

Minutes of the Monthly Business Meeting of the  
Board of Cooperative Educational Services, Southern Westchester  
Held at  
Administrative Offices  
17 Berkley Drive  
December 11, 2018

Present

Board Members

Catherine Draper, President  
John V. Filiberti, Vice President  
John DeSantis  
Lynn Frazer-McBride  
Robert Johnson  
Georgia Riedel

Others Present

Harold A. Coles, District Superintendent  
Jacqueline O'Donnell, COO/Deputy Dist. Supt.  
Steve Tibbetts, Assistant Supt. for Business  
James Gratto, Assistant Supt. for Ed. Services  
John Miller, Director of Business  
Suzanne Doherty, Director of Human Resources

Valerie A. Cermele  
Clerk of the Board

Call to Order: Mrs. Draper called the Monthly Business Meeting to order at 7:31 p.m.

Pledge of Allegiance

Review Minutes of the Monthly Business Meeting held on November 14, 2018: Mrs. Riedel moved, seconded by Mr. DeSantis that the minutes as listed on Attachment I be approved.

The vote on this resolution was as follows:                   Aye – 5                   Nay – 0

Mr. Johnson abstained from voting as this was his first board meeting of his tenure.

ADJOURNMENT: Mrs. Riedel moved, seconded by Mr. DeSantis that the Board enter into Executive Session at 7:33 p.m. to discuss the employment history of a particular employee and negotiations of Civil Service.

The vote on this resolution was as follows:                   Aye -6                   Nay – 0

Mrs. Riedel moved, seconded by Mr. DeSantis that the Board re-enter into public session at 7:50 p.m.

The vote on this resolution was as follows:                   Aye – 6                   Nay - 0

OTHER ITEMS FOR BOARD DISCUSSION AND/OR APPROVAL

Resolution to Accept the Agreed upon Procedures: Mrs. Riedel moved, seconded by Mr. DeSantis that the resolution to accept the agreed upon procedures report as listed below and on Attachment II be approved.

**BE IT RESOLVED**, that the Southern Westchester Board of Cooperative Educational Services, at its December 11, 2018 Board Meeting, accept the Internal Audit Report dated April 5, 2018 from our Internal Auditor, Cullen and Demoski, LLP, with regard to their review of agreed upon procedures for the period January 1, 2017 through November 30, 2017 for the activities of staff attendance, cash receipt and financial software security.

The vote on this resolution was as follows:                   Aye – 6           Nay - 0

Mrs. Riedel that the resolution to accept the risk assessment update report as listed below and on Attachment III.

**BE IT RESOLVED**, that the Southern Westchester Board of Cooperative Educational Services, at its December 11, 2018 Board Meeting, accept the Internal Audit Report dated October 16, 2018 from our Internal Auditor, Cullen and Demoski, LLP, with regard to the update of the BOCES Risk Assessment.

The vote on this resolution was as follows:                   Aye – 6           Nay – 0

Resolution to Accept Memorandum of Understanding: Mrs. Riedel moved, seconded by Mr. DeSantis that the Memorandum of Understanding as listed below and on Attachment IV be approved.

**RESOLVED**, that the Board of Education of the Southern Westchester BOCES here by approves the Memorandum of Understanding between the SWBOCES and Kathy Conley, dated December 11, 2018 and directs the Deputy Superintendent to execute same.

The vote on this resolution was as follows:                   Aye – 6           Nay – 0

Resolution to Accept Memorandum of Understanding: Mrs. Riedel moved, seconded by Mr. DeSantis that the Memorandum of Understanding as listed below and on Attachment V be approved.

**RESOLVED**, that the Board of Education of the Southern Westchester BOCES hereby approves the Memorandum of Understanding between the SWBOCES and Jennifer Simmons, dated December 11, 2018 and directs the Deputy Superintendent to execute same.

The vote on this resolution was as follows:                   Aye – 6           Nay – 0

Resolution to Accept Stipulation of Agreement: Mrs. Riedel moved, seconded by Mr. DeSantis that the resolution to accept Stipulation of Agreement for Employee 04749 as listed on Attachment VI be approved.

The vote on this resolution was as follows:                   Aye – 6                   Nay – 0

PERSONNEL MATTERS FOR BOARD APPROVAL

Upon the recommendation of the District Superintendent, Mr. DeSantis moved, seconded by Mr. Filiberti that the following personnel appointments listed on Attachment VII be approved.

- Tenure/Permanent Appointments
- Resignations
- Terminations
- Leave of Absence
- Civil Service Appointments
- Hourly Rate Assignments
- Additional Assignments
- Substitutes
- Rate Adjustments
- Other Adjustments
- Elimination of Positions
- Reductions-in-Force (RIF)
- Terminations (Reduction-in-Force)
- Recall Appointments
- Casual (Temporary) Appointments

The vote on this resolution was as follows:                   Aye – 6                   Nay – 0

Mrs. Draper, on behalf of the board of education, wished much luck and congratulations to the following employees on their retirements:

- Stephen Bicchieri, 10 years, Supervisor/Principal
- Kimberly Rende, 32 years, Customer Service Rep I, Level 2
- Margaret Pesick, 30 years, Secretary to School Administrator

Resolution to Create Position of Senior Director of Professional Development and Instructional Technology: Mrs. Riedel moved, seconded by Mr. DeSantis that the resolution as stated below and on Attachment VIII be approved:

**BE IT RESOLVED**, that the Southern Westchester BOCES, Sole Supervisory District, Board of Education, hereby approves the creation of the position of Senior Director of Professional Development and Instructional Technology.

The vote on this resolution was as follows:                   Aye – 6                   Nay - 0

**BUSINESS MATTERS FOR BOARD APPROVAL**

Mr. John Miller, Director of Business, informed the Board that since they received their packets, an additional \$4.1 million has been received.

Mr. Miller also informed the Board that a Revenue Anticipation Note (RAN) was signed by Mrs. Draper, President of the SWBOCES Board of Education in the amount of \$8 million.

**Treasurer's Report:** Mrs. Riedel moved, seconded by Mr. DeSantis that the treasurer's report for Checking Account of \$1,755,809.92 a balance on hand in the CLASS/Signature Investment Account of \$116,052.24; a balance on hand in the School Lunch Fund Checking of \$8,112.90; a balance on hand in the Trust and Agency CLASS-Bob Newman Fund of \$76,965.56; a balance on hand in the Trust and Agency CLASS Dreyfus Fund of \$10,505.84; a balance on hand in the Trust and Agency CLASS Evelyn Stock Fund of \$2,044.67; a balance on hand in the Trust and Agency CLASS Regular Fund of \$645.76; a balance on hand in the Trust and Agency Payroll Checking Fund of \$6,852.40; a balance on hand in the Internal Service Funds Unemployment Fund CLASS \$149,184.24; a balance on hand in the Internal Service Post Employment Accrual Fund CLASS of \$2,411.10 be filed with these minutes as Attachment IX.

The vote on this resolution was as follows:                   Aye – 6           Nay – 0

**Accounts Receivable:** Mrs. Riedel moved, seconded by Mr. DeSantis that the accounts receivable as listed on Attachment X be approved.

The vote on this resolution was as follows:                   Aye – 6           Nay – 0

**Claims Audit Report:** Mrs. Riedel moved, seconded by Mr. DeSantis that the claims audit report as listed on Attachment XI be approved.

The vote on this resolution was as follows:                   Aye – 6           Nay - 0

**Bids:** Mrs. Riedel moved, seconded by Mr. DeSantis that the bids listed on Attachment XII be approved.

The vote on this resolution was as follows:                   Aye – 6           Nay – 0

**Request for Proposal:** Mrs. Riedel moved, seconded by Mr. DeSantis that the request for proposal as listed on Attachment XIII be approved.

The vote on this resolution was as follows:                   Aye – 6           Nay - 0

**Special Aid Projects:** Mrs. Riedel moved, seconded by Mr. DeSantis that the special aid projects as listed on Attachment XIV be approved.

The vote on this resolution was as follows:                   Aye – 6           Nay – 0

**Donation:** Mrs. Riedel moved, seconded by Mr. DeSantis that the donation(s) as listed on Attachment XV be approved.

The vote on this resolution was as follows:                   Aye – 6           Nay – 0

**Installment Purchase Agreement:** Mrs. Riedel moved, seconded by Mr. DeSantis that the installment purchase agreement(s) as listed on Attachment XVI be approved.

The vote on this resolution was as follows:                   Aye – 6           Nay - 0

Contracts: Mrs. Riedel moved, seconded by Mr. DeSantis that the contracts as listed on Attachment XVII be approved.

The vote on this resolution was as follows:                   Aye – 6           Nay – 0

Contracts – Individual: Mrs. Riedel moved, seconded by Mr. DeSantis that the contracts – individual as listed on Attachment XVIII be approved.

The vote on this resolution was as follows:                   Aye – 6           Nay – 0

### REPORT OF THE DISTRICT SUPERINTENDENT

Dr. Coles advised/informed the Board of the following:

- We are continuing to work with the City School District in New Rochelle on their Superintendent’s search. We have attended many meetings with various stakeholders to get their input on what they want in a Superintendent.
- In the ESSA plan, the Commissioner of Education is now implementing that all children should be equal.
- There are still two bills impacting BOCES that have not yet been sent to the Governor. This first is the DS cap bill and the other is the Capital BOCES bill.

### REPORT OF THE CHIEF OPERATING OFFICER/DEPUTY DISTRICT SUPERINTENDENT

Mrs. O’Donnell advised/informed the Board of the following:

- I would like to commend Mr. Tibbetts and his team for their continued dedicated and hard work along with the Directors of the programs. Every year the presentations get better and better.
- We will continue our board materials on paper for a while longer as we all become accustomed to Board Docs.
- Wishing everyone a Happy and safe holiday season and a wonderful 2019.

### ADJOURNMENT

Mrs. Riedel moved, seconded by Mr. DeSantis that the Board adjourn from public session at 8:11 p.m.

The vote on this resolution was as follows:                   Aye – 6           Nay – 0

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Valerie A. Cermele  
Clerk of the Board