

Minutes of the Reorganization Meeting of the
Board of Cooperative Educational Services,
Southern Westchester
17 Berkley Drive
Rye Brook, New York
July 5, 2017

Present

Board Members

John DeSantis
Catherine Draper
John V. Filiberti
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/DDS
Steve Tibbetts, Asst. Supt. for Business
James Gratto, Asst. Supt. for Educational Services
Suzanne Doherty, Director of Human Resources
John Miller, Director for Business

Call to Order: Ms. Cermele called the Reorganization Meeting to order at 7:30 p.m.

Pledge of Allegiance

Oath of Office to Clerk of the Board: Dr. Coles administered the Oath of Office to Ms. Cermele as Clerk of the Board as a member of the Board of Cooperative Educational Services, Southern Westchester County, for a one-year term beginning July 1, 2017 and expiring June 30, 2018.

Oath of Office to Board Member: Ms. Cermele administered the Oath of Office to Mr. John DeSantis as a member of the Board of Cooperative Educational Services, Southern Westchester County, for a three-year term beginning July 1, 2017 and expiring June 30, 2020.

Oath of Office to Board Member: Ms. Cermele administered the Oath of Office to Mrs. Georgia Riedel as a member of the Board of Cooperative Educational Services, Southern Westchester County, for a three-year term beginning July 1, 2017 and expiring June 30, 2020.

Congratulation to Mr. DeSantis and Mrs. Riedel on their re-election as Trustees to serve on the Southern Westchester BOCES Board of Education.

Nomination of Board Member: Mr. DeSantis moved, seconded by Mrs. McBride that the nomination of Claudia Glaser be approved as Board Member for a one year term beginning July 1, 2017 and expiring June 30, 2018.

The vote on this resolution was as follows:

Aye – 5

Nay – 0

Oath of Office to Board Member: Ms. Cermele administered the Oath of Office to Mrs. Claudia Glaser as a member of the Board of Cooperative Educational Services, Southern Westchester County, for a one-year term beginning July 1, 2017 and expiring June 30, 2018.

Congratulations to Mrs. Glaser on her election as Trustee to serve on the Southern Westchester BOCES Board of Education.

Nomination of President of the BOE: Mr. DeSantis moved, seconded by Mrs. McBride that the nomination of Mrs. Catherine Draper be approved as President of the SWBOCES BOE for a one year term beginning July 1, 2017 and expiring June 30, 2018.

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

Oath of Office to President: Ms. Cermele administered the Oath of Office to Mrs. Catherine Draper as President of the Board of Cooperative Educational Services, Southern Westchester County, for a one-year term beginning July 1, 2017 and expiring June 30, 2018.

Nomination of Vice President of the BOE: Mr. DeSantis moved, seconded by Mrs. McBride that the nomination of Mr. John V. Filiberti be approved as Vice President of the SWBOCES BOE for a one year term beginning July 1, 2017 and expiring June 30, 2018.

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

Oath of Office to Vice President: Ms. Cermele administered the Oath of Office to Mr. John V. Filiberti as Vice President of the Board of Cooperative Educational Services, Southern Westchester County, for a one-year term beginning July 1, 2017 and expiring June 30, 2018.

Mrs. Draper took the chair at 7:40 p.m.

Mr. DeSantis moved, seconded by Mrs. McBride the approval of the following appointments:

Audit Committee: Mrs. Catherine Draper, Mr. John DeSantis and Mrs. Georgia Riedel will serve on the Audit Committee.

WPSBA Liaison: Mrs. Georgia Riedel will serve as the Westchester Putnam School Board Association's Liaison.

WPSBA Legislative Action Committee: Mrs. McBride will serve on the Westchester Putnam School Boards Association Legislative Action Committee.

Clerk of the Board: Valerie A. Cermele will serve as Clerk of the Board effective July 1, 2017 through June 30, 2018 at an annual stipend of \$8,156.

Treasurer of the Board: Christine Jansen will serve as Treasurer of the Board effective July 1, 2017 through June 30, 2018 with no additional compensation.

Deputy Treasurer of the Board: Marie Masi will serve as Deputy Treasurer of the Board effective July 1, 2017 through June 30, 2018 at an annual stipend of \$1,133.

Deputy School Claims Auditor: Doris Quinn will serve as Deputy Treasurer of the Board effective July 1, 2017 through June 30, 2018, at an annual stipend of \$1,133.

Freedom of Information Officer: Stephen Tibbetts will serve as Freedom of Information Officer effective July 1, 2017 through June 30, 2017, with no additional compensation.

Records Management Officer: Stephen Tibbetts will serve as Records Management Officer effective July 1, 2017 through June 30, 2018 with no additional compensation.

Asbestos Hazard Emergency Designee: Thomas Briggs will serve as Asbestos Hazard Emergency Designee effective July 1, 2017 through June 30, 2018, with no additional compensation.

Capital Assets Preservation Program Coordinator: Thomas Briggs will serve as Capital Assets Preservation Program Coordinator effective July 1, 2017 through June 30, 2018, with no additional compensation.

Chief Emergency Officer: Thomas Briggs will serve as Chief Emergency Officer effective July 1, 2017 through June 30, 2018 at no additional compensation.

Collection and Review of Certified Payrolls: Marie Masi will serve as Collection and Review of Certified Payrolls effective July 1, 2017 through June 30, 2018, at no additional compensation.

Notary: Valerie Cermele will serve as Notary effective July 1, 2017 through June 30, 2018, with an additional annual stipend of \$720.

Notary: Dina Roselli will serve as Notary effective July 1, 2017 through June 30, 2018, with an additional annual stipend of \$720.

Notary: Doris Quinn will serve as Notary effective July 1, 2017 through June 30, 2018, with an additional annual stipend of \$720.

Notary: Judy Bullitt will serve as Notary effective July 1, 2017 through June 30, 2018, with an additional annual stipend of \$720.

Notary: Tiffany Nunez will serve as Notary effective July 1, 2017 through June 30, 2018, with an additional annual stipend of \$720.

The votes on the above reference appointments were as follows: Aye – 6 Nay – 0

NOTE: The executed Oaths of Office are listed as Attachment I to these minutes.

Appointment of Civil Rights Compliance Officers: Mr. DeSantis moved, seconded by Mrs. McBride the appointment of Suzanne Doherty and Stephen Tibbetts as the Civil Rights

Compliance Officers (CRCOs) from July 1, 2017 through June 30, 2018 to coordinate all aspects of civil rights acts and implementing legislation including, but not limited to:

- Title IV, VI, and VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- The Age Discrimination in Employment Act
- The Americans with Disabilities Act (1990) as amended
- The New York Human Rights Law, Section 296 (1) (a)
- The Genetic Information Nondiscrimination Act (2008)
- The Dignity for All Students Act (DASA)

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

Appointment of School Claims Auditor: Mr. DeSantis moved, seconded by Mrs. McBride that Tobin and Company are to serve as a School Claims Auditor on an as needed basis July 1, 2017 – June 30, 2018.

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

Appointment of Internal Auditor: Mr. DeSantis moved, seconded by Mrs. McBride that Cullen and Danowski, LLP to serve as the BOCES Internal Auditors based upon negotiated fees from July 1, 2017 – June 30, 2018.

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

Appointment of Legal Counsel: Mr. DeSantis moved, seconded by Mrs. McBride that Keane & Beane, P.C., serve as General Counsel 7/1/17-6/30/18 with the following fee schedules: Annual retainer of \$40,000 with a cap of 215 hours, any retainer work in excess of 215 hours and non-retainer work at a rate of \$225 per hour and negotiation services ranging from \$225 to \$255 depending on the attorney. Paralegal services will be billed at \$125 per hour.

Thomas, Drohan, Waxman, Petigrow & Mayle, LLP to provide legal services as Special Counsel to Southern Westchester BOCES (the “BOCES”) from 7/1/17 through 6/30/18 in connection with any matters where the BOCES requires legal counsel and its General Counsel, Keane & Beane, LLP cannot represent them due to a conflict of interest. The fee schedule will be a follows: a rate of \$210 per hour, including portal-to-portal travel, for attorney services and \$95 per hour for paralegal services.

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

Appointment of 403(b) Plan 3rd Party Administrator: Mr. DeSantis moved, seconded by Mrs. McBride that the Omni Group to serve as the BOCES 403(b) Plan 3rd Party Administrator from July 1, 2017 – June 30, 2018 at a rate not to exceed \$4,000 for 12 months.

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

Establishment of Short-term Substitute Rates: Mr. DeSantis moved, seconded by Mrs. McBride that the following be approved:

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services approves the following Short-term Substitute Rates for the 2017-2018 school year:

Certified Teachers	\$120.00
Non-certified Teachers	\$95.00
Teacher Assistants	\$95.00
Teacher Aides	\$95.00

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

Association Memberships: Mr. DeSantis moved, seconded by Mrs. McBride that reauthorization and approval for Southern Westchester BOCES membership in:

- New York State School Boards Association (NYSSBA)
- National School Boards Association (NSBA)
- Westchester Putnam School Boards Association (WPSBA)
- BOCES Educational Consortium (BEC)
- Association of Educational Service Agencies (AESAs)
- New York State Council of School Superintendents (NYSCOSS)

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

Depositories for BOCES Funds for 2017-2018: Mr. DeSantis moved, seconded by Mrs. McBride that the depositories for BOCES funds for 2017-2018, with Authorization for Treasurer and Deputy Treasurer to sign checks as per regulations set forth under the BOCES Investment Policy #4210:

A. Banks

1. Bank of America
2. JP Morgan Chase
3. TD Bank, N.A.
4. Webster Bank
5. Signature Bank
6. M & T Bank
7. Wells Fargo
8. Peoples United Bank

B. Funds

1. General Fund
2. Trust & Agency Fund
3. School Lunch Fund
4. Internal Service Fund

Accounts

- | |
|--------------------|
| Checking & Savings |
| Checking & Savings |
| Checking |
| Checking & Savings |

All fund transfers require two people to enter and authorize a transaction. The persons authorized to enter and/or approve transfers include: Treasurer, Deputy Treasurer, Accountant, Assistant Superintendent for Business and Administrative Services and the Director of Business.

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

Extracurricular Activity Accounts for 2017-18: Mr. DeSantis moved, seconded by Mrs. McBride that the extracurricular activity accounts with authorization for Treasurer as listed to sign checks at the banks designed above in Item XIV Section A:

<u>Extracurricular Accounts</u>	<u>Accounts</u>	<u>Treasurer</u>
Skills USA	Checking	Karen Ferreira Raymond Sulla
National Honors Society	Checking	Karen Ferreira Anna Macchia
The vote on this resolution was as follows:		Aye – 6 Nay – 0

Investment of Funds for 2017-2018: Mr. DeSantis moved, seconded by Mrs. McBride that the Investment Funds for 2017-2018 with designation of Banks and Investment companies and Authorization for Treasurer as per regulations set forth under the BOCES Investment Policy #4210 be approved.

Banks/Cooperative

1. Bank of America
2. JP Morgan Chase
3. New York Cooperative Liquid Asset Security System (NYCLASS)
4. TD Bank, N.A.
5. New York Liquid Asset Fund (NYLAF)
6. Signature Bank
7. M&T Bank
8. Wells Fargo
9. Peoples United Bank

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

Borrowing of Funds for 2017-2018: Mr. DeSantis moved, seconded by Mrs. McBride that the borrowing of funds for 2017-2018 as follows be approved:

Authorization delegating power to the President of the Board of Cooperative Educational Services of the Sole Supervisory District of Westchester County, New York to authorize the issuance of and to sell up to \$20,000,000 Revenue Anticipation Notes of said BOCES, including renewals thereof, in anticipation of the receipt of monies from the State of new York and component and non-component districts during the fiscal year of said BOCES commencing July 1, 2017.

Such notes shall be of such terms, form and contents as may be determined by said President, pursuant to the Local Finance Law.

The President or Vice President of the Board of Cooperative Educational Services to the Sole Supervisory District of Westchester County, New York are hereby authorized to execute such Revenue Anticipation Notes.

Upon written authorization from the President or Vice President of the Board to do so, the Treasurer of said BOCES is hereby authorized to execute such Revenue Anticipation Notes in the place of the President or Vice President of the Board.

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

Designation of Official Newspaper: Mr. DeSantis moved, seconded by Mrs. McBride that the designation of the official newspaper be approved as:

THE JOURNAL NEWS
One Gannett Drive
White Plains, NY 10604

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

Approval of Petty Cash Accounts: Mr. DeSantis moved, seconded by Mrs. McBride that the approval of the petty cash accounts as stated below:

Each in the Amount of \$200

<u>Center/Department</u>	<u>Location</u>	<u>Custodian</u>
Interscholastic Athletics	Mamaroneck Avenue	Jennifer Simmons
Adult & Community	Mamaroneck Avenue	Ilene Moskowitz
Professional Development	Mamaroneck Avenue	Dina Roselli
Career Services	Valhalla	Karen Ferreira
Administration	Berkley Drive	Marie Masi
Administration	Berkley Drive	Anna Marie Brancucci
Public Relations	Mamaroneck Avenue	Geraldine Mastrogiacomo

Each in the Amount of \$500

<u>Center/Department</u>		
Special Services	Rye Lake	Mary Rossetti

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

Authorization for Purchasing – 2017-2018: Mr. DeSantis moved, seconded by Mrs. McBride that the authorization for purchasing be approved as follows:

Purchasing Agent:	Marian McEnerney
Deputy Purchasing Agent:	Stephen Tibbetts
Deputy Purchasing Agent:	John Miller

1. Purchasing Agent and Deputy Purchasing Agents shall purchase, procure, store and distribute all supplies and equipment for which appropriations have been made with due regard to existing law, economy and efficiency, and the requirements of the department requesting such supplies.
2. Assistant Superintendent for Business and Administrative Services and/or the Chief Operating Officer/Deputy District Superintendent and/or the Board Clerk shall be

authorized, consistent with Board policy, to prepare and sign any and all documents, permits, contracts, orders or other instruments including those related to resolutions to participate in cooperative bids with other BOCES, school districts and agencies necessary to carry out the intent of this resolution.

3. Purchasing Policy #4310 shall continue to remain in effect.

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

Non-Bid Items (Enclosure): Mr. DeSantis moved, seconded by Mrs. McBride that the non-bid items give authorization for the Assistant Superintendent for Business and Administrative Services to enter into continuing license/contract agreements for 2017-18 non-bid items related to the Southern Westchester BOCES and all divisions as applicable. These items primarily relate to sole source vendors.

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

Resolution for Food Service Establishment: Mr. DeSantis moved, seconded by Mrs. McBride that the following resolution for Food Service Establishment be approved.

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services with offices at 17 Berkley Drive, Rye Brook, NY, hereby authorizes Jacqueline O'Donnell, Chief Operating Officer/Deputy District Superintendent or designee to execute and deliver to the Westchester County Department of Health, for and on behalf of said Corporation, an application for a permit to operate a Food Service Establishment, and to execute and deliver any and all additional documents which may be appropriate or desirable in connection therewith.

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

Establishment of Adult Breakfast and Lunch Prices: Mr. DeSantis moved, seconded by Mrs. McBride that the establishment of adult breakfast and lunch prices as listed below be approved:

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services approves the cost of \$2.50 (which includes tax) for adult breakfasts and \$4.00 (which includes tax) for adult lunches served at locations where the food is prepared by the Special Services food service program for the 2017-2018 school year.

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

Resolution for Medicaid Compliance Program 2017-2018 School Year: Mr. DeSantis moved, seconded by Mrs. McBride that the resolution for Medicaid compliance program 2017-2018 school year be approved as follows:

WHEREAS, the Southern Westchester BOCES (SWBOCES) provides services to Medicaid eligible individuals of its component school districts, including School Supportive health Services, for which such component school districts receive Medicaid reimbursement; and

WHEREAS, the SWBOCES has developed a Medicaid Compliance Program aimed to prevent inaccurate billing or inappropriate practices in accordance with New York State Social Services Law Section 363-d.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the SWBOCES Medicaid Compliance Program; and

BE IT FURTHER RESOLVED that James Gratto is designated as the District’s Medicaid Compliance Officer in accordance with the Program and is hereby directed to take any and all action necessary to implement the SWBOCES Medicaid Compliance Program consistent with the terms thereof for the 2017-2018 school year.

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

Appointment of Dignity Act Coordinators: Mr. DeSantis moved, seconded by Mrs. McBride that the appointment of dignity act coordinators as listed below be approved:

BE IT RESOLVED, that the Board of Education of the Board of Cooperative Education Services, Sole Supervisory District of Westchester County, hereby appoints the following employees as Dignity Act Coordinators for 2017-2018 as per the Commissioner of Education Regulation 8NYCRR 100.2(jj):

Dr. Steven Bicchieri	Allison Emig	Alberta Grant-Johnson
Will Guterman	Leslie Handler	Monica Johnson
Scott Kaufman	Rachelle Kritzer-Filipek	Katherine Lockwood
Audrey Mangan	James Matera	Phyllis Rizzi
Cristina Tompkins	Jessica Walker	Eileen Yip

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

Lead Evaluator Certification: Mr. DeSantis moved, seconded by Mrs. McBride that the lead evaluator certification as listed below be approved:

The Annual Professional Performance Review (APPR) regulations of the Board of Regents provides that, in order to be certified as lead evaluators, administrators much be trained in the following nine elements.

1. New York State Teaching Standards and their related elements and performance indicators and the Leadership standards and their related functions, as applicable;
2. Evidence-based observation techniques that are grounded in research;
3. Application and use of the student growth percentile model and any other growth model approved by the Department as defined in Section 30-3.2 of this Subpart;
4. Application and use of the State-approved teacher or principal rubric(s) selected by the district for use in evaluations, including the training on the effective application of such rubrics to observe a teacher or principal’s practice;
5. Application and use of any assessment tools that the district utilizes to evaluate its classroom teachers or building principals;
6. Application and use of any locally selected measures of student growth used in the optional subcomponent of the a Student Performance Category used by the district to evaluate its teachers or principals;
7. Use of the Statewide Instructional Reporting System;

8. The scoring methodology utilized by the department and/or the district to evaluate a teacher or principal under this Subpart, including the weightings of each subcomponent within a category; how overall scores/ratings are generated for each subcomponent and category and application and use of the evaluation matrix(es) prescribed by the commissioner for the four designated rating categories used for the teacher's or principal's overall rating and their category ratings; and
9. Specific considerations in evaluating teachers and principals of English language learners and students with disabilities.

By virtue of participation in the Lead Evaluator Trainings provided by the Southern Westchester BOCES, which includes additional study of the required components and inter-rater reliability activities, the following administrators are recommended to be considered for certification as Lead Evaluators for the 2017-2018 school year:

Be it resolved the following administrators are certified as Lead Evaluators for the 2017-2018 school year and will participate in all necessary trainings for certification:

Stephen Bicchieri	Allison Emig	Alberta Grant-Johnson
Will Guterman	Leslie Handler	Dahlia Jackson
Scott Kaufman	Audrey Mangan	James Matera
Phyllis Rizzi	Lisa Schuchman	Jessica Walker

The vote on this resolution was as follows:

Aye – 6 Nay - 0

By virtue of participation in the Principal Evaluator Trainings provided by the Southern Westchester BOCES, which includes additional study of the required components and inter-rater reliability activities, the following administrators are recommended to be considered for certification as principal evaluators for the 2017-2018 school year:

Be it resolved the following administrators are certified as Principal Evaluators for the 2017-2018 school year and will participate in all necessary trainings for certification:

Dahlia Jackson	Claudia Murphy	Lisa Schuchman
----------------	----------------	----------------

The vote on this resolution was as follows:

Aye – 6 Nay – 0

Code of Conduct: Mr. DeSantis moved, seconded by Mrs. McBride that the Annual Approval of Southern Westchester BOCES Code of Conduct Policy #2410.

The vote on this resolution was as follows:

Aye – 6 Nay – 0

**SOUTHERN WESTCHESTER BOCES
2017-2018 ANNUAL NON-BID ITEMS**

MAINTENANCE AGREEMENTS

Maintenance agreements for computer hardware and equipment.

VENDOR	PRODUCT	ESTIMATED COST
Harland Technology Services	Scanners/Software/Printer	\$25,500
Harris School Solutions	Wincap Financial Software	\$100,000
Presstek	Formax Folder/Sealer	\$3,000

CONTRACTS PREVIOUSLY APPROVED BY THE BOARD

VENDOR	PRODUCT	ESTIMATED COST
EChalk	Software to manage web page and email accounts for school districts, faculty, staff and students.	\$8.00/student \$1,500/site maintenance \$2,000/site set-up
Finance Manager	Finance Manager Software License, Maintenance, Support, Enhancements, Training/Implementation	Varies based on district participation
PowerSchool Group, LLC	Eschool Plus Software License, Maintenance, Support	Varies based on district participation

SOLE SOURCE VENDORS

VENDOR	PRODUCT
Apple	Apple Education Pricing Program

COMMODITIES PURCHASES

Automotive/truck/bus parts used by the Transportation Maintenance Garage excluding fluids, tires and other automotive consumables.

The resolution for the above referenced was as follows: Aye – 6 Nay – 0

Adjournment: Mr. DeSantis moved, seconded by Mrs. McBride that the Reorganization Meeting adjourn at 7:43 p.m.

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

Valerie A. Cermele
Clerk of the Board