

REORGANIZATION MEETING

July 6, 2016

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

VIII. Appointments: July 1, 2016 to June 30, 2017

	<u>POSITION</u>	<u>NAME</u>	<u>ADDITIONAL COMPENSATION</u>
A.	Clerk of the Board (evening assignments)	Valerie Cermele	\$7,996
B.	Treasurer of the Board	Christine Jansen	0
C.	Deputy Treasurer of the Board	Marie Masi	1,111
D.	Deputy School Claims Auditor	Ann Spagnoletti	1,111
E.	Freedom of Information Officer	Stephen Tibbetts	0
F.	Records Management Officer	Stephen Tibbetts	0
G.	Title IX Compliance Officer	Suzanne Doherty	0
		Stephen Tibbetts	0
H.	Act 504 Compliance Officer	Thomas Briggs	0
I.	Asbestos Hazard Emergency Designee	Thomas Briggs	0
J.	Capital Assets Preservation Program Coordinator	Thomas Briggs	0
K.	Chief Emergency Officer	Edgar Glascott	0
L.	Collection & Review of Certified Payrolls	Marie Masi	0
M.	Notary	Valerie Cermele	706
N.	Notary	Dina Roselli	706
O.	Notary	Doris Quinn	706
P.	Notary	Judy Bullitt	706
Q.	Notary	Tiffany Nunez	706

IX. Appointment of School Claims Auditor:

Tobin & Company to serve as School Claims Auditor on an as needed basis, 7/1/16 through 6/30/17 at an hourly rate of \$93 per hour.

X. Appointment of Internal Auditor:

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

XI. Appointment of Legal Counsel:

Keane & Beane, P.C., to serve as General Counsel 7/1/16 through 6/30/17 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") 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.

XII. Appointment of 403(b) Plan 3rd Party Administrator:

The Omni Group, to serve as the BOCES 403(b) Plan 3rd Party Administrator from 7/1/16 through 6/30/17 at a rate not to exceed \$4,000.00 for 12 months.

XIII. 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 2016-2017 school year:

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

XIV. 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 (AESAs)
- New York State Council of School Superintendents (NYSCOSS)

XV. Depositories for BOCES Funds for 2016-17, 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 Bank

B.	Funds	<u>Accounts</u>
	1. General Fund	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 approve transfers include: Treasurer, Deputy Treasurer, Assistant Superintendent for Business and Administrative Services and the Director of Business.

XVI. Extracurricular Activity Accounts for 2016-17, with Authorization for Treasurer as listed to sign checks at the banks designated above in Item XIII. A:

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

XVII. Investment of Funds for 2016-17, 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 Bank

XVIII. Borrowing of Funds for 2016-17:

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, 2016.

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.

XIX. Designation of Official Newspaper:

THE JOURNAL NEWS
 One Gannett Drive
 White Plains, NY 10604

XX. 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	Marie Masi
Instructional Support & Technology	Mamaroneck Ave.	Carol Delchrico
Instructional Support & Technology	Mamaroneck Ave.	Debby Dandry
Public Relations	Mamaroneck Ave.	Geraldine Mastrogiacommo

Each in the Amount of \$500

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

XXI. Authorization for Purchasing – 2016-17:

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 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.

XXII. Non-Bid Items (Enclosure):

Authorization for the Assistant Superintendent for Business and Administrative Services to enter into continuing license/contract agreements for 2016-17 non-bid items related to the Southern Westchester BOCES and all divisions as applicable. These items primarily relate to sole source vendors.

XXIII. 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.

XXIV. Establishment of Adult Breakfast and Lunch Prices

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services approves the cost of \$2.25 (which includes tax) for adult breakfasts and \$3.80 (which includes tax) for adult lunches served at locations where the food is prepared by the Special Services food service program for the 2016-2017 school year.

XXV. Resolution for Medicaid Compliance Program 2016-2017 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 2016-2017 school year.

XXVI. 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 2016-2017 as per the Commissioner of Education Regulation 8NYCRR 100.2(jj):

Dr. Steven Bicchieri	Jeanne Graham	Will Guterman
Leslie Handler	Orande Daring	Audrey Mangan
Phyllis Rizzi	James Matera	Alberta Grant-Johnson
Scott Kaufman	Jessica Walker	

XXVII. 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. NYS Teaching Standards and the ISLLC, 2008 Leadership Standards
2. Evidence-based observation techniques
3. Application and use of the student growth and value-added growth model
4. Application and use of State-approved teacher/principal rubrics
5. Application and use of any assessment tools you intend to use (e.g., portfolios, surveys, goals)
6. Application and use of any State-approved locally developed measures of student achievement you intend to use
7. Use of the Statewide Instructional Reporting System
8. The scoring methodology used by the department and/or your district
9. Specific considerations in evaluating teachers and principals of English language learners

*** Other: While not listed as a training component, districts will need to ensure inter-rater reliability for both their teacher and principal evaluation systems.

By virtue of participation in the Lead Evaluator Trainings provided by the Southern Westchester BOCES Network Team, which include the required components for 3012c and 3012 d following approval of the 3012 d plan. All training is aligned to current New York State regulations. The following administrators are recommended to serve as Lead Evaluators for the 2016-2017 school year.

Be it resolved the following administrators are certified and/or re-certified as Lead Evaluators for the 2016-2017 school year having participated in Lead Evaluator training and scheduled for continued training during the 2016-2017 school year.

Orande Daring	Dahlia Jackson	James Matera
Leslie Handler	Lisa Schuchman	Alberta Grant-Johnson
Phyllis Rizzi	Jeanne Graham	Audrey Mangan*
Jessica Walker*	Stephen Bicchieri	Will Guterman
Scott Kaufman**		

(* indicates those trained for initial certification in the 2015-2016 school year. ** indicates those trained for the first time in the 2016-2017 school year.)

By virtue of participation in the Principal Evaluator Trainings provided by the Southern Westchester BOCES Network Team, 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 2016-2017 school year.

Be it resolved the following administrators are certified as Principal Evaluators for the 2016-2017 school year and will participate in all necessary trainings for certification.

Lisa Schuchman

Dahlia Jackson

Claudia Murphy

XXVIII.Code of Conduct:

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

**SOUTHERN WESTCHESTER BOCES
2016/17 ANNUAL NON-BID ITEMS**

MAINTENANCE AGREEMENTS

Maintenance agreements for computer hardware and equipment.

VENDOR	PRODUCT	ESTIMATED COST
Harland Technology Services	Scanners/Software/Printer	\$13,000
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 maint. \$2,000/site set up
Finance Manager	Finance Manager Software License, Maintenance, Support, Enhancements, Training/Implementation	Varies based on district participation
Sungard Public Sector	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.