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

Minutes
October 19, 2016

PRESENT	Richard Kreps, Douglas Glickert, Tina Mackay, Frank Schnecker
EXECUTIVE OFFICER	James M. Ryan, Ed.D.
STAFF	John McCarthy, Lynn Allen, Catherine Balestrieri, Todd Currie, Fred Ende, Shelley Fleischmann, Michael Skerritt
GUEST	Jeffrey Mester
CALL TO ORDER AND PLEDGE OF ALLEGIANCE	Mr. Kreps called the meeting to order at 4:51 pm. The Pledge of Allegiance was recited. Mr. Kreps commented on the Capital Project Bulletin Board. Dr. Ryan mentioned that a Capital Project presentation will occur later in the meeting.
EXECUTIVE SESSION	Mr. Glickert 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 4:55 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 5:04 pm.
PRESENTATION OF INDEPENDENT AUDIT	Mr. Currie introduced Joseph Heroux from the Bonadio Group who was present to give an overview of the firm's independent audit reports and answer any questions. Mr. Heroux began by thanking Mr. Currie and the Business Office staff for their cooperation. He then reviewed the Financial Statements and Required Reports and the ExtraClassroom Activity Funds. The auditor's opinion is that the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, business type activities and each major fund of the BOCES as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows, thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

	Mr. Kreps and Dr. Ryan thanked Mr. Heroux and the Audit Committee (Anita Feldman, Catherine Lilburne and Tina Mackay) for providing us with a clear understanding of the audit process and the results.
BOARD RECOGNITION	In honor of School Board Recognition month, Dr. Ryan expressed his thanks and appreciation to our Board for their commitment and dedication to the children in our region. He read a Proclamation from Governor Andrew M. Cuomo and presented each of them with a token of our appreciation.
REGULAR MEETING ITEMS	
6A	Approval of Minutes of September 13, 2016 – Mrs. Mackay moved, and Mr. Schnecker seconded, the approval of the Minutes of the September 13, 2016 Regular Meeting. All members present voted aye.
6B	Comments and Questions from Audience – Mr. Mester expressed his thanks and appreciation to the Board members for their service.
6C	Acknowledgement of Treasurer's Report for June 2016 – Received and acknowledged.
CONSENT AGENDA	Mr. Schnecker moved, and Mr. Glickert seconded, the approval of the Consent Agenda. All members present voted aye and the following were approved:
7A	Initial Service Contracts
7B	Bid Awards
7C	Special Aid Projects 1st Quarter Report
7D	Surplus Equipment
7E	Donations
7F	Professional Service Contracts
7G	Personnel Report and Addendum A RESIGNATIONS AND TERMINATIONS RESIGNATIONS Evelyn D. Case, Senior Office Assistant (Automated Systems), Full Time, 35 hpw (100%) (Administration-Management Services, Risk and Safety Management), effective 01/31/2017

	Jay D. Ferris, Maintenance Mechanic (Buildings), Full Time, 37.5 hpw (100%) (Operations & Maintenance, O&M-Garage), effective 10/28/2016 Kristen C. O'Hara, Naturalist (Madden Outdoor Education Center), Full Time, 35 hpw (100%) (Curriculum & Instructional Services, Madden-Carmel), effective 09/30/2016 Anita R. Worth, Teaching Assistant, Full Time, 35 hpw (100%) (Special Education, Sunshine Children's Home), effective 10/14/2016. CHANGE IN STATUS Karina Rodrigues, Teacher-Tenure Area-Speech & Hearing Impaired, Part Time, 17.5 hpw (50%) and Teacher-Tenure Area-Speech & Hearing Impaired. Temporary, Leave Replacement, 17.5 hpw (50%) (Leave Replacement continues through 10/28/2016) (Special Education, Walden School), effective 10/20/2016-06/30/2017. Was previously Teacher-Speech & Hearing Impaired, Full Time, 35 hpw (100%) Temporary, Leave Replacement for Rebecca Santos from 09/01/2016 through 10/28/2016 Kristen M. Rovello, Occupational Therapist on Schedule, Full Time, 35 hpw (100%) (Special Education, Pines Bridge School, additional 20% FTE as leave replacement for Roberta Trotta), effective 10/26/2016-12/23/2016. Was previously Occupational Therapist on Schedule, Part Time, 28 hpw (80%). 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.

	Valencia O. Anderson, Adult Education Instructor-Annualized, Full Time, 37.5 hpw (100%) (CTE, Tech Center, replacement for Judy Gromer), effective 10/20/2016-06/30/2017. $61,650.00 prorated to $48,395.25* Sharlene Bass, Mentor (Administration-Internal Services), effective 09/01/2016-06/30/2017, Salary $1,000.00 Karen Carey, Mentor (Administration-Internal Services), effective 09/01/2016-06/30/2017, Salary $1,000.00 Stacey C. Chiarella, Team Leader-Fox Meadow (Special Education), effective 09/23/2016-06/30/2017, Salary $3,000.00 prorated to $2,790.00* Josephine A. Scala, Mentor Teacher Intern Program Coordinator (60%) (Administration-Internal Services), effective 09/01/2016-06/30/2017, Salary $5,000.00 prorated to $3,000.00* APPOINTMENTS CLASSIFIED William J. Ambos, 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 12/16/2107 (Special Education, Walden School), effective 10/17/2016, Salary $26,718.00 prorated to $23,282.82* Suzanne M. Barnett, 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 11/22/2017 (Special Education, Walden School), effective 09/23/2016, Salary $25,084.00 prorated to $23,292.30* Christy Cecera, 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 12/19/2017 (Special Education), effective 10/20/2016. Salary $25,084.00 prorated to $21,022.80*

	Alexandra Coello, 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 11/22/2017) (Special Education, Walden School), effective 09/23/2017, Salary $25,084.00 prorated to $23,292.30* Megan M. King, Office Assistant (Automated Systems), Full Time, 35 hpw (100%) Probationary Appointment from Eligible List #02-140 (Granted an administrative leave from 10/09/2016 through 10/31/2016); to serve a probationary period of 52 weeks which will end on 10/31/2017 (RSE-TASC, Projects Building), effective 11/01/2016, Salary $40,370.00 prorated to $26,913.36* Megan F. Lull, 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 11/22/2017 (Special Education, Walden School), effective 09/23/2016, Salary $25,084.00 prorated to $23,292.30* Justin Lundstedt, Occupational Therapist on Schedule, Full Time, 35 hpw (100%) Probationary Appointment; to serve a 52-week probationary period (excluding July and August) which will end on 12/16/2017 (Special Education, Walden School), effective 10/17/2016, Salary $92,991.00 prorated to $80,902.14* Julie Rinaldi, 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 12/19/2017 (Special Education, Pines Bridge School), effective 10/20/2016, Salary $25,084.00 prorated to $21,022.80* Kerry B. Seidel, 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 12/19/2017 (Special Education, Pines Bridge School), effective 10/20/2016, Salary $25,084.00 prorated to $21,022.80* REAPPOINTMENTS CLASSIFIED

	Margaret M. Mullarkey, Teacher Aide, Part Time, 10.73 hpw (33%) (CTE, Tech Center), effective 10/20/2016, Salary $25,084.00 prorated to $6,937.53* ADDENDUM A APPOINTMENT 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 fiscal year of the probationary period. Joseph DeCicco, Teacher-Tenure Area-Computer Technology 7-12, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (CTE, Tech Center, replacement for Douglas Geer), effective 10/20/2016-10/19/2020, Salary $70,099.00 prorated to $58,883.20* APPOINTMENTS CLASSIFIED Mary Ellen A. Cassidy, Senior Office Assistant (Automated Systems), Full Time, 35 hpw (100%) Probationary Appointment from Eligible List #02-416; to serve a 52-week probationary period which will end on 10/23/2017 (CTE, Tech South, replacement for Bettina Limongelli), effective 10/24/2016, Salary $46,419.00 prorated to $32,017.18* Laura B. Collins, 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 12/19/2017 (Special Education, Fox Meadow), effective 10/2/2016, Salary $25,084.00 prorated to $21,022.80* *Prorated salary
7H	Hourly/Per Diem Personnel Report

	Freeman, Carmen, Literacy Instructor-Hourly, $37.00, effective 09/20/2016 Lonce, Anna, Adult/Continuing Education Instructor-Hourly, $37.00, effective 10/20/2016 O'Sullivan, Terry, Sr. Office Assistant (Auto Systems) – Hourly, $36.30, effective 10/24/2016 Wilson, Jeanne, Food Service Helper-Hourly, $14.75, effective 10/13/2016
7I	Substitute Hourly/Per Diem Personnel Report and Addendum Ammann, Lynn A., Substitute Teacher-Daily, $95.00, effective 09/23/2016 Ammann, Lynn A., Substitute Teacher Aide-Daily, $75.00, effective 09/23/2016 Ammann, Lynn A., Substitute Teaching Assistant, Hourly, $85.00, effective 09/23/2016 Cecera, Christy, Substitute Teacher Aide, Daily, $75.00, effective 09/23/2016 Cooper, Deborah, Substitute Teacher-Daily, $95.00, effective 09/15/2016 Dannenhoffer, Kathleen, Substitute Teacher Aide, Daily, $75.00, effective 10/12/2016 Mitten, Ryan D., Substitute Teacher-Daily, $95.00, effective 10/20/2016 Mitten, Ryan D., Substitute Teaching Assistant-Daily, $85.00, effective 10/20/2016 Addendum Arlene Blake, Substitute Teacher Aide, Daily, $75.00, effective 10/20/2016 Edmund Fowler, Teacher-Special Assignment-Daily (Retiree), $437.48, effective 10/24/2016 Mr. Kreps noted our two very generous donations.
REQUESTS FOR GENERAL BOARD ACTION	
8A	Final Supplemental Budget Amendment for 2015-2016 – Mrs. Mackay moved, and Mr. Schnecker seconded, the approval of the Final Supplemental Budget Amendment for 2015 – 2016. All members present voted aye.

8B	Resolution to Accept Independent Audit – Mr. Schnecker moved, and Mrs. Mackay seconded, the approval of the following resolution: RESOLVED, that the audit reports submitted by Bonadio & Co. LLP, Certified Public Accountants, entitled "Financial Statements and Required Reports Under the Uniform Guidance as of June 30, 2016", and "Extraclassroom Activity Funds, for the year ended June 30, 2016, together with the Independent Auditor's Report", are hereby accepted. All members present voted aye.
8C	GTS Construction Change Order CO-01 (Building A) – Mrs. Mackay moved, and Mr. Glickert seconded, the approval of GTS Construction Change Order CO-01. All members present voted aye.
8D	RLJ Electric Corp. Change Order EC-01 (Building B) – Mrs. Mackay moved, and Mr. Schnecker seconded, the approval of RLJ Electric Corp. Change Order EC-01 (Building B). All members present voted aye.
8E	Revised Agreement between Frontline and PNW BOCES for AESOP. Mr. Glickert moved, and Mrs. Mackay seconded, the approval of the Revised Agreement between Frontline and PNW BOCES for AESOP. All members present voted aye.
8F	Correcting Resolution for Bid Award #1617-20 – Mr. Kreps moved, and Mrs. Mackay seconded, the approval of the following resolution: WHEREAS, the Putnam Northern Westchester Board of Education (hereinafter referred to as the "Board") advertised for bids for Bid #1617-20 (Science Hardware and Art Supplies) (hereinafter referred to as "the bid"); and WHEREAS, on August 16, 2016 the Board awarded the bid to several vendors based on the unit price; and WHEREAS, Sempco, Inc., submitted a bid for Science Hardware and Art Supplies on a timely basis but it was omitted from the bid award, BE IT RESOLVED, that Bid #1617-20 (Science Hardware and Art Supplies) recommendations approved by the Board at the August 16, 2016 Board Meeting is hereby amended in accordance with the recommendations listed below:

Vendor	# of Items Awarded	# of Items Current	Previously Awarded	Current Award
VWR Funding , Inc.	17	7	$3,011.46	$1,090.84
Metco Supply, Inc.	21	11	$11,170.49	$6,123.04
Fisher Science Education	16	4	$27,088.75	$3,777.50
School Specialty, Inc.	30	23	$13,914.89	$11,015.15
Sempco, Inc.		68		$52,352.04
S&S Worldwide	8	5	$62,403.96	$77,007.62
Bid Totals	**92**	**118**	**$117,589.55**	**$77,007.62**

All members present voted aye.

8G Affiliation Agreement between Connecticut Weather Center, Inc., and PNW BOCES for the purpose of offering school districts CT Weather services – Mrs. Mackay moved, and Mr. Glickert seconded, the approval of this agreement. All members present voted aye.

8H Memorandum of Understanding between Teachers College (The Reading and Writing Project Network) and PNW BOCES (Hudson River Teacher Center) – Mr. Glickert moved, and Mr. Schnecker seconded, the approval of this MOU. All members present voted aye.

8I Affiliation Agreement between Anonymous Alerts, LLC and PNW BOCES – Mr. Kreps moved, and Mrs. Mackay seconded, the approval of this agreement. All members present voted aye.

8J Mahopac Falls Academy Agreement – Mr. Kreps moved, and Mr. Schnecker seconded, the approval of this agreement. All members present voted aye.

Mr. Kreps mentioned that he had the opportunity to visit this program last spring and he was so impressed. He is very proud of this program and encouraged other Board members to visit. Dr. Ryan said he will be visiting soon. If anyone is

	interested in joining him, they should let Mary know. Another visit to Tilly Foster will also be scheduled.
8K	Skills USA Charter – Mr. Schnecker moved, and Mr. Glickert seconded, the approval of the Skills USA Charter. All members present voted aye.
8L	Medical Examination Resolution – Mrs. Mackay moved, and Mr. Schnecker 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. 1688, 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. 1688 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.
NEW BUSINESS	
9A	Extraclassroom Activity Fund Cash Journal – Received and acknowledged.
9B	Draft Audit Committee Minutes, October 2016 – Received and acknowledged.
9C	Final Audit Committee Minutes, July 2016 – Received and acknowledged. Mrs. Mackay mentioned that the Audit Committee decided to share the draft minutes to assure transparency. Mr. Schnecker said it was a great idea and thanked Mrs. Mackay and the Audit Committee. Dr. Ryan said it is a very thorough and effective format.
9D	Professional Service Contract Status Report – Mr. Currie reported that this is an update on the contracts that were originally presented to the Board in July 2016.
9E	Professional Service Contract Increases – Mr. Schnecker

	moved, and Mrs. Mackay seconded, the approval of the Professional Service Contract Increases. These vendors have exceeded or are approaching the amount that was approved for them in July. Dr. Ryan said that this process gives the Board an idea of who we are doing business with. It also increases transparency and saves time. Mrs. Mackay would like the format updated to include the nature of the activity. All members present voted aye.
9F	Claims Audit Reports for June, July and August 2016 – Received and acknowledged. Mr. Currie mentioned that the RFP for a Claims Auditor is due back on Monday, October 24, 2016.
9G	Presentation of Proposed New Positions – Dr. Ryan began by telling the Board that he asked our central administration to come back to the Board with more details on the proposed new positions that were discussed with them in July. Mr. McCarthy used a PowerPoint to review each of the positions with the Board. A lengthy discussion followed. Mr. Kreps suggested that since we were down two members that the Board wait until the November 1 meeting to discuss and act on these new positions.
9H	Resolution to Reimburse Administrators for Personal Cell Phone Usage – Mr. Currie presented this resolution to offer administrators the option of using the BOCES cell phone plan or receiving reimbursement for using their personal cell phones for BOCES business. The monthly reimbursement rate of $40.00 is in line with what BOCES pays for their plan. A lengthy discussion followed and it was decided that this item be discussed again at the November 1 meeting. Mrs. Mackay asked John McCarthy and/or Todd Currie to follow-up with David Shaw regarding any changes/additions to our existing policy.
OLD BUSINESS	
10A	NYSSBA Resolutions Discussion – DS Salary Cap Resolution – Mr. Schnecker reviewed the 2016 NYSSBA Proposed Resolutions Worksheet from the WPSBA meeting with the Board. Dr. Ryan addressed the proposed DS Salary Cap resolution that was shared with all BOCES Boards in June. The previous resolution is sun setting this year, requiring a new

	resolution to be passed at the NYSSBA Annual meeting in order to continue advocacy by NYSSBA. Mr. Kreps suggested discussing this with the full Board at the November 1 meeting. Mr. Kreps informed the Board about another situation regarding DS salary. SED has been withholding the state portion of the DS salary for the new District Superintendents. Mr. Kreps reminded the Board that we are contractually obligated to fulfill the full salary. Mr. Schnecker suggested writing a letter to SED. Mr. Kreps suggested that this item be discussed again at the November 1 meeting.
10B	Update on Board Policy Committee – Mr. McCarthy reported that we have some unfinished policies that will be presented to the Board in December. He asked how the Board would like to proceed with updates since we have recently completed a full review. Mrs. Mackay suggested following up with Erie 1 and/or David Shaw on what we need and what's new. This item will be discussed again with the full Board.
DISTRICT SUPERINTENDENT'S UPDATE	
11A	Dr. Ryan updated the Board on some recent events. He attended the CSA Retreat on October 13. He thanked John McCarthy and Lynn Allen for their work on this very positive, well attended event. Planning has begun with the Garrison Board of Education for an upcoming Board retreat. Dr. Ryan, John McCarthy and Lynn Allen met with the Katonah Board on October 13 regarding CTE offerings. Three students will be honored at Student of Distinction ceremonies in Yorktown and Somers for October. The ESSA Forum on October 19 was successful and well attended.
11B	Capital Project Update – Mr. McCarthy used a PowerPoint to update the Board on our Capital Project which is coming to an end. During the presentation, Mr. McCarthy unveiled the plans for the main reception area. The Board was delighted. Mr. Kreps suggested adding privacy partitions for cell phone conversations.
FINAL COMMENTS FROM THE	Mr. Mester said he had a few questions but would email

AUDIENCE	them to John McCarthy.
ADJOURNMENT	There being no further business before the Board, Mrs. Mackay moved, and Mr. Schnecker seconded, that the meeting be adjourned. All members present voted aye and the meeting adjourned at 7:48 pm.

Respectfully submitted,

Mary Lorenzo

Approved: 11/9/16