

Minutes of the Monthly Business Meeting of the
Board of Cooperative Educational Services, Southern Westchester
Held at the
SWBOCES
Administrative Offices
17 Berkley Drive
Rye Brook, NY
January 17, 2018

Present

Board Members

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

Valerie A. Cermele
Clerk of the Board

Others Present

Harold A. Coles, Ed.D. District Superintendent
Jacqueline O'Donnell, COO/Deputy Dist. Supt. - Absent
Steve Tibbetts, Assistant Supt. for Business
James Gratto, Assistant Supt. for Ed. Services
John Miller, Director of Business
Suzanne Doherty, Director of Human Resources
Stephanie Roebuck, Esq., Keane & Beane, LLC.

Call to Order: Mrs. Draper called the Business Meeting to order at 7:30 p.m.

Pledge of Allegiance

ADJOURNMENT

Ms. Glaser moved, seconded by Mrs. Riedel that the Board enter into Executive Session to discuss Civil Service Section 75 Charges at 7:31 p.m.

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

Ms. Glaser moved, seconded by Mrs. Riedel that the Board re-enter into Public Session at 8:05 p.m.

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

Resolution to Adopt Findings of Fact, Determination of Guilt and Penalty: Ms. Glaser moved, seconded by Mrs. Riedel that the resolution to adopt findings of fact, determination of guilt and penalty as stated below and on Attachment I be approved.

WHEREAS, a proceeding was commenced against Employee No. 00995 based upon a Notice and Statement of Charges dated October 31, 2017 preferred by Dr. Harold Coles, District Superintendent, pursuant to New York State Civil Service Law Section 75; and

WHEREAS, as a result thereof Kenneth Bernstein, Esq. was duly designated as the Hearing Officer by the Board of Education; and

WHEREAS, the Hearing Officer held a hearing on the Notice and Statement of Charges, which proceeded on the following date: December 5, 2017; and

WHEREAS, the Hearing Officer held a hearing at which Employee No. 00995 proceeded pro se after being informed of employees right to be represented by counsel and waiving same; and

WHEREAS, the hearing Officer has rendered findings of fact and recommendations based upon the record presented at the aforementioned hearing; and

WHEREAS, the Board of Education has had an opportunity to review the record in this matter, as well as, the finds of fact and recommendations of the Hearing Officer;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Southern Westchester BOCES hereby adopts the Hearing Officer's findings of fact and determinations as to guilt on the charges and specifications preferred in which Employee No. 00995 is found guilty, as more fully set forth in the Hearing Officer's Findings and Recommendations dated January 1, 2018; and

BE IT FURTHER RESOLVED, that the Board of Education hereby adopts the recommendation of the Hearing Officer as to an appropriate penalty and finds, itself, that the penalty of termination as appropriate and, as such, hereby terminates Employee No. 00995 effective January 18, 2018; and

BE IT FURTHER RESOLVED, that the District Clerk is hereby directed to forward a certified copy of this resolution together with a copy of the Hearing Officer's Findings and Recommendations and a copy of the record in this matter to the Personnel Officer of Westchester County pursuant to Civil Service Law Section 75, Subdivision 3. Additionally, the District Clerk is hereby directed to forward a certified copy of this Resolution together with a copy of the Hearing Officer's Findings and Recommendations to Employee No. 00995 and the attorney for Southern Westchester BOCES.

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

Review Minutes of the Budget Meetings held on December 11, 12 & 13, 2017 and the Minutes of the Business Meeting held on December 12, 2017: Ms. Glaser moved, seconded by Mrs. Riedel that the minutes as listed on Attachment II be approved.

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

PERSONNEL MATTERS FOR BOARD APPROVAL

Upon the recommendation of the District Superintendent, Ms. Glaser moved, seconded by Mrs. Riedel 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
Eliminations 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

Mrs. Draper congratulated JoAnn Casey for her 34 years of dedicated service on her retirement from SWBOCES. We all wish you the best in your future endeavors.

Resolution to Create Position of Graphic Illustrator: Ms. Glaser moved, seconded by Mrs. Riedel that the resolution stated below and listed as Attachment IV be approved:

BE IT RESOLVED, that the Southern Westchester BOCES, Sole Supervisory District, Board of Education, hereby approves the creation of one (1) position of Graphic Illustrator.
The vote on this resolution was as follows: Aye – 6 Nay – 0

Resolution to Create Position of Systems Engineer I: Ms. Glaser moved, seconded by Mrs. Riedel that the resolution stated below and listed as Attachment V be approved.

BE IT RESOLVED, that the Southern Westchester BOCES, Sole Supervisory District, Board of Education, hereby approves the creation of twelve (12) positions of Systems Engineer I.
The vote on this resolution was as follows: Aye – 6 Nay – 0

Resolution to Create Position of Systems Engineer II: Ms. Glaser moved, seconded by Mrs. Riedel that the resolution stated below and listed as Attachment VI be approved.

BE IT RESOLVED, that the Southern Westchester BOCES, Sole Supervisory District, Board of Education, hereby approves the creation of ten (10) positions of Systems Engineer II.
The vote on this resolution was as follows: Aye – 6 Nay – 0

Resolution to Create Position of Systems Engineer III: Ms. Glaser moved, seconded by Mrs. Riedel that the resolution stated below and listed as Attachment VII be approved.

BE IT RESOLVED, that the Southern Westchester BOCES, Sole Supervisory District, Board of Education, hereby approves the creation of eight (8) positions of Systems Engineer III.

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

BUSINESS MATTERS FOR BOARD APPROVAL

Mr. John Miller, Director of Business, informed the Board that since they received their packets, an additional 7.3 million has been received.

Treasurer’s Report: Ms. Glaser moved, seconded by Mrs. Riedel that the treasurer’s report for the period November 1, 2017 through November 30, 2017 indicating a balance on hand in the Checking Account of \$4,766,537.69; a balance on hand in the CLASS/Signature Investment Account of \$117,839.12; a balance³ on hand in the School Lunch Fund Checking of \$2,402.62; a balance on hand in the Trust and Agency CLASS-Bob Newman Fund of \$76,089.06; a balance on hand in the Trust and Agency CLASS Dreyfus Fund of \$10,386.09; a balance on hand in the Trust and Agency CLASS Evelyn Stock Fund of \$2,022.21; a balance on hand in the Trust and Agency CLASS Regular Fund of \$638.37; a balance on hand in the Trust and Agency Payroll Checking Fund of \$9,694.08; a balance on hand in the Internal Service Funds Unemployment Fund CLASS of \$147,480.70; a balance on hand in the Internal Service Post Employment Accrual Fund CLASS of \$2,376.02 to be filed with these minutes as Attachment VIII.

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

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

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

Claims Auditor Report: Ms. Glaser moved, seconded by Mrs. Riedel that the claims auditor report as listed on Attachment X be approved.

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

Bids: Ms. Glaser moved, seconded by Mrs. Riedel that the bids 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: Ms. Glaser moved, seconded by Mrs. Riedel that the contracts listed on Attachment XII be approved.

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

Contracts – Individual: Ms. Glaser moved, seconded by Mrs. Riedel that the contracts – individual as listed on Attachment XIII be approved.

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

OTHER BUSINESS ITEMS FOR ACTION

Resolution to Accept the Corrective Action Plan for Internal Audit Report: Ms. Glaser moved, seconded by Mrs. Riedel that the resolution to accept the corrective action plan for internal audit report as stated below and listed on Attachment XIV be approved:

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services, Sole Supervisory District of Westchester County, at its January 17, 2018 Board Meeting, accepted the Corrective Action Plan for the Internal Audit Report dated September 26, 2017 from our Internal Auditor, Cullen and Danowski, LLP, with regard to the update of the BOCES Risk Assessment.

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

Resolution to Accept the Corrective Action Plan for Internal Audit Report: Ms. Glaser moved, seconded by Mrs. Riedel that the resolution to accept the corrective action plan for internal audit report as stated below and as listed on Attachment XV be approved.

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services, Sole Supervisory District of Westchester County at its January 17, 2018 Board Meeting, accepted the Corrective Action Plan for the Internal Audit Report dated August 2, 2017 from our Internal Auditor, Cullen and Danowski, LLP, with regard to their review of agreed upon procedures for the period July 1, 2015 through December 31, 2016.

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

Revised 2017-2018 School Calendar: Ms. Glaser moved, seconded by Mrs. Riedel that the revised 2017-2018 school calendar be approved as listed on Attachment XVI stating a Superintendent's Conference Day on June 22, 2018.

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:

- I attended the 17th Annual Legacy Youth Awards Luncheon honoring the Life & Legacy of Dr. Martin Luther King, Jr. It was held at the Double Tree Hotel, Tarrytown, NY on Monday, January 15, 2018. It was an incredible event with a huge turnout. It was attended by Judges, Politician, Superintendents, etc. Two students were honored, one from Greenburgh Central and the other from Mt. Vernon.
- I just completed a grant for the Greenburgh Abbott School to help us with some of the costs in regards to record retention that we have been responsible for since they closed in 2011.
- ESSA has been approved!
- I attended the Newburgh Armory Unity Center Visit, invited by William Kaplan, Founder to visit and tour the Saturday morning Enrichment Club Academic and Sports program for kids. This program is an asset to the community as it meets 52 weekends a year. It is a completely volunteer program.

ADJOURNMENT

Ms. Glaser moved, seconded by Mrs. Riedel that the Board enter into Executive Session at 8:41 pm to discuss personnel issues and the evaluation of the District Superintendent.

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

Ms. Glaser moved, seconded by Mrs. Riedel that the Board re-enter into Public Session at 8:47 pm.

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

Ms. Glaser moved, seconded by Mrs. Riedel that the Board adjourn Public Session at 8:48 pm.

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

Valerie A. Cermele
Clerk of the Board