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

Minutes
September 13, 2016

PRESENT	Richard Kreps, Catherine Lilburne, Anita Feldman, Douglas Glickert, Tina Mackay, Frank Schnecker
EXECUTIVE OFFICER	James M. Ryan, Ed.D.
STAFF	John McCarthy, Lynn Allen, Catherine Balestrieri, Todd Currie, Shelley Fleischmann, Michael Skerritt
CALL TO ORDER AND PLEDGE OF ALLEGIANCE	Mr. Kreps called the meeting to order at 4:30 pm. The Pledge of Allegiance was recited. Mr. Kreps welcomed everyone back to the 2016-2017 school year.
REGULAR MEETING ITEMS 4A	Minutes of the August 16, 2016 – Mrs. Feldman moved, and Mrs. Mackay seconded, the approval of the Minutes of the August 16, 2016 Regular Meeting. All members present voted aye.
EXECUTIVE SESSION	Mrs. Feldman moved, and Mrs. Mackay 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 4:40 pm.
RETURN TO REGULAR SESSION	Mrs. Lilburne moved, and Mr. Glickert seconded, that the Board return to Regular Session. All members present voted aye and the Board returned to Regular Session at 5:12 pm.
CONSENT AGENDA 5A	Dr. Ryan thanked Mary Lorenzo and Tricia Herbold for the business cards for the Board. Dr. Ryan addressed the new table format with the Board. He feels the new format gives everyone a little more space. Mrs. Lilburne moved, and Mrs. Mackay seconded, the approval of the Consent Agenda. All members present voted aye and the following were approved: Contract Approvals

5B	Bid Awards
5C	Surplus Equipment
5D	Initial Service Contracts 2016-2017
5E	Final Service Contracts 2015-2016 (PNW BOCES)
5F	Personnel Report and Addendum A
	RESIGNATIONS AND TERMINATIONS RESIGNATIONS Tammy K. Adams, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 08/31/2016 Jessica P. Albalah, Teaching Assistant, Full Time, 35 hpw (100%) (Special Education, RAHS-Fox Meadow), effective 08/31/2016 Daniel S. Butler, Teaching Assistant, Full Time, 35 hpw (100%) (Special Education, Walden School), effective 08/11/2016 Kristie Campbell, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Pines Bridge School), effective 08/31/2016 Bettina Limongelli, Senior Office Assistant (Automated Systems), Full Time, 35 hpw (100%) (CTE, Tech South), effective 09/16/2016. Michelle E. Louisseize, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Pines Bridge School), effective 08/31/2016 Cynthia O'Donnell, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 08/22/2016 Michael J. Watson, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016 TERMINATION NO POSITION AVAILABLE Classified Staff – I am recommending that the following

	position be abolished and that the services of the following person be terminated effective June 30, 2016: Peter Garcia, Teacher Aide, Part Time, 16.25 hpw (50%) (CTE, Tech Center) CHANGE IN STATUS Sara Fienup, Instructional Support Service Provider – Behavioral Specialist, Full Time, 35 hpw (100%) (RSE-TASC, Projects Building), effective 09/01/2016-01/31/2017. Requesting a Child Care Leave of Absence without pay (previously approved from 03/28/2016-06/30/2016. Bernadine Ordonez, Teaching Assistant, Part Time, 23.45 hpw (67%) and Teacher-Nurse's Assisting, Part Time, 11.55 hpw (33%) (CTE, Tech South), effective 09/01/2016. Was previously Teaching Assistant, Full Time, 35 hpw (100%). Robert Stanford, Teacher, Tenure Area-Science (Physics 7-12), Full Time, 35 hpw (100%) (Per New York State Education Law, Internship Certificates do not qualify an employee for a probationary period leading to a tenured appointment. Employees hired with this certificate commence a probationary period upon receipt of their applicable Initial Certificate) (CTE, Tech Center), effective 09/01/2016. Was previously Teacher-Tenure Area-Science (Physics 7-12), Part Time, 21 hpw (60%) and Teaching Assistant, Part Time, 14 hpw (40%) APPOINTMENTS CERTFICATED 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 fiscal year of the probationary period. Tammy K. Adams, Teacher-Tenure Area-Special Education, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (Special Education, Walden School), effective

	09/01/2016-08/31/2020, Salary $64,897.00 Esmelinda Bucchignano, Teaching Assistant, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (Special Education, Walden School, replacement for Eileen McCutchen), effective 09/14/2016-09/13/2020, Salary $39,806.00 prorated to $38,213.76* Kristie Campbell, Teaching Assistant, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (Special Education, Sunshine Children's Home), effective 09/01/2016-08/31/2020, Salary $48,135.00 Theresa Castellano, Teacher-Tenure Area-General Special Education, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (Special Education), Pines Bridge School, replacement for Dorothy Pascale), effective 09/01/2016-08/31/2020, Salary $65,017.00 Wesley Curtis, Teaching Assistant-Behavioral Specialist (Special Education, Walden School), effective 09/01/2016-06/30/2017, Salary $3,000.00 Shelli Flacinski, Team Leader (Special Education, Speech), effective 09/01/2016-06/30/2017, Salary $3,000.00 Lisa Giacomini-Essell, Alternate Assessment Training Network Specialist Stipend (Special Education), effective 09/01/2016-06/30/2017, Salary $3,000.00 Angela Gilleo, Teacher-Tenure Area-General Special Education, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (Special Education, Blue Mountain Middle School, replacement for William Horan), effective 09/01/2016-08/31/2020, Salary $61,325.00 Michelle Gonzalez-Delgado, Team Leader (Special Education, Walden Learning Center), effective 09/01/2016-06/30/2017, Salary $3,000.00 Matthew Harris, Team Leader (Special Education, Clinician), effective 09/01/2016-06/30/2017, Salary $3,000.00

	Rachel Levenkron, School Social Worker, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (Special Education, Walter Panas High School-Lakeland, replacement for Lynn Uchetel), effective 09/01/2016-08/31/2020, Salary $81,882.00 Kimberly A. Lotz, Team Leader (Special Education, Walden CLASS Program), effective 09/01/2016-06/30/2017, Salary $3,000.00 Michelle E. Louisseize, Teaching Assistant, Full Time, 35 hpw (100%) 4-year Probationary Appointment (Special Education, Pines Bridge School), effective 09/01/2016-08/31/2020, Salary $33,372.00 Heather L. Maenza, School Social Worker, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (Special Education, Walden School, replacement for Joann Fenton Vanasse), effective 09/01/2016-08/31/2020, Salary $70,099.00 Cassandra J. McCarthy, Teacher-Tenure Area-General Special Education, Full Time, 35 hpw (100%) Temporary, Leave Replacement (Special Education, Walden School), effective 09/01/2016-12/31/2016, Salary $68,748.00 prorated to $27,499.20* Nicole Murphy, Supervisor of Special Education, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (Commencing upon receipt of Initial School Building Leader Certificated; Per New York State Education Law, Internship Certificates do not qualify an employee for a probationary period leading to a tenured appointment) (Special Education, RAHS-Fox Meadow, replacement for Fredericka Butler), effective 09/01/2016, Salary $125,000.00 prorated to $104,166.70* Karin Rodrigues, Teacher-Tenure Area-Speech & Hearing Impaired, Full Time, 35 hpw (100%) Temporary, Leave Replacement for Rebecca Santos (Special Education, Walden School), effective 09/01/2016-10/28/2016, Salary $71,927.00 prorated to $14,025.76* Margo Schepart, Team Leader (Special Education, OASIS),

	effective 09/01/2016-06/30/2017, Salary $3,000.00 Andrea Vezos, Alternate Assessment Training Network Specialist Stipend (Special Education), effective 09/01/2016-06/30/2017. Michael J. Watson, Teaching Assistant, Full Time, 35 hpw (!00%) 4-Year Probationary Appointment (Special Education, Walden School), effective 09/02/2016-09/01/2020, Salary $34,725.00 prorated to $34,551.37* APPOINTMENTS CLASSIFIED Scott Bartholdi, Alternate Assessment Training Network Specialist-O/T-Stipend (Special Education), effective 09/01/2016-06/30/2017, Salary $3,000.00 Michael DiTaranto, Teacher Aide, Behavioral Specialist Stipend (Special Education, Walden School), effective 09/01/2016-06/30/2017, Salary $3,000.00 Aubrey Johnson, Team Leader-Crisis Intervention Stipend (Special Education, Walden School), effective 09/01/2016-06/30/2017, Salary $3,000.00 Aubrey Johnson, Teacher Aide, Behavioral Specialist Stipend (Special Education, Walden School), effective 09/01/2016-06/30/2017, Salary $3,000.00 Mariela Ramirez, Teacher Aide, Full Time, 32.5 hpw (100%) probationary appointment to serve a probationary period of 52 weeks (including July and August) which will end on 11/06/2017 (CTE, Tech Center), effective 09/07/2016, Salary $25,084.00 prorated to $24,725.65 Ronald Taffner, Teacher Aide-Behavioral Specialist Stipend (Special Education, Walden School), effective 09/01/2016-06/30/2017, Salary $3,000.00 Christopher A. Totten, Teacher Aide-Behavioral Specialist Stipend (Special Education, RAHS-Fox Meadow), effective 09/01/2016-06/30/2017, Salary $3,000.00

	REAPPOINTMENTS CLASSIFIED Diana McDonnell, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $25,084.00 Maria E. Pryschlak, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $25,084.00 *Pro-rated salary ADDENDUM A CHANGE IN STATUS Patricia McGrath, Occupational Therapist on Schedule, Full Time, 35 hpw (100%) (Special Education, Pines Bridge School), effective 09/01/2016, Was previously Occupational Therapist on Schedule, Part Time, 28 hpw (80%) APPOINTMENTS CLASSIFIED Shweta Bajpai, Application Developer (Internal Title), Full Time, 37.5 hpw (100%) Provisional Appointment (Civil Service Title: Programmer) (Administration-Internal Services, Information Technology-School Services Building, Replacement for James Yoon), effective 09/14/2016, Salary $80,000.00 prorated to $64,205.18* Scott Bartholdi, Team Leader, O/T Stipend (Special Education), effective 09/14/2016-06/30/2017, Salary $3,000.00 prorated to $2,880.00* Meghan D. Condron, Physical Therapist on Schedule, Full Time, 35 hpw (100%) Probationary Appointment from Eligible List #93-134 (Granted Administrative Leave from 09/15/2016 through 09/26/2016) (To serve a 52-week probationary period (excluding July and August) which will end on 11/26/2017) (Special Education, Pines Bridge School), effective 09/27/2016, Salary $75,688.00 prorated to 69,633.00 *

	Samantha J. Jones, Staff Assistant-IT, Full Time, 37.5 hpw (100%) Provisional Appointment (Administration-Internal Services, Information Technology-School Services Building), effective 09/30/2016, Salary $55,554.00 prorated to $41,879.17* Digna C. Tenesaca, Teacher Aide, Full Time, 32.5 hpw (100%) probationary appointment; to serve a probationary period of 52 weeks (excluding July and August) which will end on 11/13/2017 (CTE, Tech Center), effective 09/14/2016, Salary $25,084.00 prorated to $24,128.40* REAPPOINTMENTS CLASSIFIED Peter Garcia, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Local School Buildings), effective 09/14/2016, Salary $41,350.00 prorated to $39,774.72* *Pro-rated salary
5G	Hourly/Per Diem Personnel Report Adams, Tammy, Teacher-Special Assignment, Hourly, $35.00, effective 07/01/2016 Anderson, Valencia, Adult/Continuing Education Instructor, Hourly, $41.09, effective 09/02/2016 Chiara, John, ESY Teaching Assistant as Substitute Teacher, Daily $30.00, effective 07/05/2016 Corso, Antonella, Adult Literacy Instructor-Hourly, $37.00, effective 9/01/2016 Damiano, Kelly, ESY School Nurse, Daily, $274.00, effective 07/21/2016-08/15/2016 Flacinski, Shelli, Teacher-Special Assignment, Hourly, $35.00, effective 07/01/2016 Gonzalez-Delgado, Michelle, Teacher-Special Assignment, Hourly, $35.00,effective 07/06/2016 Henkin, Carole, ESY Teacher Aide, Daily, $107.00, effective 07/25/2016-08/15/2016 Keenan, Amanda, Teacher-Special Assignment, Hourly $35.00, effective 08/29/2016 La Bianco-Tessler, Deanna, Adult/Continuing Education Instructor, Hourly, $35.00, effective 09/14/2016

	Law, Wanda, Adult Literacy Instructor, Hourly, $37.00, effective 09/01/2016 Lopreato, Mary Ellen, Teacher-Special Assignment, Hourly, $37.00, effective 07/06/2016 Narad, Paul, Adult/Continuing Education Instructor-Hourly, $35.00, effective 09/14/2016 Orellana, Vanessa, Food Service Helper, Hourly, $13.90, effective 09/06/2016 Paganelli, Leanne, Adult/Continuing Education Instructor, Hourly, $37.00, effective 09/12/2016 Perry, Brenda, Adult/Continuing Education Instructor, Hourly, $35.00, effective 09/14/2016 Schild, Raina, Teacher-Special Assignment, Hourly, $35.00, effective 08/03/2016 Schneider, Carolyn, Teacher-Special Assignment, Hourly, $35.00, effective 07/06/2016 Schwartz-Sapeta, Catherine, Adult Literacy Instructor, Hourly, $37.00, effective 09/01/2016 Valenti, Kenneth, Public Relations Assistant, Hourly, $37.00, effective 09/06/2016 Wilson, Latoya, Food Service Helper, Hourly, $13.90, effective 09/06/2016 Zamlowski, Jessica, Teacher-Special Assignment, Hourly, $35.00, effective 07/01/2016 CHANGE IN STATUS Pappas, Ellen, Adult/Continuing Education Instructor, Hourly, effective $41.10, effective 09/12/2016 Change in Rate of pay from $37.00 per hour to $41.10 per hour to reflect teaching of Licensed Practical Nursing II ADDENDUM DeSilva, Rui, Adult/Continuing Education Instructor, Hourly, $36.00, effective 09/27/2016 Loverro, Claire, Adult Education Instructor, Hourly, $37.00, effective 09/15/2015
5H	Substitute Hourly/Per Diem Personnel Report Babcock, Janet, Substitute Teacher, Daily, $95.00, effective 09/01/2016 Jackson, Adriane, Substitute Teacher Aide, Daily, $75.00,

	effective 09/01/2016 Lull, Megan, Substitute Teacher Aide, Daily, $75.00, effective 09/02/2016 McCutchen, Eileen, Substitute Teacher Aide, Daily, $75.00, effective 09/01/2016 Paone, Antonio, Substitute Teacher Aide, Daily, $75.00, effective 09/14/2016 Rinaldi, Julie, Substitute Teacher Aide, Daily, $75.00, effective 09/02/2016 Seidel, Kerry, Substitute Teacher Aide, Daily, $75.00, effective 09/02/2016
5I	Board Clerk Stipend Resolution
5J	Proposed Professional Development Plan 2016-2017
REQUESTS FOR GENERAL BOARD ACTION	
6A	Approval of Regional Crisis Team Members – Mrs. Lilburne moved, and Mrs. Mackay seconded, the approval of the Reginal Crisis Team Members. Dr. Allen commented that the team consists of committed voluntary representatives from our component districts, local agencies and retirees who are honored to serve. Mr. Kreps said he is very happy that we have the Regional Crisis Team. Dr. Ryan mentioned that as a component Superintendent it was comforting to know that the Regional Crisis Team was immediately available for districts in need.
6B	PEPPM Resolution – Mrs. Feldman moved, and Mr. Schnecker 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 WHERAS, the amendment provided that those contracts be let to the lowest responsible bidder or 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 Cooperative 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. Mr. Currie mentioned that Meilisa Arlt, Purchasing Agent, has been working very hard to expand our ability to source materials.
6C	Amendment to Agreement between K12 Insight and PNW BOCES – Mrs. Mackay moved, and Mr. Schnecker seconded, the approval of this agreement. All members present voted aye.
NEW BUSINESS	
7A	Board Vacancy – The Board reviewed Mrs. Aversano's letter of resignation which has been accepted by the Board Clerk. Mr. Kreps said he was very sorry to see Carolyn leave the Board. There was a brief discussion regarding next steps in the process. Dr. Ryan shared a draft letter with the Board notifying our component Board members of the vacancy. The Board agreed that the letter should be sent to all component Board members. The Board will make a decision about moving forward at their meeting in October.
7B	NYSSBA Proposed Bylaw Amendments and Resolutions 2016 – Mr. Kreps asked everyone to review the proposed amendments and resolutions for further discussion at the October Board meeting. Mr. Schnecker attended the WPSBA Resolutions meeting and he will forward notes from the meeting to the Board.
7C	NYSSBA Voting Delegate – Mrs. Mackay moved, and Mr. Schnecker seconded, the nomination of Mr. Kreps as NYSSBA Voting Delegate. All members present voted aye.
7D	Budget Parameters 2017-2018 – Mr. Currie reviewed the Draft Budget Parameters for 2017-2018 with the Board. These parameters will set the direction for our administrators as they begin the budget development process. The Board offered several suggestions to Mr.

	Currie. Dr. Ryan reminded everyone that we have a Budget Work Session scheduled for November 1. At that time, if the Board has no objections, we will move ahead with the proposed budget. Dr. Ryan thanked Mr. Currie for putting the 2017-2018 Budget Parameters together.
7E	Draft Audit Committee Minutes, July 6, 2016 – Received and acknowledged. Mr. Currie reminded everyone that an Audit Committee meeting is scheduled for October 5.
DISTRICT SUPERINTENDENT'S UPDATE	
	Dr. Ryan commented that he was very impressed with the written administrative reports.
9A	Opening Day Overview – Dr. Ryan reported that we had a very smooth opening. Students arrived on Friday, Tuesday and Wednesday. Opening Day for staff on September 2, was great. Dr. Ryan expressed his thanks to Mike Skerritt and his staff. Dr. Ryan attended the opening of the new culinary program at Tilly Foster Farm on September 13. He is very pleased with the facility and this new relationship with Putnam County. Mr. Kreps represented the Board at Opening Day for staff. He had the opportunity to tour Building E and was very impressed. He suggested that other Board members take a tour as well. Dr. Ryan expressed his thanks to Dr. Allen and Ms. Herbold for the Welcome Back bulletin board.
9C	BOCES Priority Areas/Goals (Draft) – Dr. Ryan used a PowerPoint to present the draft Priority Areas and Goals 2016-2017. After conversations at the Board Retreat in August, Dr. Ryan met with John McCarthy, Lynn Allen, Todd Currie and Mike Skerritt to refine the priority areas and goals. He began by reviewing each of the priority areas and provided the Board with examples of the work that has already begun. A question and answer period followed. Mr.

	Kreps thanked Dr. Ryan for his presentation.
FINAL COMMENTS FROM THE BOARD	Mr. Schnecker said he is very impressed with all that is going on at BOCES. Good things are happening and he is very excited. Mr. Glickert is also excited and said it is great to have Mr. Schnecker on the Board.
ADJOURNMENT	There being no further business before the Board, Mrs. Lilburne moved, and Mrs. Mackay seconded, that the meeting be adjourned. All members present voted aye and the meeting adjourned at 6:42 pm.

Respectfully submitted,

Mary Lorenzo

Approved: 10/19/16