

Minutes of the Monthly Business Meeting of the
Board of Cooperative Educational Services, Southern Westchester
Held at the Administrative Offices
17 Berkley Drive
Rye Brook, New York
April 26, 2017

Present

Board Members

Joseph Wooley, President
Cather Draper, Vice President
John DeSantis
John Filiberti
Lynn Frazer McBride
Georgia Riedel

Others Present

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

Valerie A. Cermele
Clerk of the Board

Call to Order: Mr. Wooley called the business meeting to order at 7:35 p.m.

Pledge of Allegiance:

Report on the BOCES Budget & Trustee VOTE: The vote was held on April 25, 2017. Out of our 32 component districts, 32 responded as follows: Districts Approved: 25; Districts Not Approved: 0; Districts No Quorum: 7. The BOCES Budget and both Board Members, John DeSantis and Georgia Riedel were approved. Congratulation to Mr. Tibbetts and his business staff for all their hard work during the budget process.

Review of Minutes: Mrs. Riedel moved, seconded by Mr. Filiberti that the minutes of the Business Meeting held on March 22, 2017 be approved as listed on Attachment I.

The vote on this resolution was as follows: Aye – 4 Nay – 0

Mrs. McBride and Mrs. Draper abstained from voting as they were both absent for the meeting held on March 22, 2017.

Review of Minutes: Mrs. Riedel moved seconded by Mrs. McBride that the minutes held on April 5, 2017 and the Special Meeting held on April 21, 2017 be approved as listed on Attachment II.

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. Riedel moved, seconded by Mrs. McBride that the following personnel appointments listed on Attachment III be approved:

Tenure/Permanent Appointments
Resignations
Terminations
Leave of Absence
Civil Service Appointments
Hourly Rate Assignments
Additional Assignments
Substitutes
Rate Adjustments
Other Adjustments
Elimination 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

Mr. Wooley, on behalf of the SWBOCES BOE and Administration thanked the following employees for their hard work, dedication and longevity to the students of BOCES. He wished everyone best wishes in their retirement:

Gerard Murphy – Teacher – Culinary Careers – 36 years
Larry Murriel – Teaching Assistant – 23 years
John Szolnoki – Teacher of Special Education 29 years
Elise Bullock-Winn –Customer Service Representative I - 30 years
Ann Spagnoletti – Secretary to School Administrator – 15 years, 10 months

Mr. Wooley, also on behalf of the SWBOCES BOE and Administration congratulated the following employee on their tenure:

Spencer Ingram – Teaching Assistant

BUSINESS MATTERS FOR BOARD APPROVAL

Mr. John Miller informed the Board that since they received their packets, an additional \$2.2 million has been received.

Treasurer's Report: Mrs. Riedel moved, seconded by Mrs. McBride that the treasurer's report for the period February 1, 2017 through February 28, 2017 indicating a balance on hand in the Checking Account of \$2,409,350.96; a balance on hand in the CLASS/Signature Investment Account of \$117,142.46; a balance on hand in the School Lunch Fund Checking of \$6,041.51; a balance on hand in the Trust and Agency CLASS-Bob Newman Fund of \$75,991.92; a balance on hand in the Trust and Agency CLASS Dreyfus Fund of \$10,306.81; a balance on hand in the Trust and Agency CLASS Evelyn Stock Fund of \$2,352.42; a balance on hand in the Trust and Agency CLASS Regular Fund of \$732.49; a balance on hand in the Trust and Agency Payroll Checking Fund of \$2,901.63; a balance on hand in the Internal Service Funds Unemployment Fund CLASS

of \$146,798.61; a balance on hand in the Internal Service Post Employment Accrual Fund CLASS of \$92,111.28 to be filed with these minutes as Attachment IV.

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

Accounts Receivable: Mrs. Riedel moved, seconded by Mrs. McBride that the accounts receivable as listed on Attachment V be approved.

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

Claims Audit Report: Mrs. Riedel moved, seconded by Mrs. McBride that the claims audit report as listed on Attachment VI be approved.

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

Bids: Mrs. Riedel moved, seconded by Mrs. McBride that the bids listed on Attachment VII and on the Addenda to the Agenda be approved.

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

Donation: Mrs. Riedel moved, seconded by Mrs. McBride that the donation listed on Attachment IX be approved.

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

Installment Purchase Agreement (IPA's): Mrs. Riedel moved, seconded by Mrs. McBride that the installment purchase agreements as listed below and on Attachment X be approved.

Resolution authorizing and approving the execution and delivery of an Equipment Lease Purchase Agreement for the Bedford Central School District, Mount Pleasant Central School District, Nanuet UFSD, City School District of New Rochelle, and Peekskill City School District.

The Board of Cooperative Educational Services Sole Supervisory District (BOCES) of Westchester County, desires to undertake equipment lease purchase agreement with Key Government Finance, Inc., to provide multi-year financing for the acquisition of computer hardware and software pending final approval from the Commissioner of Education.

The cost of the Bedford Central School District project is \$607,500 to be financed over a 48-month term at an interest rate of approximately 3.5% for an additional cost of \$44,401, for an estimated grand total of \$651,901. The cost of the Mount Pleasant Central School District project is \$250,000 to be financed over a 60-month term at an interest rate of approximately 3.5% for an additional cost of \$22,876, for an estimated grand total of \$272,876. The cost of the Nanuet UFSD project is \$750,000 to be financed over a 36-month term at an interest rate of approximately 3.5% for an additional cost of \$41,156, for an estimated grand total of \$791,156. The cost of the City School District of New Rochelle project is \$960,000 to be financed over a 60-month term at an interest rate of approximately 3.5% for an additional cost of \$87,845, for an estimated grand total of \$1,047,845. The cost of the Peekskill City School District project is \$350,000 to be financed over a 60-month term at an interest rate of approximately 3.5% for an additional cost of \$32,027, for an estimated grand total of \$382,027.

The BOCES has evaluated the financing alternatives available to it and hereby determines that it is in the best interest of the BOCES to finance the projects pursuant to the equipment lease purchase.

The Assistant Superintendent for Business and Administrative Services or the Chief Operating Officer is hereby authorized, on behalf of the BOCES, to execute and deliver the Equipment Lease Purchase Agreements and related documents, and, where appropriate, the District Clerk or Treasurer is hereby authorized to affix the seal of the BOCES thereto and to attest the same, with such changes, variations, omissions and insertions as the Assistant Superintendent for Business and Administrative Services or the Chief Operating Officer shall approve, the execution thereof by the Assistant Superintendent for Business and Administrative Services or the Chief Operating Officer to constitute conclusive evidence of such approval.

The officers, employees and agents of the BOCES are hereby authorized and directed for an in the name and on behalf of the BOCES to do all acts and things required or provided for by the provisions of the Equipment Lease Purchase Agreements, including all acts and things necessary to ensure the interest component of the rental payments due under the Equipment Lease Purchase Agreements are excludable from gross income tax pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and to designate the Equipment Lease Purchase Agreements as "qualified tax-exempt obligations" under Section 265 of the Code, and to execute and deliver all such additional certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolution and to cause compliance by the BOCES with all of the terms, covenants and provisions of the Equipment Lease Purchase Agreements, binding upon the BOCES.

This equipment and software is being secured for the Lower Hudson Regional Information Center in order to provide services to the Bedford Central School District, Mount Pleasant Central School District, Nanuet UFSD, City School District of New Rochelle, and Peekskill City School District. The Board authorization for this resolution will expire on June 30, 2018.

Contracts: Mrs. Riedel moved, seconded by Mrs. McBride 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. Riedel moved, seconded by Mrs. McBride 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

OTHER ITEMS FOR BOARD ACTION

Resolution of 2016-2017 Storm Water Management Program Annual Report: Mrs. Riedel moved, seconded by Mrs. McBride that the 2016-2017 Storm Water Management Program Annual Report as listed on Attachment XIII be approved.

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

Resolution to Adopt the 2017-2018 Southern Westchester BOCES Administrative, Capital and Program Budgets: Mrs. Riedel moved, seconded by Mrs. McBride that the board adopt the 2017-2018 administrative, capital and program budgets as listed on Attachment XIV.

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:

- On June 5, 2017, Dr. Mary Ellen Elia, NYS Commissioner of Education, will be holding a public forum on ESSA. This presentation will be held at Lincoln HS in Yonkers. Dr. Elia will also spend some time in the Southern Westchester region.
- I will also try and see if Commissioner Elia would like to visit IYP in the future. Only four BOCES in the region have IYP programs.
- The Girls Justice program is serving a great number of young women. There are seven Family Court Judges involved with this program. It serves a very large population and NYS will need to give more money for this program.
- Regents Johnson and Mead will be attending our Special Acts meetings to discuss different issues, such as funding methodology.
- At our next Board of Regents meeting, Chancellor Rosa will be attending and the topic will be Special Act districts.

REPORT OF THE CHIEF OPERATING OFFICER/DEPUTY DISTRICT SUPERINTENDENT

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

- Our Civil Rights Compliance review has been completed. I would like to thank Jim Gratto and Valerie Bonaiuto for all their hard work on this matter. We worked with Carol Litaides from NYS. The review process was very interesting and it went right down to our policies. She does not recommend Erie One for a policy review.
- One of the issues brought to our attention is the Health Exam Policy. We cannot tell someone to get a physical exam upon hire.
- In reference to the Terms and Conditions that are in your packet, we spend a lot of time going over them. If the Board agrees on the language, we will adopt them at the next board meeting (May) for a 3 year term and then in June, we will approve the financial increases.
- Cathy Draper and Georgia Riedel will be on the Policy Committee and Steve Tibbetts and myself will join the meetings to assist.
- Our next board meeting, May 17th will be held at 450 Mamaroneck Avenue and will also include a presentation on the Strategic Plan.
- I am proud to announce that every BOCES program is in the black!!! How exciting is that?
- I would like to thank the BOE and our Executive Team – we are in the right direction.

COMMENTS FROM MEMBERS OF THE BOARD AND STAFF

Mr. Gratto informed the Board that RIF's are always hard, but we are happy that there are much less this year.

Mrs. McBride thanked Mr. Gratto for setting up visits to see the BOCES program. They visited a nursing home and it was really nice to see our students caring for adults.

Mrs. McBride also informed the Board that she thinks we as a BOCES needs to be a leader and with that being said believes that we need to do away with the board packets full of paper and do it electronically. Mrs. O'Donnell will have Victor Pineiro look into Board Docs.

Mrs. McBride also attended the NSBA Convention in Denver, CO and visited the Airforce Academy. It was an incredible visit were both men and women participate. There are over 100 different careers.

Cathy Draper also thanked Mr. Gratto for setting up the BOCES program visits.

Mr. Wooley again, thanked everyone on their retirement and appreciates the amount of time that each and every employee has put into the students of BOCES. The five employees who are on tonight agenda, have over 100 years combined employment at BOCES. We are extremely proud of our employees.

ADJOURNMENT

Mrs. Riedel moved, seconded by Mrs. McBride that the Board enter into executive session at 8:58 p.m. to discuss the employment of a particular employee.

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

Mrs. Riedel moved, seconded by Mrs. McBride that the Board re-enters into public session at 9:08 p.m.

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

Mrs. Riedel moved, seconded by Mrs. McBride that the Board adjourns from public session at 9:09 p.m.

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

Valerie A. Cermele
Clerk of the Board