

Minutes of the Monthly Business Meeting of the  
Board of Cooperative Educational Services, Southern Westchester  
Held at SWBOCES  
17 Berkley Drive  
Rye Brook, NY 10573  
July 5, 2017

Present

Board Members

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

Others Present

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

Valerie A. Cermele  
Clerk of the Board

Prior to this meeting, we held the Annual Reorganization meeting that adjourned at 7:44 p.m.

Call to Order: Mrs. Draper called the business meeting to order at 7:45 p.m.

Review Minutes of the Business Meeting held on June 21, 2017: Mr. DeSantis moved, seconded by Mrs. Riedel that the minutes as listed on Attachment I be approved.

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

Mrs. Glaser abstained from voting on the minutes of June 21, 2017 as she was not a board of education member until this evenings meeting.

PERSONNEL MATTERS FOR BOARD APPROVAL

Upon the recommendation of the District Superintendent, Mr. DeSantis moved seconded by Mrs. Riedel that the following personnel appointments listed on Attachment II 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

Mrs. Draper, on behalf of the SWBOCE BOE and the Administration, thanked the following employees for their hard work and dedication to the students of BOCES. She congratulated everyone on their retirement.

**Brandy Roseman – 13 years – Adult Learning Center Instructor**  
**Dennis Giametta – 15 years – Microcomputer Technician**

**BUSINESS MATTERS FOR BOARD APPROVAL**

Mr. John Miller informed the Board that since they received their packets, an additional \$9.2 million has been received.

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

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

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

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

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

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

Contracts: Mr. DeSantis moved, seconded by Mrs. Riedel that the contracts as listed on Attachment VI be approved.

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

Contracts - Individual: Mr. DeSantis moved, seconded by Mrs. Riedel that the contracts – individual as listed on Attachment VII be approved.

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

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

2<sup>nd</sup> Reading – Policy No. 5140 – Employee Medical Examinations: Mr. DeSantis moved, seconded by Mrs. Riedel that the Policy No. 5140 as listed on Attachment VIII be approved.

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

2<sup>nd</sup> Reading – Policy No. 6460 – Equal Educational Opportunity: Mr. DeSantis moved, seconded by Mrs. Riedel that the Policy No. 6460 as listed on Attachment IX be approved.  
The vote on this resolution was as follows:                   Aye – 6                   Nay – 0

2<sup>nd</sup> Reading – Policy No. 6461 – Complaints and Grievances by Students: Mr. DeSantis moved, seconded by Mrs. Riedel that the Policy No. 6461 as listed on Attachment X be approved.  
The vote on this resolution was as follows:                   Aye – 6                   Nay – 0

2<sup>nd</sup> Reading – Policy No. 7140 – Career and Technical Education: Mr. DeSantis moved, seconded by Mrs. Riedel that the Policy No. 7140 as listed on Attachment XI be approved.  
The vote on this resolution was as follows:                   Aye – 6                   Nay – 0

Approval of Dr. Coles’ 2017-2018 Vacation, Personal and Conference dates: Mr. DeSantis moved, seconded by Mrs. Riedel that the vacation, personal and conference dates as listed on Attachment XII be approved.  
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 will speak to other DS’s in regards to what can be done if a district continues to owe the BOCES money.
- Attended a meeting of the Girl’s Justice. There is a very high number of foster children. Reports show 6 out of 10 children are in foster care.
- David Bernsley has been hired as the new Superintendent of Mt. Pleasant Cottage.
- I will be meeting with all the new component Superintendents in the upcoming weeks.
- Regent Johnson is developing a new communication in regards to Equality in Diversity.
- Senator Terrence Murphy has gifted SWBOCES with a \$9,000 grant to be used for Adult & Community. I will reach out and say “thank you!”

#### REPORT OF THE CHIEF OPERATING OFFICER/DEPUTY DISTRICT SUPERINTENDENT

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

- For the first time in many years, BOCES is hiring. It is such a great feeling to be able to hire, it just shows where BOCES is headed.
- We will be holding our Lead Evaluators training here at Berkley. We are doing such great work.
- Summer school is doing very well and going very smoothly. Every slot is full. Great staff that we are very proud of.
- We will be working on attendance issues and will be giving a report to the board at an upcoming meeting.

COMMENTS FROM MEMBERS OF BOARD AND STAFF

In regard to the attendance issues, the following board members commented:

Mrs. Riedel asked the Administrators to look for patterns.

Mrs. McBride said the exclude employees who are out on FMLA with a doctor's note.

Mr. Filiberti asked what kind of time does the average employee take and how does that compare to others?

What employees are taking 10 or more days a month?

Mrs. Glaser thanked the Board Members for their nomination for her appointment to the SWBOCES BOE and that she looks forward to learning a lot. She also stated that she is very dedicated to her work and takes it's very seriously.

Mrs. Draper, on behalf of the BOE, welcomed Mrs. Glaser to the BOE.

Mr. Tibbetts informed the Board that upon research completed by Tom Briggs, there is a maximum of 30 people allowed in the Berkley Board Room, as per fire regulations.

Ms. Doherty informed the Board that we will start the new school year with 9 new teachers.

ADJOURNMENT

Mr. DeSantis moved seconded by Mrs. Riedel that the Board enter into executive session at 8:26 p.m. to discuss the employment of a particular employee.

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

Mr. DeSantis moved seconded by Mrs. Riedel that the Board re-enters into public session at 9:07 p.m.

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

Mr. DeSantis moved seconded by Mrs. Riedel that the Board adjourn from public session at 9:08 p.m.

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

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Valerie A. Cermele  
Clerk of the Board