The reorganization meeting of the Orleans/Niagara BOCES Board of Education was held on July 6, 2016 at the Orleans/Niagara BOCES, 4232 Shelby Basin Road, Medina, New York. The meeting was called to order by District Superintendent Clark Godshall at 7:00 p.m.

Present: Keith A. Bond
Vincent J. Cancemi, Sr. (arrived at 7:07 p.m.)
Janice M. Covell
Edward J. Grabowski
Maureen K. Kaus
Thomas J. Klotzbach
Timothy F. Kropp
James C. Little, Jr.
Colleen M. Osborn
Marlene Seielstad
Ruth A. Smith
Wendy Swearingen
Joanne E. Woodside

Absent:

Also present: Dr. Clark J. Godshall, District Superintendent; Mrs. Patricia A. Hartigan, Director of Business Services; Mr. Wayne M. Van Vleet, Director of Labor Relations; Mr. Joseph J. Steinmetz, Director of CTE and Adult/Secondary Programs.

Moved by Mr. Klotzbach, seconded by Mrs. Woodside, to appoint Cynthia Hurt as District Clerk, at a stipend of $4,267.68. Carried unanimously.

The oaths of office were administered to the following board members:

Vincent J. Cancemi, Sr.
Maureen K. Kaus
Timothy F. Kropp
Colleen M. Osborn

Moved by Mr. Klotzbach, seconded by Mr. Bond, to nominate Maureen K. Kaus for Board President. Moved by Mrs. Covell, seconded by Mr. Klotzbach, to close nominations. Carried unanimously.

The oath of office was administered to the President (Maureen K. Kaus).

Moved by Mr. Klotzbach, seconded by Mr. Bond, to nominate Wendy Swearingen for Board Vice President. Moved by Mrs. Smith, seconded by Mrs. Covell to close nominations. Carried unanimously.

The oath of office was administered to the Vice President (Wendy Swearingen).

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, to appoint Kelly von Kramer as Treasurer for the period of July 1, 2016 through June 30, 2017, to serve at the pleasure of the Board, at a salary of $59,434.00 (plus $250.00 longevity). Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, to appoint Laurie Ward as Deputy Treasurer, to serve at the pleasure of the Board, at no additional compensation. Carried unanimously.
Moved by Mr. Klotzbach, seconded by Mr. Grabowski, to appoint Patricia Hartigan as Purchasing Agent, to serve at the pleasure of the Board, at no additional compensation. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, to appoint Diane Edwards as Claims Auditor, to serve at the pleasure of the Board, at a stipend of $2,566.32. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, to appoint Michael Johannes as Asbestos Designee, at no additional compensation. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, to appoint Wayne Van Vleet as Human Rights Officer/Civil Rights Compliance Officer, at no additional compensation. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, to appoint Wayne Van Vleet (at his existing compensation agreement) as Board Attorney. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, to appoint Matthew Fletcher (at $210.00 per hour) as Board Attorney. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, to authorize the District Superintendent or his designee to seek and obtain outside legal counsel as needed on an hourly basis (rate of $210 per hour for partners, $185 per hour for senior counsel and associates, and $175 per hour for trainees, and $110 per hour for paralegals) to advise and represent the BOCES regarding its various legal services needs and to designate the law firm of Bond Schoeneck and King, PLLC, as a law firm of record. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Covell, to appoint Michael Johannes as Safety Director, to serve at the pleasure of the Board, at no additional compensation. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Covell, to appoint Particia Hartigan as Records Management Officer, to serve at the pleasure of the Board, at no additional compensation. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Covell, to appoint Wayne Van Vleet as Health Insurance Portability and Accountability Act of 1996 ("HIPAA") Privacy Official/Complaint Official at no additional compensation. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Covell, to appoint Wayne Van Vleet as Freedom of Information/Records Access Officer, to serve at the pleasure of the Board, at no additional compensation. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Covell, to appoint the following individuals as Extra Classroom Activity Fund Treasurers, at no additional compensation:

- Orleans – Michael Weyrauch, Co-Treasurer
- Jaye Gerling, Co-Treasurer
- Susan Ryan, Co-Treasurer
- Niagara – Anedda Trautman, Co-Treasurer
- V. Loraine Clark, Co-Treasurer
Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Covell, to appoint the following individuals as SkillsUSA Advisors, at no additional compensation:

**Orleans**
- Michael Weyrauch, Chief Administrative Advisor
- Jaye Gerling, Co-Student Activity Treasurer
- Michael Weyrauch, Co-Student Activity Treasurer
- Susan Ryan, Co-Student Activity Treasurer
- Kara Kirk, Chief Faculty Advisor
- Matt Anastasi
- James Atzrott
- Steven Browning
- Christine Burdick
- Anne Carnahan
- Beth Costello
- John Deuil
- Eric Farrell
- John Gailie
- Sarah Gebhard
- Crystal Hall
- Darlene Harriger
- Paul Herrmann
- Michael Weyrauch, Co-Student Activity Treasurer
- Susan Ryan, Co-Student Activity Treasurer
- Kara Kirk, Chief Faculty Advisor
- Matt Anastasi
- James Atzrott
- Steven Browning
- Christine Burdick
- Anne Carnahan
- Beth Costello
- John Deuil
- Eric Farrell
- John Gailie
- Sarah Gebhard
- Crystal Hall
- Darlene Harriger
- Paul Herrmann

**Niagara**
- Anedda Trautman, Co-Chief Administrative Advisor
- Scott Bindemann, Co-Chief Administrative Advisor
- V. Loraine Clark, Co-Student Activity Treasurer
- Anedda Trautman, Co-Student Activity Treasurer
- Scott Bindemann, Area 1 Administrative Trustee
- Scott Brauer, Lead Advisor
- Stuart Adams
- Vicki Augugliaro
- Rene Becht
- Gary Benker
- Westin Blidy
- Jen Braun
- Pauline Carney
- Denise Cevaer
- Amber Chuncu
- Lisa Cook
- Joseph DeMerle
- Paul Dewey
- Jean DiFonzo
- Steve Frey
- Chris Gerwitz
- Robert Glaser
- Amy Green
- Robert Ihle
- John Jeckovich
- Jared Karas
- Michael Weyrauch, Co-Student Activity Treasurer
- Jaye Gerling, Co-Student Activity Treasurer
- Michael Weyrauch, Co-Student Activity Treasurer
- Susan Ryan, Co-Student Activity Treasurer
- Kara Kirk, Chief Faculty Advisor
- Matt Anastasi
- James Atzrott
- Christine Burdick
- Anedda Trautman, Co-Chief Administrative Advisor
- Scott Bindemann, Co-Chief Administrative Advisor
- V. Loraine Clark, Co-Student Activity Treasurer
- Anedda Trautman, Co-Student Activity Treasurer
- Scott Bindemann, Area 1 Administrative Trustee
- Scott Brauer, Lead Advisor
- Stuart Adams
- Vicki Augugliaro
- Rene Becht
- Gary Benker
- Westin Blidy
- Jen Braun
- Pauline Carney
- Denise Cevaer
- Amber Chuncu
- Lisa Cook
- Joseph DeMerle
- Paul Dewey
- Jean DiFonzo
- Steve Frey
- Chris Gerwitz
- Robert Glaser
- Amy Green
- Robert Ihle
- John Jeckovich
- Jared Karas
Moved by Mr. Klotzbach, seconded by Mr. Little, that the Board of Education hereby designates the following administrators (or their successors), based upon their current job assignments, as “principals” for the purposes of Education Law Section 3214, and also as “dignity act coordinators”, for the 2016-2017 school year:

Cassandra Barnes
Amanda Bennett
Paulette Hamilton-Koehler
Ann Logel
Krista Macomber
Anedda Trautman
Michael Weyrauch

The District Superintendent is authorized to appoint acting principals and acting dignity act coordinators in the absence of an administrator with the designation of principal and acting dignity act coordinator. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Little, to authorize the Treasurer’s signature on all checks and authorize the Deputy Treasurer’s signature on all checks in the absence of

(Mr. Cancemi arrived at 7:07 p.m.)
the Treasurer. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Little, to authorize the following bonds at the expense of the BOCES:

<table>
<thead>
<tr>
<th>Treasurer</th>
<th>$1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Treasurer</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Claims Auditor</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Extra Classroom Activity Treasurer</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

Moved unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Little, to authorize the District Superintendent to certify all payrolls. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Little, to establish the mileage rate for 2015-2016 at $.54 per mile. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Little, to adopt all existing board policies, regulations, codes, and plans. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Little, to designate the following official bank depositories for 2016-2017:

- KeyBank, Medina, NY
- First Niagara, Albion, NY
- JPMorgan Chase Bank, Buffalo, NY
- US Bank, Hartford, CT
- Bank of Castile, Medina, NY
- PMA Financial Network, Naperville, IL
- M&T Bank, Buffalo, NY
- US Bank, Hartford, CT

The maximum balance allowable at each depository not to exceed $30 million. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Little, to designate the Daily News (Batavia, NY) as an official newspaper for 2016-2017. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Little, to designate the Union-Sun and Journal (Lockport, NY) as an official newspaper for 2016-2017. Carried unanimously.

Moved by Mr. Grabowski, seconded by Mr. Klotzbach, to establish the following petty cash fund for 2016-2017:

- $25 District Office: Cynthia Hurt (Custodian), Carrie Standish (Deputy Custodian)

Carried unanimously.

Moved by Mr. Grabowski, seconded by Mr. Klotzbach, to establish a change fund for food service programs at the Orleans and Niagara Career and Technical Education Centers of $75.00 per center. Carried unanimously.

Moved by Mr. Grabowski, seconded by Mr. Klotzbach, to establish a change fund for cosmetology at the Orleans and Niagara Career and Technical Education Centers of $20.00 per classroom. Carried unanimously.

Moved by Mr. Grabowski, seconded by Mr. Klotzbach, to establish a change fund for automotive at the Orleans Career and Technical Education Center of $75.00. Carried unanimously.
Moved by Mr. Grabowski, seconded by Mr. Klotzbach, to substitute establish the following substitute rates effective July 1, 2016:

**Substitute Teacher:**
- Non-certified: $80.00 per day
- Certified: $85.00 per day
- Retired as Teacher from Orleans/Niagara BOCES: $100.00 per day

**Substitute Clinical Teacher:** $60.00 per half day

**Substitute Teacher Aide:**
- Not teacher certified: $60.00 per day
- Teacher certified: $65.00 per day

**Substitute School Nurse:** $110.00 per day

**Substitute Health Assistant:** $100.00 per day

**Substitute Clerical:** $10.00 per hour

**Substitute Maintenance:** $10.00 per hour

**Substitute Motor Vehicle Operator:** $10.00 per hour

Carried unanimously.

Moved by Mr. Grabowski, seconded by Mr. Klotzbach, to substitute establish the second Wednesday of the month as the meeting date of the Board of Education. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Osborn, to appoint Janice Covell as BOCES delegate to NOSBA. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Osborn, to appoint Thomas Klotzbach as BOCES delegate and Edward Grabowski as alternate to the New York State School Boards Association Annual Convention. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Osborn, to appoint James Little as BOCES delegate to the New York State School Boards Association Legislative Liaison. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Osborn, to appoint Janice Covell as the Federal Legislative Network delegate. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Osborn, to appoint Colleen Osborn as the State Legislative Network delegate. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Covell, that the Board of Education hereby authorizes the District Superintendent to require any employee(s) to submit to a medical examination to determine his/her fitness to continue employment. The District Superintendent shall also be authorized to appoint and engage school physician(s) and make such arrangements as are necessary to effectuate this resolution. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Covell, that the Board of Education hereby authorizes the District Superintendent to impose a charge not to exceed twenty dollars ($20.00) per transaction to any account owing the Orleans/Niagara BOCES where a tendered payment of such an account was returned for insufficient funds. The service charges shall be collected in the manner prescribed by law for the collection of the account for which the payment was tendered. The District
Superintendent of Schools may require future payments by individuals to be tendered in cash or by certified or cashier's check. Carried unanimously.

Moved by Mr. Grabowski, seconded by Mrs. Covell, that the District Superintendent is hereby authorized 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. Such interim appointments shall be considered temporary in nature. Carried unanimously.

Moved by Mr. Grabowski, seconded by Mrs. Covell, that the Orleans/Niagara BOCES Board of Education authorizes the District Superintendent to send letters of reasonable assurance of continuing employment, for the purpose of complying with the Unemployment Insurance Amendments of 1976, to BOCES faculty and/or staff. Carried unanimously.

Moved by Mr. Grabowski, seconded by Mrs. Covell, that the District Superintendent and/or the Purchasing Agent are authorized to enter into contracts or agreements, consistent with law and policy. Carried unanimously.

Moved by Mr. Grabowski, seconded by Mrs. Covell, that the District Superintendent or his designee is hereby authorized to conduct pre-termination hearings as required by law. Carried unanimously.

Moved by Mr. Grabowski, seconded by Mrs. Covell, that the District Superintendent is authorized to commence or settle any lawsuits or prospective lawsuits for a sum of money that is or would be within the monetary jurisdiction of the small claims court. Carried unanimously.

Moved by Mr. Grabowski, seconded by Mrs. Covell, that the District Superintendent is authorized to decide whether to contest or settle claims before the Workers’ Compensation Board, consistent with the terms of the Municipal Cooperation Agreement among the members of the Workers’ Compensation Consortium of which the BOCES is a member.

The District Superintendent is authorized to decide whether to contest or settle claims for unemployment insurance pending before the Department of Labor. Carried unanimously.

Moved by Mr. Grabowski, seconded by Mrs. Covell, that the District Superintendent shall be authorized to vote and otherwise act on behalf of the BOCES with respect to all business pertaining to the Orleans/Niagara School Health Plan, and the District Superintendent shall also have standing authority to delegate such responsibility to another BOCES employee or representative. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Little, to approve the following bank accounts:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>PMA Financial Network</td>
</tr>
<tr>
<td>General</td>
<td>M&amp;T Bank</td>
</tr>
<tr>
<td>General</td>
<td>JPMorgan Chase</td>
</tr>
<tr>
<td>General (Health Reserve)</td>
<td>M&amp;T Bank</td>
</tr>
<tr>
<td>Risk Retention:</td>
<td></td>
</tr>
</tbody>
</table>

APPOINTMENT OF STAFF ON AN INTERIM BASIS

LETTERS OF REASONABLE ASSURANCE

CONTRACTS AND AGREEMENTS

PRE-TERMINATION HEARINGS

SMALL CLAIMS ACTIONS

DEFENSE OF WORKERS’ COMPENSATION AND UNEMPLOYMENT INSURANCE CLAIMS

ORLEANS/NIAGARA SCHOOL HEALTH PLAN

APPROVAL OF BANK ACCOUNTS
The Treasurer and Deputy Treasurer are the authorized signers on all accounts, except the extra class student activity accounts. Michael Weyrauch, Jaye Gerling and Susan Ryan are authorized signers for the Orleans CTEC and Anedda Trautman and V. Loraine Clark are authorized for the Niagara CTEC. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Little, that the Board of Education hereby adopts the following non-discrimination statement and directs that it be publicized to staff, students, and others as appropriate:

The Orleans/Niagara Board of Cooperative Educational Services (BOCES) is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of gender, race, color, religion or creed, age, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification that is recognized by law as a protected classification.

The Orleans/Niagara Board of Cooperative Educational Services (BOCES) is an equal opportunity educational system and does not discriminate against any student or candidate for enrollment on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, marital status, gender, sex, or any other classification that is recognized by law as a protected classification.

Any person wishing to obtain information about the BOCES procedures for grieving alleged civil rights violations may obtain information by contacting Wayne M. Van Vleet, Director of Labor Relations/Civil Rights Compliance Officer, 4232 Shelby Basin Road, Medina, New York, 14103, telephone number (716)731-6800, extension 2206, email address wvanvleet@onboces.org. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Little, by the Board of Education of the Orleans/Niagara Board of Cooperative Educational Services (BOCES) that Records Retention and Disposition Schedule ED-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed herein.

Further Resolved, that in accordance with Article 57-A:
a. Only those records will be disposed of that are described in Records Retention and Disposition Schedule ED-1 after they have met the minimum retention periods described therein;

b. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, that the District Superintendent is authorized to designate the BOCES principal as the chemical hygiene officer in the building and/or program in which the administrator has responsibility. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, that the Board of Education hereby approves the rate of $37.00 per hour for approved facility usage by the public when building usage is after normal work hours. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, that the Board of Education hereby approves the rate of $25.00 per four (4) hours and $50.00 per eight (8) hours for profit organizations to utilize the BOCES facilities. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, that the Board of Education hereby approves the rate of $25.00 per four (4) hours and $50.00 per eight (8) hours for organizations requesting use of conference center equipment in accordance with the conference equipment request form. Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, upon the recommendation of the District Superintendent, that the Board of Education hereby accepts the following capitalization thresholds for financial reporting (GASB 34) purposes:

- Land Improvements: $25,000
- Buildings and Improvements: $50,000
- Furniture and Equipment: $5,000

Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mr. Grabowski, that the following resolution be approved:

Whereas, it is the plan of Erie II BOCES, New York, to bid jointly paper supplies;

Whereas, the Orleans/Niagara BOCES is desirous of participating with Erie II BOCES in the joint bidding of the commodities mentioned above as authorized by General Municipal Law; and,

Whereas, the Orleans/Niagara BOCES wishes to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, report the results to the boards of education and making recommendations thereon; therefore,

Be It Resolved, that the Board of Education of the Orleans/Niagara BOCES hereby appoints a committee to
represent it in all matters related to the above; and,

Be It Further Resolved, that the Orleans/Niagara BOCES Board of Education authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities; and,

Be It Further Resolved, that the Orleans/Niagara BOCES Board of Education agrees to assume its equitable share of the costs of cooperative bidding; and,

Be It Further Resolved, that the Orleans/Niagara BOCES Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s) it will conduct all negotiations directly with the successful bidder(s). Carried unanimously.

Moved by Mr. Klotzbach, seconded by Mrs. Smith, to adjourn the meeting at 7:14 p.m. Carried unanimously.

Respectfully submitted,

Cynthia P. Hurt
District Clerk