BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT OF PUTNAM & WESTCHESTER COUNTIES
200 BOCES DRIVE, YORKTOWN HEIGHTS, NY 10598

Minutes
January 17, 2017

PRESENT	Richard Kreps, Catherine Lilburne, Anita Feldman, Douglas Glickert, Tina Mackay, Mary Cay Nilsen, Frank Schnecker
EXECUTIVE OFFICER	James M. Ryan, Ed.D.
STAFF	John McCarthy, Lynn Allen, Catherine Balestrieri, Todd Currie, Marla Gardner, Shelley Fleischmann, Michael Skerritt
GUEST	Jeffrey Mester
CALL TO ORDER AND PLEDGE OF ALLEGIANCE	Mr. Kreps called the meeting to order at 4:36 pm. The Pledge of Allegiance was recited.
MOMENT OF SILENCE	Mr. Kreps asked for a moment of silence in honor of Herbert Nieburg, former PNW BOCES Board member from Bedford, and Giovanni Petriccone, a CTE Teacher. Both recently passed away. Mr. Kreps expressed his appreciation for their contributions to our BOCES.
EXECUTIVE SESSION	Mrs. Feldman moved, and Mrs. Lilburne seconded, that the Board move into Executive Session to discuss the employment history of a particular individual. All members present voted aye and the Board entered into Executive Session at 4:42 pm.
RETURN TO REGULAR SESSION	Mrs. Lilburne moved, and Mrs. Feldman seconded, that the Board return to Regular Session. All members present voted aye and the Board returned to Regular Session at 4:50 pm.
REGULAR MEETING ITEMS	Mr. Kreps acknowledged the Bulletin Board.
3A	Approval of Minutes of December 13, 2016 – Mrs. Feldman moved, and Mrs. Nilsen seconded, the approval of the Minutes of the December 13, 2016 Regular Meeting. Mr. Kreps, Mrs. Feldman, Mr. Glickert, Mrs. Mackay, Mrs. Nilsen and Mr. Schnecker voted aye. Mrs. Lilburne abstained and the minutes were approved.
3B	Comments and Questions from Audience – Mr. Mester asked why are reconciling items in a payroll account on the

	Treasurer's Report. Mr. Currie replied that direct deposit is not mandatory. Mr. Mester asked about the desktop computers listed on the Surplus/Obsolete Equipment memo. Mr. Currie replied that they will be passed down to our programs.
3C	Acknowledgement of Treasurer's Report for November 2016 – Received and acknowledged.
CONSENT AGENDA	Mrs. Feldman moved, and Mrs. Nilsen seconded, the approval of the Consent Agenda. All members present voted aye and the following were approved:
4A	Bid Awards
4B	Special Aid Projects (Quarterly Report)
4C	Surplus and Obsolete Equipment
4D	Donations
4E	Personnel Report
	RESIGNATIONS AND TERMINATIONS TERMINATIONS TEMPORARY POSITION ENDS
	Shweta Bajpai, Application Developer, Full Time, 37.5 hpw (100%) (Administration-Internal Services, Information Technology-School Services Building), effective 02/03/2017.
	CHANGE IN STATUS
	Lina Ivezaj, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 01/09/2017-02/17/2017. Requesting a Child Care Leave of Absence without Pay
	Cassandra J. McCarthy, Teacher-Tenure Area-General Special Education, Full Time, 35 hpw (100%) Temporary, Leave Replacement (Special Education, Walden School), effective 01/01/2017-06/30/2017. Temporary, Leave Replacement position extended; previously approved from 09/01/2016 through 12/31/2016
	Jennifer L. Reid, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Pines Bridge School), effective

	01/09/2017-03/03/2017. Requesting a Leave without Pay to complete student teaching requirements. Rebecca Santos, Teacher-Tenure Area-Speech & Hearing Impaired, Full Time, 35 hpw (100%) (Special Education, Walden School), effective 12/12/2016-01/02/2017. Requesting an extension of Child Care Leave of Absence without Pay; previously approved from 12/05/2016 through 12/11/2016. CORRECTING RESOLUTION At a previous Board Meeting on January 13, 2015, Ann Quinones-Narcisse, Regional Special Education Training Specialist (Internal Title), Full Time, 35 hpw (100%); Tenure Area: Instructional Support Services in Professional Development, was listed with a 3-year probationary period. By law, this period is being reduced to a 2-year probationary period due to the receipt of verification of prior tenure in Speech at Hawthorne Cedar Knolls UFSD. Ann Quinones-Narcisse, Regional Special Education Training Specialist (Internal Title), Full Time, 35 hpw (100%); Tenure Area: Instructional Support Services in Professional Development, 2-Year Probationary Appointment (Given one year of credit towards probationary period for prior tenure granted by Hawthorne Cedar Knolls UFSD) (RSE-TASC, Projects Building), effective 01/16/2015-01/15/2017. APPOINTMENTS CLASSIFIED Kathryn M. Arrowitz, Coordinator of Human Resources, Full Time, 37.5 hpw (100%); Civil Service Title: Assistant to the Director of Human Resources and Professional Development; Provisional Appointment (Administration-Internal Services, Human Resources-School Services Building), effective 01/03/2017. Salary $86,000.00 prorated to $43,000.02* Kathleen A. Copeland-Fish, Assistant Naturalist, Full Time,

	35 hpw (100%) Provisional Appointment (Curriculum & Instructional Services, Madden-Carmel), effective 12/30/2016. Salary $24,522.00 prorated to $12,355.32* Geraldine T. Gilmore, Senior Office Assistant (Automated Systems), Full Time, 35 hpw (100%) Probationary appointment from Eligible List #02-416 (Granted an administrative leave from 01/14/2017 through 01/17/2017); to serve a probationary period which will end on 01/17/2018 (CTE, Tech Center), effective 01/18/2017. Salary $46,419.00 prorated to $21,126.55* Hallie E. Hirsch, Senior Office Assistant (Automated Systems), Full Time, 35 hpw (100%) Temporary Appointment 01/23/2017 through 01/31/2017; Probationary Appointment commences on 02/01/2017; Eligible List #02-416 (Granted an administrative leave from 01/14/2017 through 01/22/2017); to serve a 52-week probationary period which will end on 01/31/2018 (Administration-Internal Services, Human Resources-School Services Building), effective 01/23/2017. Salary $46,419.00 prorated to $20,590.96* Cynthia Tillman, Stock Clerk (Internal Title), Full Time, 35 hpw (100%); Civil Service Title: Stores Clerk; Provisional Appointment (Curriculum & Instructional Services, Fox Meadow), effective 01/18/2017. Salary $40,370.00 prorated to $18,373.55* TENURE RECOMMENDATION Ann M. Quinones-Narcisse, Regional Special Education Training Specialist, Full Time, 35 hpw (100%) (Internal Title) Tenure Area: Instructional Support Services in Professional Development, effective 01/16/2017. *Pro-rated salary
4F	Hourly Per Diem Personnel Report APPOINTMENTS Ammann, Philip, Substitute Teacher Aide (BOCES Retiree),

	Daily, $152.25, effective 12/13/2016 Bento, Edward, Substitute Teacher Aide, Daily $75.00, effective 01/03/2017 D'Agnese, Nikolas, Substitute Teacher Aide, Daily, $75.00, effective 01/03/2017 Montana, Alice, Substitute Teacher Aide, Daily, $75.00, effective 01/03/2017 Moroney, Molly, Substitute Teacher Aide, Daily, $75.00, effective 01/03/2017 Piperis, Stephen, Substitute Teacher Aide, Daily, $75.00, effective 01/03/2017 Rivera, Jeannette, Substitute Teacher Aide, Daily, $75.00, effective 01/03/2017 Snowden, Grace, Teacher-Special Assignment-Daily (BOCES Retiree), Daily, $437.48, effective 01/03/2017
4G	Substitute Hourly Per Diem Personnel Report RESIGNATIONS: Applebee-Brady, Linda, Science Kit Assembler I, Hourly, effective 01/27/2017 Spinola-Contini, Cynthia, Senior Clerk, Hourly, effective 12/08/2016 Tillman, Cynthia, Science Kit Assembler I, Hourly, effective 01/17/2017 APPOINTMENTS Cozza, Joseph, Messenger, Hourly, $23.20, effective 01/18/2017 Cozza, Joseph, Science Kit Assembler I, Hourly, $13.90, effective 01/18/2017 Fahy, Linda, Science Kit Assembler I, Hourly, $13.90, effective 01/18/2017 Saget, Jean, Bilingual School Psychologist, Daily, $350.00, effective 01/18/2017 Mr. Kreps acknowledged our extremely generous donations to CTE (2005 Honda CRV) and $3,536.00 to enhance instructional technology at Walden.

REQUESTS FOR GENERAL BOARD ACTION	
5A	Resolution to Participate in the National Intergovernmental Purchasing Alliance – Mrs. Lilburne moved, and Mrs. Feldman seconded, the approval of the following resolution: WHEREAS, an amendment to subdivision 16 of §103 to the General Municipal Law, relative to "Piggybacking" on contracts directly let by the United States of America or any agency thereof, any state or any other political subdivision or district, has previously been approved by the Putnam|Northern Westchester Board of Cooperative Educational Services, and WHEREAS, the amendment provided that those contracts be let to the lowest responsible bidder on the basis of "Best Value" in a manner consistent with GML §103, and NOW, THEREFORE, BE IT RESOLVED, that there is a need to participate in National Intergovernmental Purchasing Alliance (National IPA)/The Cooperative Purchasing Network (TCPN) contracts in order to afford the Putnam|Northern Westchester Board of Cooperative Educational Services mandate relief, and BE IT FURTHER RESOLVED, that such contract purchases shall be consistent with and in compliance with all Putnam|Northern Westchester BOCES Purchasing policies and procedures approved by the Board of Education, and BE IT FURTHER RESOLVED, that the use of said contracts shall be in effect from the date of adoption until either party cancels with or without cause with a 30 day notice. All members present voted aye.
5B	Internal Audit Report-Revenues and Accounts Receivable – Mrs. Feldman moved, and Mrs. Nilsen seconded, the acceptance of the Intensive Review of Revenues and Accounts Receivable prepared by Tobin & Co for the year ending June 30, 2016. All members present voted aye. Mrs. Feldman said she was very pleased with the review. Good comments, great responses. Mr. Currie expressed his thanks to Joy Myke and the Business Office staff.
5C	Medical Examination Resolution – Mr. Schnecker moved, and Mr. Glickert seconded, the approval of the following

	resolution: BE IT RESOLVED, that the District Superintendent is hereby authorized to direct a comprehensive medical examination and evaluation, including psychiatric/psychological examination and evaluation, if necessary, of Employee No. 00522, in accordance with the provisions of Section 913 of the Education Law; and BE IT FURTHER RESOLVED, that the Board hereby directs that Employee No. 00522 submit his/her medical records, if any, from the last two years to the school appointed physician prior to such examination/evaluation. All members present voted aye.
5D	USA SMOA – Mrs. Lilburne moved, and Mr. Schnecker seconded, the approval of the following resolution: BE IT RESOLVED, that the Board hereby approves the terms of a Supplemental Memorandum of Agreement dated January 17, 2017 between the BOCES and the United Staff Association, as presented to the Board at this meeting, a copy of which shall be incorporated by reference within the minutes of this meeting. All members present voted aye.
5E	Resolution to Authorize Execution of the APPR Certification Form – Mrs. Feldman moved, and Mr. Schnecker seconded, the approval of the following resolution: BE IT RESOLVED, that the Board of Education hereby authorizes the execution by the Board President, along with the District Superintendent, of the Certification Form for submission and resubmission, to the extent necessary, of the BOCES' Section 3012-d APPR Plan Document to the State Education Department for classroom teachers and building principals covered pursuant to Education Law Section 3012-d and Part 30-3 of the Rules of the Board of Regents. All members present voted aye.
NEW BUSINESS	
6A	Extraclassroom Activity Fund Cash Journal – Received and acknowledged.
6B	Claims Audit Report November 2016 – Received and acknowledged. Mr. Kreps noted that this report was prepared by Michele Wilson. Heller & Filippone will prepare the January 2017 report.

OLD BUSINESS	
7A	Second Reading and Approval of Policies – Mr. Schnecker moved, and Mrs. Feldman seconded, the approval of the policies submitted for consideration. All members present voted aye. Mrs. Mackay asked for confirmation that the Policy Manual will be updated and posted on BoardDocs. Mr. McCarthy said that it would.
7B	Policy Committee-Moving Forward – Dr. Ryan suggested that we continue doing what we are doing for now. We can work with Shaw Perelson on updates we receive from Erie I BOCES. This topic will be discussed at the Board Retreat in August.
7C	DS Contract Amendment – Mr. Glickert moved, and Mr. Schnecker seconded, the approval of the following resolution: BE IT RESOLVED that the Board hereby authorizes its President to execute Amendment No. 1 to the Employment Agreement between the BOCES Board and Dr. James M. Ryan as District Superintendent, which Amendment is dated January 6, 2017. All members present voted aye.
7D	Budget Update – Mr. McCarthy began by telling the Board that the preliminary budget was shared with our component Superintendents at the CSA meeting on December 15. After discussion with that group, we are recommending increasing the capital budget contribution to $200,000. There was a lengthy discussion about the increase in health insurance and the cost of retiree health insurance and the administrative budget. Mr. Kreps asked everyone to think about what they need to do to get the ball rolling and let the Board know. The Board agreed that we should move forward with this preliminary budget.
7E	Revised Claims Audit Firm Recommendation – Mrs. Lilburne moved, and Mrs. Mackay seconded, the approval of the following resolution: RESOLVED upon the recommendation of the Audit Committee and the Director of Business Affairs, that the Board of Education of

	Putnam|Northern Westchester BOCES appoint Heller & Filippone, LLP as the District's claims auditor for the fiscal year ending June 30, 2017, at the rate of $85.00 per hour, and FURTHER RESOLVED the Board of Education authorizes the President of the Board to execute the necessary documents to give this resolution effect. All members present voted aye.
DISTRICT SUPERINTENDENT'S UPDATE 8A	Board Goals Update – Dr. Ryan began by reviewing our priority areas: high quality, innovative programs and services; cost effective, fiscally responsible measures; recruit/train/retrain quality staff; responsible custodian of BOCES facilities/property; and, effectively connect with component districts, community partners and other stakeholders. Dr. Allen continued by highlighting some examples of our high quality, innovative program and services. These include the Tilly Foster family of programs, formation of the Creative Services Department, enhancement of cutting-edge instructional technology and our new food service model. John McCarthy provided examples of our cost effective, fiscally responsible measures. These include analysis of programs and services participation, analysis of health insurance plan, analysis of staffing patterns and integration of our budget document and services guide. Michael Skerritt focused on promoting our organizational culture (BOCES Family), full implementation of the Hiring Guide, reviewing and enhancing evaluation tools and leadership and succession planning. John McCarthy and Todd Currie spoke about our Five-Year Building Condition Survey, the formation of the BOCES Cohesive Design Panel and the development of a plan for utilizing and funding our capital budget. Dr. Ryan highlighted effectively connecting with our component districts, community partners and other stakeholders. These include continuing outreach efforts at every level, conducting activities to host and engage our stakeholders, developing a universal branding/marketing plan and clarifying our relationship with and governance of LHRIC. Mr. Kreps thanked everyone for a great presentation.

	Mr. Schnecker said that our Student of Distinction presentations bring our Services Guide to life.
8B	Board Member Comments on Written Reports – Mrs. Mackay asked why one of our component districts will not be paying SW BOCES a 2% admin fee for summer school. Mr. Currie responded that it was just a pass through. Mrs. Lilburne asked about follow-up on unpaid balances. Mr. Currie replied that Michael Feldman begins the process and follows through until the balance is paid.
FINAL COMMENTS FROM THE AUDIENCE	Mr. Mester asked if Board Committees were listed on our website. Mr. McCarthy directed him to the Minutes of our Organization meeting. Mr. Mester asked why the Internal Audit Report is dated June 17, 2016 and is being accepted on January 17, 2017. Mr. Currie responded that the fieldwork was completed on June 17, 2016. The report is reviewed by the Audit Committee before it is presented to the Board in draft format (December 2016) and for acceptance (January 2017). Mr. Mester asked if we have started on any of the recommendations. Mr. Currie said we begin as soon as possible.
FINAL COMMENTS FROM THE BOARD	Mr. Schnecker thanked everyone for a very thoughtful presentation. He said we are unique in the State and he is so impressed and very excited about everything that is going on. Mr. Kreps thanked everyone for a great meeting.
EXECUTIVE SESSION	Mrs. Nilsen moved, and Mr. Schnecker seconded, that the Board move into Executive Session to discuss the employment history of a particular individual. All members present voted aye and the Board entered into Executive Session at 6:39 pm.
RETURN TO REGULAR SESSION	Mr. Glickert moved, and Mrs. Mackay seconded, that the Board return to Regular Session. All members present voted aye and the Board returned to Regular Session at 7:05 pm.
ADJOURNMENT	There being no further business before the Board, Mrs. Feldman moved, and Mrs. Nilsen seconded, that the meeting be adjourned. All members present voted aye and the

	meeting adjourned at 7:06 pm.

Respectfully submitted,

Mary Lorenzo

Approved: 2/15/17