

SOUTHERN WESTCHESTER BOCES  
BUDGET MEETING MINUTES  
Administrative Offices  
17 Berkley Drive  
Rye Brook, NY  
December 12, 2018

Present

Board Members

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

Valerie A. Cermele  
Clerk of the Board

Others Present

Harold A. Coles, District Superintendent  
Jacqueline O'Donnell, COO/Deputy Dist. Superintendent  
Steve Tibbetts, Asst. Supt. for Business  
James Gratto, Asst. Supt. for Educational Services  
Suzanne Doherty, Director of Human Services  
John Miller, Director of Business  
Dan Myers, Director of Adult & Community  
Frank Alvarez, Interim Director of Special Services  
Dennis Lauro, Executive Director of the RIC

Call to Order: Mrs. Draper called the Budget Meeting to order at 6:30 p.m.

Pledge of Allegiance

Adult & Community Services: Dan Myers presented the budget to the Board and explained that the following items have influenced their budget.

- Workforce Innovation Opportunity Act:  
CACCS has received an award of \$4,225,000 to be utilized over a five-year period.  
The new WIOA grand period began on July 1, 2018.
- Raise the Age Legislation:  
IYP is feeling the impact of 16 and 17 year old minors being diverted from adult incarceration.
- Retooling our Practical Nursing (PN) Program:  
Upgrades to support a program in a rapidly changing field are driving the need for a tuition increase.

Salary and benefits take of 76% of our annual budget.

Our tuition based revenue is as follows:

- CoSer 107 – Practical Nursing (PN) – Full & part time
- CoSer 110 – Continuing Education (CE) & Job Training (Workforce)

Our Special Aid/Grant Revenue is as follows:

- CoSer 837 – Westchester Community College (FTE)
- CoSer 849 – Employment Preparation Education (EPE)
- CoSer 841 – Incarcerated Youth Program (IYP)
- GRANTS – New York State Education Department

The following is growing/changing in our programs:

- The Pursuit of Excellence:
  - Growth in our Workforce Preparation Programs
  - Collaborating with external and internal partners for input on program needs
  - Providing custom training and co-training
  - Delivering nationally recognized credentials to meet industry demand
- Enhanced pathways for re-entry participants to access training:
  - Partnerships with Westhab, Westchester County Probation & Greyston
- Retooling our Practical Nursing Program
  - Review of statewide programs and the changing marketplace for graduates

Beyond the numbers at CACS the important issues to us are:

- Building an Agile, connected & sustainable organization
- Anticipating the marketplace in a time of change
- Adapting to new regulations
- Recruiting and marketing

Center for Special Services: Dr. Frank Alvarez informed the Board that the following items have influenced the Special Services projected budget:

- Curriculum
  - Hiring an Assistant Director who will focus on growing researched-based instructional practices and alignment of curriculum to the Next Generation Standards
  - Developing professional learning communities to align instructional practices across secondary programs
  - Strengthening formative and summative assessments to continue the practice of data-informed instruction
- Behavioral Support
  - Continue staff training and support for research-based programs such as Therapeutic Crisis Intervention for Schools (TCIS), Applied Behavioral Analysis (ABA), and Dialectical Behavior Therapy (DBT) to improve behavioral outcomes

- Enhancing therapeutic spaces – sensory rooms, study centers and get-ready rooms
- Community Based Experiences
  - Strengthening community ties and involvement by introducing and building on pre-existing vocational, volunteer and other community-based opportunities
  - Identifying and providing staff training from external agencies (e.g. ACES VR, OPWDD)
  - Increasing parent involvement through SEPTA and other outreach opportunities
- Additional Program Enhancements
  - Continuing implementation of Active Learning Classrooms
  - Constructing Tappan Hill playground area

Lower Hudson Regional Information Center: Dr. Lauro gave the Board an overview of the LHRIC services as follows:

- CoSer 444 – Distance Education
- CoSer 554 – Educational Technology
- CoSer 510 – Instructional Support
- CoSer 611 – Management Support
- CoSer 525 – Cooperative Printing
- CoSer 612 – Telephone Interconnect

The LHRIC budget is influenced by internal and external decisions, such as:

Internal: budget stability after several years of cost effective measurements and internal operational budget alignment of expenses.

External: District input and state mandates: 2% tax cap, ESSA School Accountability Framework. Computer based testing and EdLaw2d security requirements.

What is growing/changing in our programs that is visible in our projected budget? We continue to be fiscally responsible and maintain a conservative budget, stabilize budget and pricing, be cost effective with a few operational budget changes.

The following is very important to our story:

Technology Trends:

Security Priorities; Physical, Network, Data, System Hosting and Data Integration

Collaborating with Districts:

Adjusting advisory meetings for more discussion and problem solving

Individual district meetings

Financial Planning

Succession Planning:

Long range planning

Potential leadership retirement over the next 5 years.

We launched a new service in 2018-2019; Hybrid VOIP Support. The foundation was built in the summer of 2018 and we have signed Dobbs Ferry and Valhalla and are in the process of signing East Ramapo and New Rochelle.

Adjournment: Mr. Filiberti moved, seconded by Mrs. McBride that the public session adjourn at 7:58 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