

Minutes of the Monthly Business Meeting of the  
Board of Cooperative Educational Services, Southern Westchester  
Held at  
SWBOCES  
17 Berkley Drive  
Rye Brook, NY  
July 11, 2018

Present

Board Members

Catherine Draper, President  
John V, Filiberti, Vice President  
John DeSantis  
Lynn Frazer-McBride  
Claudia Glaser  
Georgia Riedel

Valerie A. Cermele  
Clerk of the Board

Others Present

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

Call to Order: Mrs. Draper called the Monthly Business Meeting to order at 7:43 p.m.

Pledge of Allegiance: Previously recited at Reorganization meeting.

Adjournment: Mrs. Glaser moved, seconded by Mr. DeSantis that the Board adjourn into Executive Session to discuss the employment history of a particular employee at 7:44 p.m.  
The vote on this resolution was as follows:           Aye – 6           Nay - 0

Mrs. Glaser moved, seconded by Mr. DeSantis that the Board re-enter into Public Session at 8:16 p.m.  
The vote on this resolution was as follows:           Aye – 6           Nay – 0

Resolution to Request Medical Evaluation: Mrs. Glaser moved, seconded by Mr. DeSantis that the following resolution as stated below and on Attachment I be approved:

**BE IT RESOLVED**, that the Board of Cooperative Educational Services of Southern Westchester hereby approves the request for a medical evaluation for fitness of duty for job responsibilities for Employee No. 02435.  
The vote on this resolution was as follows:           Aye – 6           Nay – 0

Resolution to Create Position of Practical Nursing Coordinator: Mrs. Glaser moved, seconded by Mr. DeSantis that the resolution as listed below and on Attachment II be approved:

**BE IT RESOLVED**, that the Southern Westchester BOCES Board of Education, Sole Supervisory District of Westchester County, hereby approves the creation of the position of Practical Nursing Coordinator.

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

Resolution (Adopts Findings of Fact, Determination of Guilt and Penalty): Mrs. Glaser moved, seconded by Mr. DeSantis that the resolution as stated below and on Attachment III be approved:

**WHEREAS**, a proceeding was commenced against Employee No. 02852 based upon a Notice and Statement of Charges dated April 11, 2018 preferred by Dr. Harold Coles, District Superintendent, pursuant to New York State Civil Services Law Section 75; and

**WHEREAS**, as a result thereof Kenneth Bernstein, Esq. was duly designated as the Hearing Officer by the Board of Education; and

**WHEREAS**, the Hearing Officer held a hearing on the Notice and Statement of Charges, which proceeded on the following dates: May 9, May 10 and May 30, 2018; and

**WHEREAS**, Employee No. 02852 was represented by counsel at the aforementioned hearing; and

**WHEREAS**, the Hearing Officer has rendered his Report of Findings and Recommendations dated June 26, 2018 based upon the record presented at the aforementioned hearing; and

**WHEREAS**, the Board of Education has had an opportunity to review the record in this matter, as well as the Hearing Officer's Report of Findings and Recommendations dated June 26, 2018;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Southern Westchester BOCES hereby adopts the Hearing Officer's findings of fact and determinations as to guilt of Employee No. 02852 on the charges and specification preferred in which they found him guilty, as more full set forth in the Hearing Officer's Report of Findings and Recommendations dated June 26, 2018; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby adopts the recommendation of the Hearing Officer as to an appropriate penalty against Employee No. 02852 and finds, itself, that the penalty of dismissal is appropriate and, as such hereby terminates Employee No. 02852 from his position as a teacher aide in Southern Westchester BOCES effective July 12, 2018; and

**BE IT FURTHER RESOLVED**, that the District Clerk is hereby directed to forward a certified copy of this Resolution together with a copy of the Hearing Officer's Report of Findings and Recommendation and a copy of the record in this matter to the Personnel Officer of Westchester County pursuant to Civil Service Law Section 75, Subdivision 3. Additionally, the District Clerk is hereby directed to forward a certified copy of this Resolution together with a

copy of the Hearing Officer's Report of Findings and Recommendations to Employee No. 02852 and the attorney for the Southern Westchester BOCES.

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

Review Minutes of Bi-Monthly Business Meeting: Mrs. Glaser moved, seconded by Mr. DeSantis that the Board approve the minutes listed on Attachment IV of the business meeting held June 20, 2018.

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

**PERSONNEL MATTERS FOR BOARD APPROVAL**

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

- Tenure/Permanent Appointments
- Resignations
- Terminations
- Leave of Absence
- Civil Service Appointments
- Hours Rate Assignments
- Substitutes
- Rate Adjustments
- Eliminations of Positions
- Reductions-in-Force (RIF)
- Terminations (Reductions-in-Force)
- Recall Appointments
- Casual (Temporary) Appointments

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

Mrs. Draper congratulated and thanked the following employee(s) for their dedication and hard work during their time at SWBOCES and wished them a happy retirement:

- Margaret Manion – 29 years – Sr. Account Clerk – Special Services
- Sandrie McGarrell – 17 years – Registered Professional Nurse – Special Services

**BUSINESS MATTERS FOR BOARD APPROVAL**

Mr. John Miller, Director of Business, informed the Board that since they received their packets were sent out, an additional \$5.8 million has been received.

Accounts Receivable Report: Mrs. Glaser moved, seconded by Mr. DeSantis that the accounts receivable report as listed on Attachment VI be approved.

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

Claims Auditor Report: Mrs. Glaser moved, seconded by Mr. DeSantis that the claims auditor report as listed on Attachment VII be approved.

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

Bids: Mrs. Glaser moved, seconded by Mr. DeSantis that the bids as listed on Attachment VIII be approved.

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

Requests for Proposals: Mrs. Glaser moved, seconded by Mr. DeSantis that the request for proposals as listed on Attachment IX be approved.

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

Lease: Mrs. Glaser moved, seconded by Mr. DeSantis that the lease as listed on Attachment X be approved.

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

Contracts: Mrs. Glaser moved, seconded by Mr. DeSantis that the contracts as listed on Attachment XI and on the Addenda to the Agenda be approved.

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

Contracts – Individual: Mrs. Glaser moved, seconded by Mr. DeSantis that the contracts – individual as listed on Attachment XII and on the Addenda to the Agenda 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:

- I am asking the BOE to support a letter in regards to Every Student Succeeds Act (ESSA) where BOCES and their districts will support the training of school officials. The Restorative practices focus on building relationships and creating community in school to prevent harm and to repair relationships. We will have two teachers from BOCES, two teachers from Section One and Joe Donaldson, Assistant Director of Athletics on the interview committee. There will be two interview teams. We are hoping to have three candidates to choose from.

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

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

- We will begin the hiring process for a new Director for Interscholastic Athletics who will also be the Director of Section One which will be a big task. We would like to hire someone soon so that the present Director will be able to train the new employee. Jen

Simmons has already met with everyone to let them know that she is retiring. Our plan is to post the position with the criteria needed for this very important position. HR will go through the resumes to see who is certified and physical education certified. We will continue to update the Board as the process continues.

- We collaborated with Fordham University for three days, and they were powerful. We had two teams and at the end of the three days, both teams chose very similar goals to make BOCES better.
- The computers for the Board are on order so that we may get ourselves familiar with them before we begin training for Board Docs.

### COMMENTS FROM MEMBERS OF THE BOARD AND STAFF

Mr. Gratto informed the Board that the second week of summer school is going very well.

Mrs. Draper informed the Board that we need to fill the vacancy of the 7<sup>th</sup> member on the Board. We need to work with a full board and we need to solicit people. I believe we can get the names of former district board members who may be interested in sitting on the BOCES board. I would like to send a letter out to component superintendents and board of education presidents to alert them to this vacancy. I would also like to send a letter inviting BOE members to tour our campuses and programs where their students attend.

### ADJOURNMENT

Mrs. Glaser moved, seconded by Mr. DeSantis that the board adjourn from public session at 9:14 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