

Minutes of the Bi-Monthly Business Meeting of the
Board of Cooperative Educational Services, Southern Westchester
Held at
Career Services, Building "D"
65 Grasslands Road
Valhalla, NY
October 18, 2017

Present

Board Members

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

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 7:30 p.m.

Pledge of Allegiance

Adjournment: Mr. DeSantis moved, seconded by Mr. Filiberti that the Board enter into Executive Session at 7:32 p.m. to discuss the employment of two particular employees and collective bargaining.

The vote on this resolution was as follows: Aye – 5 Nay – 0

Mr. DeSantis moved, seconded by Mr. Filiberti that the Board adjourn from Executive Session at 8:14 p.m. and re-enter into public session.

The vote on this resolution was as follows: Aye – 5 Nay – 0

Review Minutes of the Bi-Monthly Business Meeting held on October 5, 2017: Mr. DeSantis moved, seconded by Mr. Filiberti that the minutes as listed on Attachment I be approved.

The vote on this resolution was as follows: Aye – 5 Nay – 0

Presentation of 2016-2017 Audit Report: Mr. Tim Doyle, Auditor, Bonadio & Co., LLP met with the Audit Committee members to go over financial statements. Mr. Doyle 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!

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 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 (Reduction-in-Force)
- Recall Appointments
- Casual (Temporary) Appointments

The vote on this resolution was as follows: Aye – 5 Nay – 0

Resolution to Request Medical Leave: Mr. DeSantis moved, seconded by Mr. Filiberti that the resolution as listed on Attachment III and stated below be approved:

BE IT RESOLVED, that the Board of Cooperative Educational Services of Southern Westchester hereby approves the request for a medical evaluation for fitness of duty for job responsibilities for Employee No. 01556.

The vote on this resolution was as follows: Aye – 5 Nay – 0

Resolution to Apply for Employment of Retiree: Mr. DeSantis moved, seconded by Mr. Filiberti that the resolution as listed on Attachment IV and stated below be approved:

WHEREAS, it has been determined that a vacancy exists for the position of Teacher of Security Operations in the 2017-2018 school year; and

WHEREAS, the Board has identified Raymond A. Sulla, as a qualified candidate, and has authorized the appointment of Raymond A. Sulla at the October 18, 2017, meeting of the Southern Westchester Board of Cooperative Educational Services and;

WHEREAS, Raymond A. Sulla, is currently retired from the New York City Police Department (New York City Employees Retirement System), and the Board must submit an Application for Employment of a Retiree to the New York State Education Department, Office of Teaching Initiatives, as set forth by Section 211 of the Retirement and Social Security Law.

NOW, THEREFORE, BE IT RESOLVED, pending the receipt of approval from the New York State Education Department, the Board hereby resolves to appoint Raymond A. Sulla to the position of Teacher of Security Operations effective September 1, 2017 through June 30, 2018.

The vote on this resolution was as follows: Aye – 5 Nay – 0

BUSINESS MATTERS FOR BOARD APPROVAL

Mr. John Miller, Director of Business, informed the Board that since they received their packets, an additional \$850,000 has been received.

Treasurer’s Report: Mr. DeSantis moved, seconded by Mr. Filiberti that the treasurer’s report for the period August 1, 2017 through August 31, 2017 indicating a balance on hand in the Checking Account of \$12,529,322.86; a balance on hand in the CLASS/Signature Investment Account of \$117,477.33; a balance on hand in the School Lunch Fund Checking of \$767.85; a balance on hand in the Trust and Agency CLASS-Bob Newman Fund of \$75,956.76; a balance on hand in the Trust and Agency CLASS Dreyfus Fund of \$10,368.01; a balance on hand in the Trust and Agency CLASS Evelyn Stock Fund of \$2,018.81; a balance on hand in the Trust and Agency CLASS Regular Fund of \$637.60; a balance on hand in the Trust and Agency Payroll Checking Fund of \$9,667.11; a balance on hand in the Internal Service Funds Unemployment Fund CLASS \$147,223.54; a balance on hand in the Internal Service Post Employment Accrual Fund CLASS of \$2,370.43 to be filed with these minutes as Attachment V.

The vote on this resolution was as follows: Aye – 5 Nay – 0

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

The vote on this resolution was as follows: Aye – 5 Nay – 0

Claims Auditor Report: Mr. DeSantis moved, seconded by Mr. Filibert that the claims auditor report as listed on Attachment VII be approved.

The vote on this resolution was as follows: Aye – 5 Nay – 0

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

The vote on this resolution was as follows: Aye – 5 Nay – 0

Donations: Mr. DeSantis moved, seconded by Mr. Filiberti that the donations listed on Attachment IX be approved.

The vote on this resolution was as follows: Aye – 5 Nay – 0

Contracts: Mr. DeSantis moved, seconded by Mr. Filiberti that the contracts as listed on Attachment X and on the Addenda to the Agenda be approved.

The vote on this resolution was as follows: Aye – 5 Nay – 0

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

The vote on this resolution was as follows: Aye – 5 Nay – 0

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

The vote on this resolution was as follows: Aye – 5 Nay – 0

Approval of Classroom Agreements for 2017-2018: Mr. DeSantis moved, seconded by Mr. Filiberti that the approval of classroom agreements for 2017-2018 as listed on Attachment XIII be approved.

The vote on this resolution was as follows: Aye – 5 Nay – 0

OTHER BUSINESS ITEMS FOR BOARD ACTION

Resolution to Accept the 2016-2017 External Audit Reports: Mr. DeSantis moved, seconded by Mr. Filiberti that the resolution stated below and as listed on Attachment XIV be approved:

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services, at its October 18, 2017 Board Meeting, accept the following Audit Reports from The Bonadio Group, for the fiscal year ended June 30, 2017:

1. Southern Westchester Board of Cooperative Educational Services Financial Statements and Required Reports Under Uniform Guidance.
2. Southern Westchester Board of Cooperative Educational Services Financial Statement for Extra-classroom Activity Funds.

The vote on this resolution was as follows: Aye – 5 Nay – 0

Resolution to Accept the Risk Assessment Update Report: Mr. DeSantis moved, seconded by Mr. Filiberti that the resolution to accept the risk assessment update report as listed below and on Attachment XV be approved:

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services, at its October 18, 2017 Board Meeting, accept 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 – 5 Nay – 0

Resolution to Accept the Agreed Upon Procedures Report: Mr. DeSantis moved, seconded by Mr. Filiberti that the resolution to accept the agreed upon procedures report as stated below and listed on Attachment XVI be approved:

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services, at its October 18, 2017 Board Meeting, accept 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 for the financial activities of the Operations and Maintenance.

The vote on this resolution was as follows: Aye – 5 Nay – 0

Resolution Authorizing Changes to Terms and Conditions of Employment for: Assistant Executive Directors, Directors and Assistant Directors: Mr. DeSantis moved, seconded by Mr. Filiberti that the resolution authorizing changes to terms and conditions of employment for Assistant Executive Directors, Directors and Assistant Directors as stated below and listed on Attachment XVII be approved.

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services, Sole Supervisory District of Westchester County, approves the inclusion of the Senior Director title into the Terms and Conditions of Employment for the above referenced employee group at its Business Meeting held on October 18, 2017.

The vote on this resolution was as follows: Aye – 5 Nay – 0

REPORT OF THE DISTRICT SUPERINTENDENT

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

- Attended the Board of Regents meeting in Albany. The update on the ESSA plan is that it has been submitted for feedback. They will be adding student initiatives for Special Education programs. The next training will be for teachers presented by the Adult Education Certification Office.
- NYS requires its student's four regent exams be passed. Other states require only two regent exams be passed, so the Board of Regents is now looking into the issue if we are getting in the way of our students graduating.
- The Lower Hudson My Brother's Keeper includes as its members; Poughkeepsie, Rockland, Newburgh in their talks about what are the best practices for our youth. We are trying to establish a youth conference next September. One of the issues in putting this conference together is funding students for the day.
- Nassau BOCES hosted Professor John Hattie, education author. It was a very valuable meeting.

REPORT OF THE CHIEF OPERATING OFFICER/DEPUTY DISTRICT SUPERINTENDENT

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

- It's Board of Education Appreciation week and this evening I have a proclamation for our Board of Education members from Governor Cuomo. I would like to read a small section that I believe is what our board members do every day for our students:

“Whereas, the members of the New York State’s local school boards respond to the educational needs of the communities they serve and help ensure the solid foundation of our school system; in doing so, these leaders help strengthen our state’s educational system and improve future prospects for our children”.

On behalf of all of the Administrators, Staff, Teachers and Students, we thank you all very much for your dedication to SWBOCES.

- I am very proud of our Board of Education and how we work together because the Board Members are data thinkers.
- Also for the December meetings, I would like to hold the Business meeting that was originally scheduled for the last evening, December 13th, to be held on December 12th.
- I would also like to work on a date for the Board Docs introduction for one of the December meetings.
- Dinner will be available for the three evening December meetings beginning at 6:00 p.m. with the meeting beginning at 6:30 p.m.

COMMENTS FROM MEMBERS OF THE BOARD AND STAFF

Mr. Tibbetts informed the Board that they have compiled the data for a 5-year period on attendance from WinCap. Most employees take 9.5 days a year. The last year before retirement that number rises to 27 days a year. Overall there are 17 staff members out on any given day and that number is out of 270 staff members.

Ms. Glaser informed the Board that she attended the NYSSBA Conference and meet a lot of amazing people from different BOCES’ across the state and how proud they are to be members of BOCES and the incredible work they do. I too, am very proud now to be a member of SWBOCES and I am learning so much.

Ms. Glaser also informed the Board that the MBK program is an incredible program for what it offers students.

Mr. Gratto informed the Board that the Open Houses held had great turn outs and SEPTA was very well attended by parents and staff.

We will be holding Superintendents Conference Day on November 7th and it’s great to see the staff connect to their goals.

Ms. Doherty informed the Board that BOCES has partnered with White Plains Hospital for various programs and that they come to us. It’s very exciting.

Mr. Filiberti informed the Board that he also attended the NYSSBA conference and he enjoyed it very much. He attended seven sessions and was also the voting delegate for BOCES. It’s so interesting to see what other schools/BOCES’ throughout the state are doing. I also requested the NYSSBA documents on a flash drive so that I could share it with the Board. Once received, I will forward to everyone.

Monica Johnson thanked Ms. Glaser for her positive comments about BOCES but stated that we are not meeting the needs of our students due to the fact that we do not offer Spanish and that we RIF'd our Health Teacher. Seventeen students in their junior year are not receiving Health. It's a requirement.

Melissa Barreto, BTA President, informed the Board that the union is united and show support to BOCES and our students and hopes that October 26th will be the last negotiating meeting, as we are looking for a fair and equitable contract.

ADJOURNMENT

Adjournment: Mr. DeSantis moved, seconded by Mr. Filiberti that the Board enter into Executive Session at 9:16 p.m. to discuss collective bargaining and Section 14 – Civil Service Law.

The vote on this resolution was as follows: Aye – 5 Nay – 0

Mr. DeSantis moved, seconded by Mr. Filiberti that the Board adjourn from Executive Session at 9:52 p.m. and re-enter into public session.

The vote on this resolution was as follows: Aye – 5 Nay – 0

Mr. DeSantis moved, seconded by Mr. Filiberti that the Board adjourn public session at 9:53 p.m.

The vote on this resolution was as follows: Aye – 5 Nay – 0

Valerie A. Cermele
Clerk of the Board