

# REORGANIZATION MEETING

July 11, 2018

ITEMS VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, XVII, XVIII, XIX, XX, XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXIX, XXX

## VIII. Appointments: July 1, 2018 to June 30, 2019

	<u>POSITION</u>	<u>NAME</u>	<u>ADDITIONAL COMPENSATION</u>
A.	Clerk of the Board (evening assignments)	Valerie Cermele	\$8,319
B.	Treasurer of the Board	Christine Jansen	0
C.	Deputy Treasurer of the Board	Marie Masi	1,156
D.	Deputy School Claims Auditor	Doris Quinn	1,156
E.	Freedom of Information Officer	Stephen Tibbetts	0
F.	Records Management Officer	Stephen Tibbetts	0
G.	Asbestos Hazard Emergency Designee	Thomas Briggs	0
H.	Capital Assets Preservation Program Coordinator	Thomas Briggs	0
I.	Chief Emergency Officer	Thomas Briggs	0
J.	Collection & Review of Certified Payrolls	Marie Masi	0
K.	Notary	Valerie Cermele	734
L.	Notary	Dina Roselli	734
M.	Notary	Doris Quinn	734
N.	Notary	Judy Bullitt	734
O.	Notary	Tiffany Nunez	734

## IX. Appointment of Civil Rights Compliance Officers:

Suzanne Doherty and Stephen Tibbetts as the Civil Rights Compliance Officers (CRCOs) from 7/1/18 through 6/30/19 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)

**X. Appointment of School Claims Auditor:**

Tobin & Company to serve as School Claims Auditor on an as needed basis, 7/1/18 through 6/30/19 at an hourly rate of \$93 per hour.

**XI. Appointment of Internal Auditor:**

Cullen and Danowski, LLP to serve as the BOCES Internal Auditors based upon negotiated fees.

**XII. Appointment of Legal Counsel:**

Keane & Beane, P.C., to serve as General Counsel 7/1/18 through 6/30/19 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 7/1/18 through 6/30/19 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 as follows: a rate of \$210 per hour, including portal-to-portal travel, for attorney services and \$95 per hour for paralegal services.

**XIII. Appointment of 403(b) Plan 3<sup>rd</sup> Party Administrator:**

The Omni Group, to serve as the BOCES 403(b) Plan 3<sup>rd</sup> Party Administrator from 7/1/18 through 6/30/19 at a rate not to exceed \$4,000.00 for 12 months.

**XIV. Establishment of Short-term Substitute Rates**

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services approves the following Short-term Substitute Rates for the 2018-2019 school year:

Certified Teachers	\$125.00
Non Certified Teachers	\$100.00
Teacher Assistants	\$100.00
Teacher Aides	\$100.00

**XV. Association Memberships**

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 (AESA)
- New York State Council of School Superintendents (NYSCOSS)

**XVI. Depositories for BOCES Funds for 2018-19, 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          | <u>Accounts</u><br>Checking + Savings |
| 2. Trust & Agency Fund   | Checking + Savings                    |
| 3. School Lunch Fund     | Checking                              |
| 4. Internal Service Fund | 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.

**XVII. Extracurricular Activity Accounts for 2019-19, with Authorization for Treasurer as listed to sign checks at the banks designated above in Item XVI Section A:**

<u>Extracurricular Accounts</u>	<u>Accounts</u>	<u>Treasurer</u>
Skills U.S.A.	Checking	Karen Ferreira Raymond Sulla
National Honors Society	Checking	Karen Ferreira Anna Macchia

**XVIII. Investment of Funds for 2018-19, with designation of Banks and Investment companies and Authorization for Treasurer as per regulations set forth under the BOCES Investment Policy #4210:**

Banks/Cooperatives

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

**XIX. Borrowing of Funds for 2018-19:**

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, 2018.

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 of 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.

**XX. Designation of Official Newspaper:**

THE JOURNAL NEWS  
One Gannett Drive  
White Plains, NY 10604

**XXI. Approval of Petty Cash Accounts:**

**Each in the Amount of \$200**

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

**Each in the Amount of \$500**

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

**XXII. Authorization for Purchasing – 2018-19:**

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 departments 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.

**XXIII. Non-Bid Items (Enclosure):**

Authorization for the Assistant Superintendent for Business and Administrative Services to enter into continuing license/contract agreements for 2018-19 non-bid items related to the Southern Westchester BOCES and all divisions as applicable. These items primarily relate to sole source vendors.

**XXIV. Participation in National Purchasing Cooperative**

WHEREAS; Southern Westchester BOCES, pursuant to the authority granted in General Municipal Law, Article 5A (Public Contracts), Section 103 desires to participate in national purchasing cooperatives;

WHEREAS; Section 103 of the General Municipal Law permits Southern Westchester BOCES to make purchases of apparatus, materials, equipment or supplies it needs, or to contract for services it needs related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, through the use of a contract let by the United States of America or any agency thereof, any state or any other political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with Section 103 of the General Municipal Law and made available for use by other governmental entities;

WHEREAS; the Southern Westchester BOCES desires to participate for the purpose of fulfilling and executing its respective public governmental purposes, goals, objectives, programs and functions;

WHEREAS; the Southern Westchester BOCES has reviewed the benefits of participating in national purchasing cooperatives and based on this review has concluded that participating in national purchasing cooperatives will provide the best value to Southern Westchester BOCES through the anticipated savings to be realized;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Southern Westchester BOCES that Southern Westchester BOCES is authorized to participate in U.S. Communities Government Purchasing Alliance and any other purchasing cooperative with which they merge or otherwise join and that the Assistant Superintendent for Business and Administrative Services or his/her designee is authorized to register for U.S. Communities Government Purchasing Alliance on behalf of Southern Westchester BOCES.

**XXV. Resolution for Food Service Establishment:**

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.

**XXVI. Establishment of Adult Breakfast and Lunch Prices**

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 2018-2019 school year.

**XXVII. Resolution for Medicaid Compliance Program 2018-2019 School Year:**

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 actions necessary to implement the SWBOCES Medicaid Compliance Program consistent with the terms thereof for the 2018-2019 school year.

**XXVIII. Appointment of Dignity Act Coordinators:**

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 2018-2019 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
James Matera	Evangelo Michas	Phyllis Rizzi
Cristina Tompkins	Jessica Walker	Eileen Yip

## XXIX. Lead Evaluator Certification

The Annual Professional Performance Review (APPR) regulations of the Board of Regents provides that, in order to be certified as lead evaluators, administrators must 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 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 2018-2019 school year:

*Be it resolved the following administrators are certified as Lead Evaluators for the 2018-2019 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	James Matera	Evangelos Michas
Phyllis Rizzi	Jessica Walker	



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 2018-2019 school year:

*Be it resolved the following administrators are certified as Principal Evaluators for the 2018-2019 school year and will participate in all necessary trainings for certification:*

Frank Alvarez	Andrea Byrne	Dahlia Jackson
F. Dan Myers	Claudia Murphy	

**XXX.Code of Conduct:**

Annual Approval of Southern Westchester BOCES Code of Conduct Policy #2410.

**SOUTHERN WESTCHESTER BOCES  
2018-2019 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
Mark Andy, Inc.	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 maint. \$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.