	Melissa Allard
Instruction	\$100.00	Roseann Bayne
Occupational & GED Program	\$100.00	CTE Principal (TBD)
Alternative Ed/Driver's Ed./Summer School	\$50.00	Ron Camp
Special Education	\$100.00	James Huber
Special Education Program – Fulton	\$25.00	Charles Pehta

**11.12 Authorization of Substitute Rates**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the establishment of the following substitute rates for the school year:

<b>Position</b>	<b>2011-12 Rate</b>	<b>Proposed 2012-13 Rate</b>
Substitute Teacher	\$68.98 per day, non-certified \$74.29 per day, non-certified w/4-yr degree \$79.59 per day, certified \$90.20 per day, long-term (20-60 days) 1/200th of starting salary, over 60 days	<b>\$70.36</b> per day, non-certified <b>\$75.78</b> per day, non-certified w/4-yr degree <b>\$81.18</b> per day, certified <b>\$92.00</b> per day, long-term (20-60 days) 1/200th of starting salary, over 60 days
Substitute Teacher Assistant	\$8.76 per hour, regardless of program Current hiring rate, Long-term (+30 days, same assignment)	<b>\$8.94</b> per hour, regardless of program Current hiring rate, Long-term (+30 days, same assignment)
Substitute TA Interpreter	\$9.29 per hour	<b>\$9.48</b> per hour
Substitute School Nurse	\$13.80 per hour	<b>\$14.08</b> per hour
Substitute Maintenance Worker	\$8.49 per hour	<b>\$8.66</b> per hour
Substitute Custodial Worker	\$8.05 per hour	<b>\$8.21</b> per hour
Substitute Clerical	\$8.39 per hour	<b>\$8.56</b> per hour
Substitute Data Entry	\$7.59 per hour	<b>\$7.74</b> per hour
Substitute AV Repairer	\$8.49 per hour	<b>\$8.66</b> per hour
Substitute Maintenance Mechanic I	\$11.67 per hour	<b>\$11.90 per hour</b>

**July 10, 2013 Oswego County BOCES Reorganization Meeting Board Minutes**

Substitute Property Guard	\$12.64 per hour	<i>\$12.89 per hour</i>
Substitute Health Occ Instructor	\$16.65 per hour	<i>\$16.98 per hour</i>

- 11.13 **Authorization to Submit Bid Notices to Newspapers**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Purchasing Agent or Deputy Purchasing Agent to submit bid notices to the official newspapers throughout the year.
- 11.14 **Authorization to Open Bids**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Purchasing Agent and the Deputy Purchasing Agent to be individually authorized to open bids at designated times.
- 11.15 **Authorization of Audit and Certification of Bills for Payment**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Alternate Internal Claims Auditor in the absence of the Internal Claims Auditor to certify payment of all obligations.
- 11.16 **Authorization for Investment of Funds**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Treasurer, or the Deputy Treasurer in the absence of the Treasurer, to administer the investment program of the District, in accordance with municipal laws and regulations
- 11.17 **Authorization of Facsimile Signatures for Checks**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the use of a printed facsimile signature of the Treasurer, or the Deputy Treasurer in the absence of the Treasurer, for signing checks.
- 11.18 **Authorization of Facsimile Signatures for Purchase Orders**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the use of a printed facsimile signature of the Purchasing Agent, or the Deputy Purchasing Agent in the absence of the Purchasing Agent, for signing Purchase Orders.
- 11.19 **Authorization to Sign Appropriate Contracts and Agreements**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Assistant Superintendent for Administrative Services or other Assistant Superintendent as may be needed in the absence of the Assistant Superintendent for Administrative Services, to sign any contracts or agreements which are not required to be signed by the Purchasing Agent, the District Superintendent, or the Board President, for the school year.
- 11.20 **Authorization to Collect and Review Certified Payrolls for Public Works Contracts**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Purchasing Agent, or the Deputy Purchasing Agent in the absence of the Purchasing Agent, to collect and review certified payrolls for public work contracts for the school year.

It was:

Moved by Gregory Muench seconded by Matthew Geitner, that Oswego County Board of Cooperative Educational Services approve resolutions 11.1 through 11.20 of the Reorganization Agenda as presented.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**12. OTHER**

- 12.1 **Re-Adoption of all Policies in Effect During the Previous Year**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves the re-adoption of all existing policies of the Board and records as maintained by the District Clerk and the District Superintendent for the school year.
- 12.2 **Adoption of the Protections of Public Officers Law Section 18**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby agrees to confer the benefits of Section 18 of the Public Officers upon its employees and officers, and further agrees to be held liable for the costs incurred under such provision of law; and it is further RESOLVED that the adoption of the provisions of Section 18 of the Public Officers Law is intended to supplement, and not supplant, any other applicable provisions relating to the defense and indemnification of its employees and officers.
- 12.3 **Workers Compensation Coverage for Volunteers**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby agrees that the BOCES shall participate in the Onondaga Cortland Madison Workers

**July 10, 2013 Oswego County BOCES Reorganization Meeting Board Minutes**

Compensation Consortium group to provide the insurance coverage that is permitted pursuant to Education Law Section 1950.4.ff. for its authorized volunteers.

**13. OTHER (CONTINUED)**

**12.4 Board Membership in Associations**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services in accordance with budgeted availability of funds hereby approves the membership in the New York State School Boards Association, Central New York School Boards Association, the Oswego County School Boards Association, the Rural Schools Association, the New York State Association for Women in Administration, the Greater Oswego-Fulton Chamber of Commerce, the Greater Mexico Chamber of Commerce and the Association of Educational Service Agencies, for the school year, and to subscribe to the Erie 1 BOCES Board Policy Update Service, the Erie 1 BOCES Administrative Manual Update Service, the Statewide BOCES Public Relations efforts, and the BOCES Ed Consortium.

**12.5 Establishment of Mileage Reimbursement Rate**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves the reimbursement of mileage at the official IRS mileage rate for the school year.

**12.6 Establishment of FOIL (Freedom of Information Law) Request Charges**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby establishes charges for the processing of requests received under the Freedom of Information Law in accordance with Chapter 223 of the Laws of New York of 2008 as follows: \$.25 per photocopy; an amount equal to the hourly salary of the lowest paid agency employee who has the skills required to prepare a copy of the requested record, if greater than two hours, and/or any other fees eligible to be charged in conjunction with the request, in accordance with the law.

**12.7 Establishment of GASB-54 Protocols**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational services hereby establishes that the process used to assign funds is by the authorization placed by the Purchasing Agent on a purchase order after having been created and approved through the established purchasing procedures; and that resources will generally be spent from budgetary appropriations first, and that utilization of reserve funds will be determined based on the legal appropriation of such funds which require either the Board of Education and/or the proper voter approval, and that assigned amounts will be considered expended when the transaction occurs for which the assignment was made.

**12.8 Adoption of NSF (Non-Sufficient Funds) Charge**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent to impose a charge of \$30.00 per returned item to any account owing the Oswego County BOCES where a tendered payment of such an account was returned for insufficient funds. BE IT FURTHER RESOLVED that the service charges shall be collected in the manner prescribed by law for the collection of the account for which the returned item was tendered. The District Superintendent may require future payments by individuals to be tendered in cash or by certified or cashier's check.

**12.9 Approval of Bank Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves the use of following bank accounts for the school year:

Fund	Bank	Type of Account
General	Chase	Money Market
General	KeyBank	Checking
General	KeyBank	Money Market
General Reserve	KeyBank	Money Market
General Unemployment	KeyBank	Checking
Federal	KeyBank	Checking
Federal – Teacher Center	KeyBank	Savings
Trust & Agency	KeyBank	Checking
Trust & Agency Health Benefits	KeyBank	Checking
Trust & Agency Health Reserve	KeyBank	Money Market
Trust & Agency Payroll	KeyBank	Checking
Capital	Community Bank	Checking
Capital	Community Bank	Money Market



**July 10, 2013 Oswego County BOCES Reorganization Meeting Board Minutes**

**12.10 Approval to Dispose in Place of Computers and Computer Equipment**

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby authorizes the "disposal in place" for BOCES asset tagged computers, computer related equipment, electronic data processing equipment and other such equipment included in the same asset classes, that are older than three years as of **June 30, 2013** and reside in the local component school districts. Such assets shall be eliminated from the BOCES asset inventory database and each component school district shall receive an itemized list of the computers and equipment located in their district.

It was:

Moved by Casey Brouse, seconded by Donna Blake, that Oswego County Board of Cooperative Educational Services approve resolutions 12.1 through 12.10 as presented.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**EXECUTIVE SESSION MOTION**

It was:

Moved by Matthew Geitner, seconded by Kevin Dix, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session to discuss the employment status of an employee.

The BOCES Board entered into an Executive Session at 6:49 p.m. in the W450 Conference Room. Those in attendance were: Eric Behling, Donna Blake, Casey Brouse, Kevin Dix, Matthew Geitner, Gregory Muench, John Shelmidine, Christopher Todd, and William White.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**Regular Board Meeting reconvened**

It was:

Moved by Donna Blake, seconded by Gregory Muench, that the Oswego County Board of Cooperative Educational Services adjourn the Executive Session and reconvene to the Regular Board Meeting.

Vote on the motion: Ayes 8, Nays 0, motion carried.

The BOCES Board adjourned the Executive Session and reconvened the Regular Board meeting at 7:03 p.m.

**8.1 Appointment of District Clerk**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Melissa Allard as District Clerk of the Board for the school year at a stipend of \$4,800.

It was:

Moved by William White, seconded by Kevin Dix, that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Melissa Allard as District Clerk of the Board for the school year at a stipend of \$4,800.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**The Board immediately moved into their Regular Meeting Agenda**