

Minutes of the Monthly Business Meeting of the
Board of Cooperative Educational Services, Southern Westchester
Held at
SWBOCES
450 Mamaroneck Avenue
Harrison, NY
May 16, 2018

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, Asst. Supt. for Business
James Gratto, Asst. Supt. for Special Services
John Miller, Director of Business
Suzanne Doherty, Director of Human Resources

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

Pledge of Allegiance

Prior to the start of the presentations, the Board was taken on a tour of the various programs.

The Board Meeting began with each department/program giving a PowerPoint presentation in reference to their Missions, Visions, Values and Goals. The RIC also gave a presentation on security for all schools. The presentations ended at 8:46 p.m. and the Board Meeting continued.

Review of the Minutes of the Business Meeting held on April 11, 2018: Mr. DeSantis moved, seconded by Mrs. Glaser that the minutes of April 11, 2018 be approved as listed on Attachment I.

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

PERSONNEL MATTERS FOR BOARD APPROVAL

Upon the recommendation of the District Superintendent, Mr. DeSantis moved, seconded by Mrs. Glaser that the following personnel appointment 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
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 – 5 Nay – 0

Mrs. Draper congratulated the following employee on receiving tenure and thanked her for being an asset to SWBOCES.

Jennifer Ann Cronk, Learning Technologies, Assistant Manager

Mrs. Draper also congratulated Jacqueline O’Donnell as Chief Operating Officer/Deputy District Superintendent on her tenure and thanked her for all she does for SWBOCES and for her hard work on the day-to-day operations.

Mrs. Draper also congratulated the following employees on the retirement from SWBOCES and thanked them for their hard work and dedication to the students of BOCES.

Susan Pellegrino – 24 years – Teaching Assistant
Nancy Glynn – 11 years – Teaching Assistant
John Norris – 24 – years – Senior Network Specialist

BUSINESS MATTERS FOR BOARD APPROVAL

Mr. John Miller, Director of Business, informed the Bard that since they received their packets, an additional \$7.6 million dollars has been received.

Treasurer’s Report: Mr. DeSantis moved, seconded by Mrs. Glaser that the treasurer’s report for the period March 1, 2018 through March 31, 2018 indicating a balance on hand in the Checking Account of \$3,947,859.23; a balance on hand in the CLASS/Signature Investment Account of \$118,316.02; a balance on hand in the School Lunch Fund Checking of \$4,936.79; a balance on hand in the Trust and Agency CLASS-Bob Newman Fund of \$76,311.10; a balance on hand in the Trust and Agency CLASS-Dreyfus Fund of \$10,416.43; a balance on hand in the Trust and Agency CLASS Evelyn Stock Fund of \$2,027.90; a balance on hand in the Trust and Agency CLASS Regular Fund of \$640.46; a balance on hand in the Trust and Agency Payroll Checking Fund of \$3,450.32; a balance on hand in the Internal Service Funds Unemployment Fund CLASS of \$147,912.25; a balance on hand in the Internal Service Post Employment Accrual Fund Class of \$2,385.83; to be filed with these minutes as Attachment III.

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

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

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

Accounts Receivable Report: Mr. DeSantis moved, seconded by Mrs. Glaser that the accounts receivable report as listed on Attachment V be approved.

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

Donations: Mr. DeSantis moved, seconded by Mrs. Glaser that the donations as listed on Attachment VI be approved.

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

Installment Purchase Agreements (IPA): Mr. DeSantis moved, seconded by Mrs. Glaser that the installment purchase agreements (IPA) as listed on Attachment VII be approved.

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

Purchase Option Plans (POP): Mr. DeSantis moved, seconded by Mrs. Glaser that the purchase option plans (POP) as listed on Attachment VIII be approved.

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

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

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

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

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

Bids: Mr. DeSantis moved, seconded by Mrs. Glaser that the bids listed on Attachment XI be approved.

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

Resolution to Appoint Independent External Auditors: Mr. DeSantis moved, seconded by Mrs. Glaser that the resolution as stated below and on Attachment XII be approved.

BE IT RESOLVED, that the Southern Westchester Board of Cooperative Educational Services, Sole Supervisory District of Westchester County, at its May 16, 2018 Board Meeting, appoints PKF O'Connor Davies to service as the Independent External Auditors for auditing of the financial statement for Southern Westchester BOCES for the fiscal years ending June 30, 2018 through June 30, 2022 with the following fee schedule.

- Fiscal Year Ending June 30, 2018 \$40,000.00
- Fiscal Year Ending June 30, 2019 \$40,000.00
- Fiscal Year Ending June 30, 2020 \$40,000.00

- Fiscal Year Ending June 30, 2021 \$40,000.00
- Fiscal Year Ending June 30, 2022 \$40,000.00

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

Resolution Authorizing Base Salary Adjustments: Mr. DeSantis moved, seconded by Mrs. Glaser that the resolution authorizing base salary adjustments as listed on Attachment XIII be approved.

Confidential Classified Staff
 Senior Director, Assistant Executive Director, Directors and Assistant Directors
 Information Technology Staff
 Treasurer
 Assistant Superintendent and LHRIC Executive Director
 Chief Operating Officer/Deputy District Superintendent

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

Resolution Authorizing Changes to Terms and Conditions of Employment: Mr. DeSantis moved, seconded by Mrs. Glaser that the resolution authorizing changes to terms and condition of employment as listed on Attachment XIV be approved.

Executive Director – Hudson Valley regional Bilingual Education Resource Network
 Assistant Director – Hudson Valley regional Bilingual Education Resource Network
 Resource Specialist – Hudson Valley Regional Bilingual Education Resource Network
 Technology Specialist – Hudson Valley Regional Bilingual Education Resource Network
 Special Education School Improvement Specialist RSE-TASC
 Work Based Learning Coordinator
 Information Technology Staff

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

Memorandum of Agreement between the Board of Cooperative Educational Services, Sole Supervisory District of Westchester and the Civil Service Employees Association, Inc. Local 1000, AFSCME, AFL-CIO: Mr. DeSantis moved, seconded by Mrs. Glaser that the Memorandum of Agreement between the Board of Cooperative Educational Services, Sole Supervisory District of Westchester and the Civil Service Employees Association, Inc. Local 1000, AFSCME, AFL-CIO as listed on Attachment XV be approved.

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:

- The Bill for the District Superintendent cap is on the floor and there is a lot of support for it.

- Christopher Suriano, Assistant Commissioner for Special Education, NYSED is trying to schedule a visit in our region to meet with our Special Act schools. He and his team are interested in finding out what are the barriers that are impacting our students.
- NYSED is support special act districts in ESSA and we are very happy that they are being included.

REPORT OF THE CHIEF OPERATING OFFICER/DEPUTY DISTRICT SUPERINTENDENT

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

- As you saw the presentation this evening in regards to our programs, I have to say that I am extremely impressed and proud to work in this organization. Every member puts everything they have into their programs and students and it shows.

Mrs. O'Donnell also reminded everyone that we are “Building our future” as follows:

Mission – The job of BOCES is to support the work being done in schools by providing services and supports they are not able to provide for themselves.

Vision – We want districts to view us as leaders in the field – competent, responsive, collaborative and helpful. We want the services and supports we provide to be of high quality and be valued both internally and externally.

Values – We recognize that we need to focus on communication, establishing protocols and practices that are respectful and engage in behaviors that build trust.

Goals – We commit to writing goals that support our work with Mission and Vision and incorporate our values. SMART goals will create shared references for our teams and provide clarity around our shared work.

COMMENTS FROM MEMBERS OF BOARD AND STAFF

Mrs. Glaser informed the Board that she is awed by Jackie O'Donnell and the staff of BOCES. There is not a question that I can come up with, that can't be answered. When I decided to become a SWBOCES Board Member, I didn't have a lot of information in regards to the way the organization was run, but I must say, I am extremely impressed! The dedication, hard work, forward thinking make me so proud to be a Board Member. I like what I heard, but I love what I see!! The commitment from the administrators and staff is just incredible. Thank you all for what you do and for what you provide for our programs and students!!

Mr. Gratto informed the Board that Juliette Suarez and Bernadette O'Brian were awarded statewide recognition at the Future Health Professional Programs that were held in April in the following categories: CONGRATULATIONS!!

EMS Program
CPR
First Aide
Animal Science

Mrs. McBride thanked the staff for a very informative and wonderful presentation.

Ms. Johnson, Guidance Counselor, informed the Board that the TSP Irvington Graduation have 19 students graduating, 15 students are going to attend college; 3 students have full-time jobs and 1 student is undecided. We also had a 10th grade student who had no credits, who in the 11th grade decided to double up on his credits and also worked 20-30 hours a week and I am extremely PROUD to say that this student is a 2018 graduate with a Regents diploma. Graduation is Saturday, June 16, 2018, 11:00 a.m. and we invite you to come and show this students that we support them and are proud of them.

ADJOURNMENT

Mr. DeSantis moved, seconded by Mrs. Glaser that the Board adjourn into Executive Session at 9:15 p.m. to discuss the employment of a particular person and bargaining negotiations.

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

Mr. DeSantis moved, seconded by Mrs. Glaser that the Board re-enter into Public Session at 9:41 p.m.

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

Mr. DeSantis moved, seconded by Mrs. Glaser that the Board adjourn from Public Session at 9:42 p.m.

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

Valerie A. Cermele
Clerk of the Board