

Minutes of the Monthly Business Meeting  
Board of Cooperative Educational Services, Southern Westchester

Wednesday, November 15, 2017  
Career Services, Building D Conference Room  
65 Grasslands Road, Valhalla, NY

**In Attendance:**

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

**Also in Attendance:**

Harold A. Coles, District Superintendent  
Jacqueline O'Donnell, Deputy District Superintendent / Chief Operating Officer  
Steve Tibbetts, Assistant Superintendent for Business and Administrative Services  
James A. Gratto Jr., Assistant Superintendent for Educational Service  
Suzanne Doherty, Director of Human Resources  
Monica Johnson, School Counselor  
Stephanie Roebuck, School Attorney  
Maria DiNardo, Teaching Assistant  
John Tobin, Claims Auditor  
Melissa Barreto, Spanish Teacher

**CALL TO ORDER:**

President Draper called the Business Meeting of November 15, 2017 to order at 7:38 p.m.

**PLEDGE OF ALLEGIANCE**

**APPOINTMENT OF TEMPORARY CLERK OF THE BOARD:**

Georgia Riedel made and John DeSantis seconded a motion to appoint James A. Gratto Jr. as Clerk Pro Tem for the Business Meeting of November 15, 2017.

Ayes = 6

Nays = 0

The motion carried.

**EXECUTIVE SESSION:**

Ms. Riedel moved and Mr. DeSantis seconded a motion that the board adjourn public session at 7:31 p.m. and enter into executive session to discuss the employment history of particular personnel and contract negotiations.

Ayes = 6

Nays = 0

The Resolution passed.

**RE-ENTER PUBLIC SESSION:**

Mrs. Riedel moved, seconded by Mr. DeSantis that the Board re-enter public session at 8:04 p.m.

Ayes = 6

Nays = 0

The motion carried.

**REVIEW MINUTES OF THE BUSINESS MEETING OF OCTOBER 18, 2017:**

Ms. Frazer-McBride made and John DeSantis seconded a motion that the minutes of the Business Meeting of October 18, 2017 be approved as amended:

*COMMENTS FROM MEMBERS OF THE BOARD AND STAFF: typing error: Ms. Glaser informed the Board that she attended the NYSSBA Conference and met (not meet) a lot of amazing people from different BOCES across the state and how proud they are to be members of BOCES and the incredible work they do.*

Ayes = 5

Nays = 0

*Ms. Riedel did not vote.*

The motion carried.

**CLAIMS AUDITOR PRESENTATION:**

Claims Auditor John Tobin presented the Claims Audit, including findings and noted items. Steve Tibbetts explained the roles of different auditors. Discussion ensued.

**PERSONNEL MATTERS FOR BOARD APPROVAL:**

Upon the recommendation of the District Superintendent, Georgia Riedel moved, seconded by John DeSantis, that the following personnel appointments listed on Attachment I, as well as the Addenda to the Agenda, be approved:

- Resignations
- Appointments
- Leaves of Absence
- Hourly Rate Assignment
- Additional Assignment
- Resignations
- Leave of Absence
- Hourly Rate Assignment
- Additional Assignments
- Substitute Appointments

Ayes = 6

Nays = 0

The motion carried.

**BUSINESS MATTERS FOR BOARD APPROVAL:**

Mr. Stephen Tibbetts informed the Board that since their packets were sent to them, an additional 6.2 million dollars has been received.

Treasurer's Report: Georgia Riedel moved, seconded by John DeSantis that the treasurer's report for the period September 1, 2017 through September 30, 2017 indicating a balance on hand in the Checking Account of \$12,342,007.49; a balance on hand in the CLASS/Signature Investment Account of \$244,691.76; a balance on hand in the School Lunch Fund Checking of \$1,237.19; a balance on hand in the Trust and Agency CLASS-Bob Newman Fund of \$76,000.35; a balance on hand in the Trust and Agency CLASS Dreyfus Fund of \$10,373.97; a balance on hand in the Trust and Agency CLASS Evelyn Stock Fund of \$2,019.93; a balance on hand in the Trust and Agency CLASS Regular Fund of \$637.95; a balance on hand in the Trust and Agency Payroll Checking Fund of \$100,275.75; a balance on hand in the Internal Service Funds Unemployment Fund CLASS \$147,308.27; a balance on hand in the Internal Service Post Employment Accrual Fund CLASS of \$2,372.23 to be filed with these minutes as Attachment II.

Ayes = 6

Nays = 0

The motion carried.

**Account Receivables**

Georgia Riedel made and John DeSantis seconded a motion to approve the accounts receivable report.

Ayes = 6

Nays = 0

The motioned carried.

**Claims Auditor Report**

Georgia Riedel made and John DeSantis seconded a motion to approve the claims auditor report.

Ayes = 6

Nay = 0

The motion carried.

**Bids**

Georgia Riedel made and John DeSantis seconded a motion to approve the bids.

Ayes = 6

Nay = 0

The motion carried.

**Special Aid Projects**

Georgia Riedel made and John DeSantis seconded a motion to approve the special aid projects.

Ayes = 6

Nay = 0

The motion carried.

**Installment Purchase Agreement (IPA)**

Georgia Riedel made and John DeSantis seconded a motion to approve the installment Purchase Agreement (IPA).

Ayes = 6

Nay = 0

The motion carried.

**Contracts**

Georgia Riedel made and John DeSantis seconded a motion to approve the contracts

Ayes = 6

Nay = 0

The motion carried.

**Contracts – Individual**

Georgia Riedel made and John DeSantis seconded a motion to approve the individual contracts.

Ayes = 6

Nay = 0

The motion carried.

**OTHER ITEMS FOR BOARD ACTION:**

**Resolution to Accept Stipulation of Settlement for Employee No. 03999:**

Georgia Riedel made and John DeSantis seconded a motion to approve a Resolution to Accept the Stipulation of Settlement for Employee No. 03999.

Ayes = 6

Nays = 0

The motion carried.

**Resolution to Change Business Meeting scheduled for December 13, 2017 to December 12, 2017:**

Georgia Riedel made and John DeSantis seconded a motion to approve a Resolution to Change the Business Meeting scheduled for December 13, 2017 to December 12, 2017.

Ayes = 6

Nays = 0

The motion carried.

**Resolution to Accept Memorandum of Agreement with the BOCES Teachers' Association:**

Georgia Riedel made and John DeSantis seconded a motion to approve a Resolution to Accept a Memorandum of Agreement with the BOCES Teachers' Association.

Ayes = 6

Nays = 0

The motion carried.

**Resolution to Adopt Section 75 Charges for Employee No. 00995:**

Georgia Riedel made and John DeSantis seconded a motion to approve a Resolution to Adopt Section 75 Charges for Employee No. 00995.

Ayes = 6

Nays = 0

The motion carried.

**Resolution to Appoint Kenneth M. Bernstein as Hearing Officer:**

Georgia Riedel made and John DeSantis seconded a motion to approve a Resolution to Appoint Kenneth Bernstein as Hearing Officer.

Ayes = 6                      Nays = 0

The motion carried.

**Resolution to Adopt the SWBOCES District-Wide School Safety Plan:**

Georgia Riedel made and John DeSantis seconded a motion to table a Resolution to Adopt the SW BOCES District-Wide School Safety Plan.

Ayes = 6                      Nays = 0

The motion carried.

**REPORT OF THE DISTRICT SUPERINTENDENT:**

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

- Attended Implicit Bias training recently at NYSED conference recently, which encompassed many districts and New York State agencies, information will be shared with the SW BOCES Professional Development Center to incorporate into future offerings
- The Board of Regents is looking at principal preparation programs and is seeking input from principals and administrators (discussion ensued)
- District Superintendents' meeting occurred recently, topics discussed were:
  - Issues surrounding Computer Science program
  - Early Childhood Standards
  - Rolling out of Next Generation Standards
  - Upcoming change in guidance for non-public schools (discussion ensued)
  - Guidance is currently being developed on Mental Health training and requirements, to be in effect on July 1, 2018
  - Attended a Westchester Girls' Court meeting
  - Brave Hearts 4<sup>th</sup> Anniversary meeting

**REPORT OF THE CHIEF OPERATING OFFICER/DEPUTY DISTRICT SUPERINTENDENT:**

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

- There has been increased support for school principals, NYSED will be attending an upcoming training facilitated at SW BOCES
- NYSED is looking at the Growth Model, two teachers will be involved in the discussion

- Sprain Brook Academy (Incarcerated Youth Program) Open House is upcoming
- NYSED conducted an audit of our Practical Nursing Program this week
- NYSED is inviting teachers into the process and conversation of test writing
- In January SW BOCES will be hosting test question writing sessions for the 3 – 8 tests
- We are working with the Next Generation Learning Standards to support the learning in the region
- A team from SW BOCES, including the entire HV RBERN team, will be attending training at NYSED
- Art standards are forthcoming

**COMMENTS FROM MEMBERS OF THE BOARD, STAFF AND PUBLIC:**

*Mr. Gratto:* Superintendents Conference Day occurred on November 7, 2017, with Professional Development aligned to the two district-wide goals of Developing Shared Language around instructional planning and process, as well as Defining and Implementing a Connected Learning Environment using TCIS as a toolset, was offered in all sites.

*Melissa Barreto:*

- Appreciated the Professional Development on November 7, 2017 and also appreciated that breakfast was provided for the staff
- Thanks to the Board and administration for their continued work towards settling the contract
- Would like to receive more information about the District-Wide Safety Committee

**ADJOURNMENT**

Mrs. Riedel moved, seconded by Mr. DeSantis to adjourn the Public Session at 9:07 p.m.

Ayes = 6

Nays = 0

The motion carried.

Respectfully Submitted,

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James A. Gratto Jr., Clerk Pro Tem

**Next Meetings:**

**MONDAY, DECEMBER 11, 2017 – BUDGET – 6:30 p.m.**  
**TUESDAY, DECEMBER 12, 2017 – BUDGET/BUSINESS – 6:30 p.m.**  
**WEDNESDAY, DECEMBER 13, 2017 – BUDGET – 6:30 p.m.**