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

Minutes
February 15, 2017

PRESENT	Richard Kreps, Catherine Lilburne, Douglas Glickert, Tina Mackay, Mary Cay Nilsen, Frank Schnecker (arrived 4:45 pm)
EXECUTIVE OFFICER	James M. Ryan, Ed.D.
STAFF	John McCarthy, Lynn Allen, Catherine Balestrieri, Todd Currie, Marla Gardner, Shelley Fleischmann, Michael Skerritt
CALL TO ORDER AND PLEDGE OF ALLEGIANCE	Mr. Kreps called the meeting to order at 4:33 pm. The Pledge of Allegiance was recited.
MOMENT OF SILENCE	Mr. Kreps asked for a moment of silence in honor of Erin Bentivegna, a CTE student who passed away recently after a long illness. Dr. Ryan shared a video with the Board that CTE students and staff created for Erin. The video has been shared with Erin's family. Dr. Ryan also offered his congratulations to Dr. Allen for being this year's recipient of the NYSCOSS Appreciation Award. Dr. Allen will receive the award at the NYSCOSS Mid-Winter conference on Sunday, March 5, 2017.
REGULAR MEETING ITEMS	
3A	Approval of Minutes of January 17, 2017 – Mr. Glickert moved, and Mrs. Lilburne seconded, the approval of the Minutes of the January 17, 2017 Regular Meeting. All members present voted aye.
3C	Acknowledgement of Treasurer's Report for December 2016 – Received and acknowledged
CONSENT AGENDA	Mrs. Lilburne moved, and Mr. Glickert seconded, the

	approval of the Consent Agenda. All members present voted aye and the following were approved:
4A	Budget Increase 2016-2017
4B	Donation & Scholarship Establishment
4C	Surplus and Obsolete Equipment
4D	Personnel Report
	RESIGNATIONS AND TERMINATIONS RESIGNATIONS
	Lauren R. Barbieri, Assistant Naturalist, Full Time, 35 hpw (100%) (Curriculum & Instructional Services, Madden-Carmel), effective 02/10/2017.
	Dale Cassone, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Blue Mountain Middle School-Hendrick Hudson CSD), effective 01/30/2017.
	Linda A. Hoos-Mastrogiacomo, Food Service Helper Annualized, 10 Months (Administration-Internal Services, Walden School), effective 02/03/2017.
	TERMINATION TEMPORARY POSITION ENDS
	Shweta Bajpai, Application Developer, Full Time, 37.5 hpw (100%); Change in Termination Date from 02/03/2017 to 03/19/2017 (Administration-Internal Services, Information Technology-School Services Building), effective 03/19/2017.
	CHANGE IN STATUS
	David Stern, Director of Health & Welfare Benefits, Full Time, 35 hpw (100%) (Civil Service Title: Risk Manager) (Administration-Management Services, Risk and Safety Management), effective 02/16/2017. To change Internal Title only; Civil Service Title remains unchanged.
	APPOINTMENTS CERTIFICATED

	Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either “Effective” or “Highly Effective” in at least three of the four preceding years, and a rating higher than “Ineffective” in the final year of the probationary period. Amy Jencik, Teacher-Tenure Area-General Special Education, Full Time, 35 hpw (100%) Temporary, Leave Replacement (Special Education, Walter Panas High School-Lakeland), effective 02/16/2017-06/30/2017. Salary $63,085.00 prorated to $26,877.44* Steve Simpson, Mentor (Administration-Internal Services), effective 02/16/2017-06/30/2017. Salary $1,000.00 prorated to $440.00* APPOINTMENTS CLASSIFIED Diane R. Brown, Teacher Aide, Full Time, 32.5 hpw (100%) Probationary Appointment; to serve a 52-week probationary period (excluding July and August) which will end on 04/01/2018 (Special Education, Blue Mountain Middle School- Hendrick Hudson CSD), effective 02/02/2017. Salary $26,718.00 prorated to $13,231.77* Dawn A. Bruzio, Office Assistant (Automated Systems), Full Time, 35 hpw (100%) Probationary Appointment from Eligible List #02-140 (Granted an administrative leave from 02/10/2017 through 02/15/2017); to serve a 52-week probationary period which will end on 02/15/2018 (Administration-Management Services, Center for Educational Leadership & HR Services, School Services Building), effective 02/16/2017. Salary $40,370.00 prorated to $14,698.84* Vanessa E. Orellana, Food Service Helper Annualized, 10 Months, Full Time, Probationary Appointment; to serve a probationary period of 52 weeks which will end on

	02/15/2018 (Administration-Internal Services, Walden School), effective 02/16/2017. Salary $14,600.95 prorated to $6,345.35* Jeanne Wilson, Food Service Helper Annualized, 10 Months, Full Time, Probationary Appointment; to serve a probationary period of 52 weeks which will end on 02/15/2018 (Administration-Internal Services, Walden School), effective 02/16/2017. Salary $15,494.88 prorated to $6,733.38* Latoya Wilson, Food Service Helper Annualized, 10 Months, Full Time, Probationary Appointment; to serve a probationary period of 52 weeks which will end on 02/15/2018 (Administration-Internal Services, Walden School), effective 02/16/2017. Salary $14,601.95 prorated to $6,345.35* *Prorated salary
4E	Hourly/Per Diem Personnel Report RESIGNATION McGuire, Lauren, Adult Education Counselor-Hourly, effective 02/15/2017 CHANGE IN STATUS Applebee-Brady, Linda, Science Kit Assembler I, Hourly, Change in Resignation Date from 01/27/2017 to 04/07/2017 Nackman, Barbara, Public Relations Assistant Hourly-Competitive, Change in Provisional to Regular Part-Time, Probationary Appointment from Eligible List #54-953 effective 01/23/2017; to serve a 52-week probationary period which will end on 01/22/2018. Valenti, Kenneth, Public Relations Assistant Hourly-Competitive, Change in Provisional to Regular Part-Time, Probationary Appointment from Eligible List #54-953 effective 01/20/2017; to serve a 52-week probationary

	period which will end on 01/19/2018. APPOINTMENTS Bakraq, Fatlume, Food Service Helper-Hourly, $12.95, effective 02/06/2017 Copeland-Fish, Kathleen, Assistant Naturalist-Hourly, $20.00, effective 02/16/2017 Neely-Houdusse, Kristina N., Adult/Continuing Ed Instructor-Hourly, $35.00, effective 02/01/2017 Pineyro, Michele, Bilingual School Psychologist-Daily, $390.00, effective 02/16/2017
4F	Substitute Hourly Per Diem Personnel Report APPOINTMENTS Connerton, Kelly K., Substitute Teacher-Daily, $110.00, effective 01/24/2017 Neely-Houdusse, Kristina N., Substitute Teacher Daily, $95.00, effective 02/01/2017 Spadaro, Michelle L., Substitute Teacher Daily, $110.00, effective 01/24/2017
REQUESTS FOR GENERAL BOARD ACTION 5A	Cooperative Bid Participation – Mrs. Lilburne moved, and Mrs. Nilsen seconded, the approval of the following resolutions: WHEREAS it is the desire of the participating school districts of the Southern Westchester Board of Cooperative Educational Services, adopting this Resolution to bid jointly in those supplies, commodities, materials and equipment set forth below. Now, therefore, be it RESOLVED, that the Putnam|Northern Westchester BOCES agrees to participate with other school districts of the Southern Westchester Board of Cooperative Educational Services, Westchester County, New York adopting this in the joint bidding of Art Supplies, General

	School Supplies, Office Supplies, Fine Paper Supplies, Audio Visual Supplies & Equipment, Bakery Goods, Cafeteria Food Supplies, Custodial Supplies, Lumber Supplies, Laser & Ink Jet Toners, OEM, Microcomputer Hardware, Office & Classroom Furniture, Graphing Calculators. BE IT FURTHER RESOLVED that this Resolution shall remain in effect until June 30, 2017, and BE IT FURTHER RESOLVED that it is agreed that the specifications as presented will be used, and that this Board agrees to bid its required amount of said commodities jointly with other participating school districts in Southern Westchester and the Southern Westchester Board of Cooperative Educational Services. The recommendation of the Purchasing Steering Committee will be considered when this Board acts on the purchase of said Commodities. BE IT FURTHER RESOLVED that the invitation to bid will be advertised by BOCES in the Journal News in accordance with Section 103 to the General Municipal Law. WHEREAS, the BOCES desires to piggyback off a contract from another school district in accordance with General Municipal Law Section 103(16) for the purpose of purchasing School Supplies and Materials; and WHEREAS, the School Supplies and Materials Bid of the Byram Hills Central School District was bid in a manner consistent with Section 103 of the General Municipal Law and included a provision for participation in this bid by, among others, New York State school districts and BOCES; and WHEREAS, the Byram Hills Central School District has advised the BOCES that it may piggyback on its Janitorial and Electrical Supplies Bid; THEREFORE, BE IT RESOLVED, that the BOCES

	Board hereby authorizes the Purchasing Agent to participate in the Byram Hills Central School District Bid by piggybacking on the Contract on the same terms and conditions as the Byram Hills Central School District during the 2016-2017 school year. WHEREAS, the BOCES desires to piggyback off a contract from another school district in accordance with General Municipal Law Section 103(16) for the purpose of purchasing School Supplies and Materials; and WHEREAS, the School Supplies and Materials Bid of the Southampton Union Free School District (UFSD) was bid in a manner consistent with Section 103 of the General Municipal Law and included a provision for participation in this bid by, among others, New York State school districts and BOCES; and WHEREAS, the Southampton UFSD has advised the BOCES that it may piggyback on its School Supplies and Materials Bid; THEREFORE, BE IT RESOLVED, that the BOCES Board hereby authorizes the Purchasing Agent to participate in the Southampton UFSD School Supplies and Materials Bid by piggybacking on the Contract on the same terms and conditions as the Southampton UFSD during the 2016-2017 school year. WHEREAS, the BOCES desires to piggyback off a contract from another school district in accordance with General Municipal Law Section 103(16) for the purpose of obtaining a maintenance contract for all PNW BOCES food service equipment; and WHEREAS, the School Supplies and Materials Bid of the Wappingers Central School District was bid in a manner consistent with Section 103 of the General Municipal Law and included a provision for participation in this bid by, among others, New York State school districts and BOCES; and

	WHEREAS, the Wappingers Central School District has advised the BOCES that it may piggyback on its Equipment Maintenance Service Bid; THEREFORE, BE IT RESOLVED, that the BOCES Board hereby authorizes the Purchasing Agent to participate in the Wappingers Central School District Equipment Maintenance Service Bid by piggybacking on the Contract on the same terms and conditions as the Wappingers Central School District during the 2016-2017 school year. All members present voted aye. Dr. Ryan mentioned that Todd Currie and his staff do a great job of identifying these cooperative bids. Mr. Currie thanked Meilisa Arlt for her efforts.
5B	Everfoam Insulation Change Order CO-01 (Building E) – Mrs. Mackay moved, and Mrs. Lilburne seconded, the approval of Everfoam Insulation Change Order CO-01. All members present voted aye.
5C	Everfoam Insulation Change Order CO-02 (Building E) – Mrs. Lilburne moved, and Mrs. Mackay seconded, the approval of Everfoam Insulation Change Order CO-02. All members present voted aye.
5D	Southeast Mechanical Change Order CO-02 (Building E) – Mrs. Lilburne moved, and Mr. Glickert seconded, the approval of the Southeast Mechanical Change Order CO-02. All members present voted aye.
NEW BUSINESS	
6A	Claims Audit Report for December 2016 – Received and acknowledged. Mr. Kreps mentioned that this is the last report prepared by Michele Wilson. Mrs. Lilburne offered her thanks to Ms. Wilson for her service.
6B	Draft Audit Committee Minutes, November 14, 2016 – Received and acknowledged.
6C	Professional Service Contract Status Report – Received and

	acknowledged. Mrs. Mackay asked if there was any significance to the contracts highlighted in blue. Mr. Currie replied that the blue items were venues not vendors. Dr. Ryan suggested adding a key at the bottom. Mrs. Mackay asked Mr. Currie to include 2nd Quarter in the report title. Mr. Kreps asked if we could add a column for each quarter. Mrs. Mackay thanked Mr. Currie and said she finds this report very useful.
6D	Professional Service Contract Increases – Mr. Schnecker moved, and Mrs. Nilsen, seconded the approval of the Professional Service Contract Increases. Mr. Kreps asked if these increases are for our current budget. Mr. Currie replied that they are. Mr. Currie said that the number of hours were estimates made in July and these increases reflect an increase in service requests. Mr. Schnecker suggested adding a statement that says the above contracts reflect an increase in additional services requests from our districts. Mr. Currie will put something together and share it with the Board. Mrs. Lilburne asked if the vendors could be listed alphabetically. All members present voted aye.
6E	Affiliation Agreement between Star Factor LLC and PNW BOCES – Mr. Schnecker moved, and Mrs. Mackay seconded, the approval of this agreement. All members present voted aye.
6F	Affiliation Agreement between Yale University and PNW BOCES – Mr. Glickert moved, and Mrs. Nilsen seconded, the approval of this agreement. All members present voted aye.
6G	Affiliation Agreement between Lesley University, PNW BOCES and Collaborative Solutions Plus LLC – Mrs. Nilsen moved, and Mr. Glickert seconded, the approval of this agreement. Mrs. Lilburne asked if this was for Reading Recovery. Dr. Gardner replied that it is not. Lesley University will provide Fountas Pinnell Benchmark Assessment Service workshops and other related programs. All members present voted aye.
DISTRICT SUPERINTENDENT'S UPDATE	

	Mr. Kreps acknowledged the bulletin board. He also mentioned that the latest issue of the *BOCES Reporter* had several great photos of our new conference rooms in use. He is very happy with how the building is looking and expressed his thanks to Kathy Cerreta.
8A	Tilly Foster Farm Update – Mrs. Balestrieri used a PowerPoint to highlight some of the events that have taken place in the Tilly Foster program since September. Mrs. Balestrieri is very excited about the community partnerships. These include Putnam County government, Ace Endico, Putnam Cornell Cooperative Extension, Second Chance Foods, Putnam Community Action Program, Westchester Hospitality Resource Group and ACCESS-VR. This spring and summer we will see continuing education programs and summer camp for middle school students. Mr. Kreps thanked Mrs. Balestrieri for a great presentation.
8B	Update on Regional Advocacy with State Legislators – Dr. Ryan told the Board that several representatives, senate and assembly, will be meeting with the PNW Chief School Administrators on February 16. Mr. Kreps attended the NSBA Advocacy Institute in Washington, DC, January 29-31, 2017. NSBA's legislative priorities for this year are the Child Nutrition Act, Perkins Career & Technical Education Act, Federal Education Investments, Educational Choice and ESSA Implementation. Mr. Kreps provided information on each of the priorities. He also brought back material that Mary will share with the Board.
EXECUTIVE SESSION	Mrs. Lilburne moved, and Mrs. Nilsen 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 5:35 pm.
RETURN TO REGULAR SESSION	Mrs. Mackay moved, and Mr. Schnecker seconded, that the Board return to Regular Session. All members present voted aye and the Board returned to Regular Session at 6:00 pm.
DS CONTRACT AMENDMENT	Mrs. Lilburne moved, and Mrs. Nilsen seconded, the

	approval of the following resolution: BE IT RESOLVED, that the Board hereby authorizes its President to execute Amendment No. 2 to the Employment Agreement between the BOCES Board and Dr. James M. Ryan, as District Superintendent, which Amendment is dated February 15, 2017. Such Amendment shall be incorporated by reference within the minutes of this meeting. All members present voted aye.
ADJOURNMENT	There being no further business before the Board, Mrs. Mackay moved, and Mrs. Lilburne seconded, that the meeting be adjourned. All members present voted aye and the meeting adjourned at 6:06 pm.

Respectfully submitted,

Mary Lorenzo

Approved: 3/7/17