

Minutes of the Bi-Monthly Business Meeting of the
Board of Cooperative Educational Services, Southern Westchester
Held at
Administrative Offices
17 Berkley Drive
October 10, 2018

Present

Board Members

Catherine Draper, President
John V. Filiberti, Vice President
John DeSantis - Absent
Lynn Frazer McBride
Georgia Riedel

Valerie A. Cermele
Clerk of the Board

Others Present

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

Call to Order: Mrs. Draper called the Bi-Monthly Business Meeting to order at 7:33 p.m.

Pledge of Allegiance

Ambassador Award: Azhar Ahmad: Mrs. O'Donnell read the three nominations that were received for Mr. Ahmad from administration at school districts that he serves. It was stated in all three nomination that Mr. Ahmad was an extremely professional, hardworking dedicated person that will go above and beyond to perform his job and to help in any way that he can. Mrs. O'Donnell informed everyone in attendance that this is what BOCES staff is all about and commended Mr. Ahmad for all he does.

Mr. Ahmad thanked everyone for this honor and said he felt humbled by the award. The students give me the motivation that drives me. My parents and brother always believed in me and supported me and taught me hard work. Everyone I have come in contact with has been a teacher to me. I also must thank Dr. Lauro, Mr. Predgo and Mr. Ferrante for all of their support.

Review Minutes of the Bi-Monthly Business Meeting held on September 12, 2018: Mr. Filiberti moved, seconded by Mrs. McBride that the minutes as listed on Attachment I be approved.

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

Presentation of 2017-2018 Audit Report: Mr. Alan Kassay, Auditor, O'Connor Davies met with the Audit Committee members to go over financial statements. Mr. Kassay informed the Board that their opinion was a "clean" opinion. The best that an organization can receive.

Mrs. Draper informed the Board that the Audit Committee had a lengthy conversation in regards to the Audit and she thanked the Audit Committee and the Business Office for a job well done!

ADJOURNMENT

Mr. Filiberti moved, seconded by Mrs. McBride that the Board enter into Executive Session at 7:53 p.m. to discuss a personnel matter of a particular employee.

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

Mr. Filiberti moved, seconded by Mrs. McBride that the Board re-enters into Public Session at 8:13 p.m.

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

Resolution to Apply for Employment of Retiree: Mr. Filiberti moved, seconded by Mrs. McBride that the resolution to apply for employment of a retiree be approved as listed on Attachment II.

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

Resolution to Accept Resignation of Claudia Glaser, BOE Trustee: Mr. Filiberti moved, seconded by Mrs. McBride that the resignation of Claudia Glaser as listed on Attachment III be approved.

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

Mrs. Draper, on behalf of the SWBOCES BOE, wished Ms. Glaser well to her and her family on their new adventure and that the Board is sorry to see her leave. It was a pleasure to have you as a Board Member.

Resolution for Medical Evaluation – Employee No. 02240: Mr. Filiberti moved, seconded by Mrs. McBride that the board approve a medical evaluation for employee no. 02240 as listed on Attachment IV.

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

Resolution to accept the 2017-2018 External Audit Reports: Mr. Filiberti moved, seconded by Mrs. McBride that the Board accept the external audit reports as listed on Attachment V.

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

NYSSBA Voting Delegate: Mrs. Riedel moved, seconded by Mrs. McBride that Mr. Filiberti will be the voting delegate for SWBOCES at their convention in NYC. He is authorized by the BOE to vote in accordance with the recommendations.

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

PERSONNEL MATTERS FOR BOARD APPROVAL

Upon the recommendation of the District Superintendent, Mr. DeSantis moved, seconded by Mr. Filiberti that the following personnel appointments listed on Attachment VI 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 (Reduction-in-Force)
Recall Appointments
Casual (Temporary) Appointments

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

Mrs. Draper, on behalf of the SWBOCES BOE, expressed her sadness on the retirement of Dr. Dennis Lauro. I have known Dennis since he was the Superintendent of the Pelham School District and was delighted when he came to BOCES. He will be sorely missed, but we wish him the best of everything!

Congratulation to Marie Masi on her retirement from Operations and Maintenance after 11 ½ years. We thank you for your hard work and dedication to SWBOCES and we wish you all the luck in your retirement.

BUSINESS MATTERS FOR BOARD APPROVAL

Mr. John Miller, Director of Business, informed the Board that since they received their packets, an additional \$3 million has been received.

Treasurer's Report: Mr. Filiberti moved, seconded by Mrs. McBride that the treasurer's report for the period August 1, 2018 through August 31, 2018 indicating a balance on hand in the Checking Account of \$8,920,583.36; a balance on hand in the CLASS/Signature Investment Account of \$119,164.66; a balance on hand in the School Lunch Fund Checking of \$6,550.06; a balance on hand in the Trust and Agency CLASS-Bob Newman Fund of \$76,755.97; a balance on hand in the Trust and Agency CLASS Dreyfus Fund of \$10,477.21; a balance on hand in the Trust and Agency CLASS Evelyn Stock Fund of \$2,039.30; a balance on hand in the Trust and Agency CLASS Regular Fund of \$644.06; a balance on hand in the Trust and Agency Payroll Checking Fund of \$6,830.17; a balance on hand in the Internal Service Funds Unemployment Fund CLASS \$148,776.90; a balance on hand in the Internal Service Post Employment Accrual Fund CLASS of \$2,403.13 to be filed with these minutes as Attachment VII.

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

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

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

Bids: Mr. Filiberti moved, seconded by Mrs. McBride that the bids listed on Attachment IX be approved.

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

Donation(s): Mr. Filiberti moved, seconded by Mrs. McBride that the donations listed on Attachment X be approved.

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

Installment Purchase Agreement: Mr. Filiberti moved, seconded by Mrs. McBride that the IPA as listed on Attachment XI be approved.

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

Contracts: Mr. Filiberti moved, seconded by Mrs. McBride that the contracts as listed on Attachment XII be approved.

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

Contracts – Individual: Mr. Filiberti moved, seconded by Mrs. McBride that the contracts – individual as listed on Attachment XIII be approved.

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

Year End Program Analysis: Mr. Filiberti moved, seconded by Mrs. McBride that the year-end program analysis as listed on Attachment XIV be approved.

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

REPORT OF THE DISTRICT SUPERINTENDENT

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

- The month of October is Board Recognition Month and I, on behalf of the administrators and staff, would like to present these certificates to members of our board for their continued hard work and dedication to the students, staff and administrators of SWBOCES. Your dedication is very much appreciated!
- As part of the Professional Learning Team (PLT) the DS representatives formed a subcommittee on equitable access to professional learning for all teachers.
- On Monday, October 29th we will be holding a webinar at 450 Mamaroneck Avenue on Foster Care Transportation which is regulated by federal law.
- ESSA regulations are back out for review and comment.
- The Commissioner indicated that the raise the age act went into effect on October 1st. Guidance will be developed for schools on how to provide education for students in the facilities.
- I was able to meet with Alexandra Lowe-Server (Senator Gillibrand’s Education Advisor), Christina Henderson (Senator Schumer’s Educational Advisor) and Katelynn Thorpe (Rep. Nita Lowry’s Educational Advisor) in Washington, D.C.

REPORT OF THE CHIEF OPERATING OFFICER/DEPUTY DISTRICT SUPERINTENDENT

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

Before I begin my report, I would like Steve Tibbetts to give the board a budget update on the budget process. Mr. Tibbetts informed the board that the two driving forces begin the SWBOCES budget is retirement and health insurance. Retirement rates this year look to be stable but health insurance looks like it will be an increase of 7%.

I am also asking the Board to consider a 2% salary increase, across the board, for any employee covered by Terms and Conditions.

- We are currently looking for Dennis Lauro's replacement. We have thrown out a wide net in hopes of filling his shoes, but this is going to be a tough one! We should have a recommendation to the Board by November's board meeting.
- There was an article in Sundays Journal New on Section One.
- Jim Gratto and I were facilitators for 2 days at Mt. Vernon. NYSED came down to watch our presentation and 3 additional BOCES' were in attendance one of which came as far away as Buffalo. Twenty-six leaders from Mt. Vernon also participated.

COMMENTS FROM MEMBERS OF THE BOARD AND STAFF

Mr. Gratto informed the Board that Career Services is holding their Open House on October 10th from 6:00-8:00 p.m.

Mrs. McBride gave the Board notes on her various meetings/conventions that she has attended. One of which was to Albany to lobby for the superintendent's salary cap. She also attended the Equity Symposium and attended school visits.

Mrs. Draper informed the Board that the vacancies on the SWBOCES BOE need to be filled as soon as possible. There are two people interested and she will reach out to them and set up interviews.

ADJOURNMENT

Mr. Filiberti moved, seconded by Mrs. McBride that the Board adjourn from public session at 9:14 p.m.

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

Valerie A. Cermele
Clerk of the Board