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

Minutes
December 13, 2016

PRESENT	Richard Kreps, Anita Feldman, Douglas Glickert, Tina Mackay, Mary Cay Nilsen, Frank Schnecker (arrived 5:06 pm)
EXECUTIVE OFFICER	James M. Ryan, Ed.D.
STAFF	John McCarthy, Lynn Allen, Todd Currie, Marla Gardner, Shelley Fleischmann, Michael Skerritt
GUESTS	Jeffrey Mester, Michael Sellet, Carol Sneyd
CALL TO ORDER AND PLEDGE OF ALLEGIANCE	Mr. Kreps called the meeting to order at 4:41 pm. The Pledge of Allegiance was recited.
MOMENT OF SILENCE	Mr. Kreps asked for a moment of silence in honor of Sarah Rubin, a student from Sunshine Children's Home. Sarah passed away recently. She was only five years old.
EXECUTIVE SESSION	Mrs. Nilsen 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 4:44 pm.
RETURN TO REGULAR SESSION	Mrs. Feldman moved, and Mrs. Nilsen seconded, that the Board return to Regular Session. All members present voted aye and the Board returned to Regular Session at 5:09 pm.
REGULAR MEETING ITEMS	
3A	Approval of Minutes of November 1, 2016 – Mr. Glickert moved, and Mrs. Nilsen seconded, the approval of the Minutes of the November 1, 2016 Regular Meeting. All members present voted aye.
3B	Approval of Minutes of November 9, 2016 – Mrs. Mackay moved, and Mr. Schnecker seconded, the approval of the Minutes of the November 9, 2016 Regular Meeting. All members present voted aye.
3D	Acknowledgement of Treasurer's Reports for September

	and October 2016 – Received and acknowledged.
PRESENTATION	Michael Sellet, Regional Safety Coordinator, and Carol Sneyd, Regional Safety Technician, were present to provide the Board with a Risk and Safety update. Mr. McCarthy began by introducing Mr. Sellet and Ms. Sneyd. Cynthia Braden, Senior Office Assistant, provides administrative support to the department. John is very proud that in the past year the department has seen a 55% increase in services. Hard work, dedication and a "we can do that" attitude has really worked for Risk and Safety. Mr. Sellet used a PowerPoint to provide the Board with some history and highlight a few services. A brief question and answer period followed. Mr. Sellet thanked the Board for the opportunity to present.
CONSENT AGENDA	Mrs. Nilsen moved, and Mrs. Mackay seconded, the approval of the Consent Agenda. Mr. Schnecker asked if the prior encumbrance listed on the Professional Service Contract was additional or included in the total amount. Dr. Allen replied that it was additional since the vendor provides professional development services to us and to our component districts. The money will only be expended if the service is requested. All members present voted aye and the following were approved: 4A Professional Service Contract 4B Donations 4C Surplus and Obsolete Equipment 4D Personnel Report RESIGNATIONS AND TERMINATIONS RESIGNATIONS Eric Giancola, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 12/02/2016 Heidy I. Jobs, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Lincoln Titus Elementary School), effective 12/09/2016 Mona Kelly, Bookkeeper, Full Time, (100%)

	(Administration-Internal Services, Business Office-School Services Building), effective 12/13/2016 CHANGE IN STATUS Stacey C. Chiarella, Mentor (Administration-Internal Services), effective 09/01/2016-06/30/2017. Change in effective date from 11/10/2016-09/01/2016. Vincent W. DiTaranto, Teaching Assistant, Full Time, 35 hpw (100%) (CTE, Tech Center), effective 11/13/2016. Military Leave without Pay extended from 11/13/2016-return date undetermined: Previous Military & Personal Leave with Pay: 9/19/2016-10/28/2016; Military leave without Pay: 10/29/2016-11/12/2016 Karina Rodrigues, Teacher-Tenure Area-Speech & Hearing Impaired, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (Special Education, Walden School), effective 12/05/2016-12/04/2020. Was previously 50% Leave Replacement through 12/04/2016 & 50% Part Time through 06/30/2017 Kristen M. Rovello, Occupational Therapist on Schedule, Part Time, 28 hpw (80%) (Special Education, Pines Bridge School), effective 10/26/2016-12/23/2016. Change in status from 100% to 80%; No longer filling an additional 20% FTE as leave replacement for Roberta Trotta from 10/26/2016 through 12/23/2016; Positon for 2016-2017 school year remains as Occupational Therapist on Schedule, Part Time, 28 hpw (80%). Rebecca Santos, Teacher-Tenure Area-Speech & Hearing Impaired, Full Time, 35 hpw (100%) (Special Education, Walden School), effective 12/05/2016-12/11/2016. Requesting a Child Care Leave of Absence without Pay. 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. Jarret S. Babcock, Teacher-Tenure Area-Welding 7-12, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (CTE, Tech Center), replacement for Giovanni Petriccione), effective 12/14/2016-12/13/2020, Salary $55,082.00 prorated to $35,252.48* Alana Donohue, Mentor (Administration-Internal Services), effective 11/14/2016-06/30/2017, Salary $1,000.00 prorated to $760.00* Kimberly A. Lotz, Mentor (Administration-Internal Services), effective 11/14/2016-06/30/2017, Salary $1,000.00 prorated to $760.00* APPOINTMENTS CLASSIFIED Regina P. Connolley, 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 02/18/2018 (Special Education, Walden School), effective 12/19/2016, Salary $26,718.00 prorated to $16,666.95* Kathleen Dannenhoffer, 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 02/13/2018 (Special Education, Walden School), effective 12/14/2016, Salary $26,718.00 prorated to $17,048.64* Mona Kelly, Treasurer, Full Time, 37.5 hpw (100%) Exempt Appointment (Non-Represented Classified, Non-Supervisory); to serve a probationary period of 52 weeks which will end on 12/13/2017 (Administration-Internal Services, Business Office-School Services Building, replacement for Robert Patterson), effective 12/14/2016. Salary $78,000.00 prorated to $42,800.00*

	Catherine T. Leist, Naturalist (Madden Outdoor Education Center), Full Time, 35 hpw (100%) Provisional Appointment (Curriculum & Instructional Services, Madden-Carmel, replacement for Kristen O'Hara, effective 11/28/2016, Salary $33,854.00 prorated to $20,138.82* Amy L. Michaud-Wells, Job Development Specialist, Full Time, 37.5 hpw (100%) Provisional Appointment (Non-Represented, Classified, Non-Supervisory) CTE, Tech Center), effective 12/14/2016, Salary $55,000.00 prorated to $30,179.45* Bridget Onorino, 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 01/28/2018 (Special Education, Somers Intermediate School), effective 11/29/2016, Salary $25,084.00 prorated to $17,797.70* Patricia Rappa, Occupational Therapist on Schedule, Full Time, 35 hpw (100%) Probationary Appointment from Eligible List #93-133; to serve a probationary period (excluding July and August) which will end on 02/13/2018) (Special Education, Walden School, effective 12/14/2016, Salary $71,739.00 prorated to $45,913.00* *Prorated salary
4E	Hourly Per Diem Personnel Report RESIGNATION Sarli, Paul, Science Kit Assembler I and Messenger, Hourly, effective 12/25/2016 APPOINTMENTS Cami, Alexandra, School Psychologist Daily, $275.00, effective 12/14/2016 Collins, Susan, Clinical Instructor, Hourly, $46.00, effective 11/01/2016 Dietz-Samudio, Jenny, School Psychologist-Daily, $790.00,

	effective 12/14/2016 Lopez, Fernando, Cleaner-Hourly (Snow), $17.65, effective 11/21/2016 Manuel Castro, Kennyt, Cleaner-Hourly (Snow), $17.65, effective 11/21/2016 Orozco, William, Cleaner-Hourly (Snow), $18.75, effective 11/21/2016 Phillips, Patrick, Cleaner-Hourly (Snow), $17.65, effective 11/21/2016 Robson, Robert, Cleaner-Hourly (Snow), $18.75, effective 11/21/2016 Stelluti, Tyler, Cleaner-Hourly (Snow), $18.20, effective 11/21/2016 Tintin, Luis, Cleaner-Hourly (Snow), $18.75, effective 11/21/2016 Vazquez, Nicole, School Psychologist-Daily, $350.00, effective 12/14/2016 Zastenchik, Gregory, Cleaner-Hourly (Snow), $17.65, effective 11/21/2016 Substitute Hourly Per Diem Personnel Report
4F	Carey, Connor, Substitute Teacher Aide, Daily, $75.00, effective 11/21/12016 Cooper, Deborah, Substitute Teaching Assistant, Daily, $85.00, effective 10/27/2016 Mahoney, Christine, Substitute Teacher-Daily, $110.00, effective 11/28/2016 Morais, Ariana, Substitute Teacher Aide, Daily, $75.00, effective 12/14/2016 Pyburn, Laurie, Substitute School Social Worker, Daily, $305.00, effective 12/14/2016 Mr. Kreps offered his congratulation to Mona Kelly and welcomed her to the position of Treasurer. Mrs. Mackay reminded Mary to update our Policy Manual with our new Treasurer's name.
REQUESTS FOR GENERAL BOARD ACTION	
5A	Classroom Agreement Mahopac CSD – Mrs. Feldman moved, and Mr. Glickert seconded, the approval of the Classroom Agreement with Mahopac CSD. All members

	present voted aye. Mr. Kreps mentioned that this agreement is for the Falls Academy program. He suggested that all Board members take the time to visit this amazing program. Mrs. Feldman would like to schedule a spring visit to Sunshine Children's Home.
5B	Agreement between Bank Street College of Education and PNW BOCES (FSLA) – Mrs. Feldman moved, and Mrs. Mackay seconded, the approval of this agreement. All members present voted aye.
5C	Amendment to the Agreement between Pace University and PNW BOCES for the purpose of continuing to offer certification programs for School District Business Leaders – Mrs. Feldman moved, and Mrs. Nilsen seconded, the approval of this agreement. All members present voted aye.
NEW BUSINESS	
6A	First Reading of Policies – Mr. Kreps asked if anyone had any questions or concerns. Mrs. Mackay asked why there was such a gap between the final review of the Policy Manual in June and the first reading of these policies. Mr. McCarthy said several policies had to be vetted by our attorney. Mrs. Mackay asked how we were going to proceed with future updates and Dr. Ryan said we would revisit this again at our meeting on January 17, 2017.
6B	Claims Auditor Appointment – There was a discussion about maybe using a different model for next year and the possibility of offering this service to our districts. Mr. Schnecker moved, and Mrs. Nilsen 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 & Fillipone, LLP as the District's internal 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.
6C	OSC Corrective Action Plan – Mrs., Feldman moved, and Mr. Schnecker seconded, the approval of the OSC Corrective Action Plan. Mrs. Feldman commented that it was very well done. All members present voted aye.
6D	Internal Audit Report Summary – Mr. Currie asked if anyone had any questions. The Board will be asked to take action on the Audit Report at the January 17, 2017 Board meeting. Mrs. Feldman was very pleased with the summary format.
6E	Claims Audit Report October 2016 – Received and acknowledged. Mrs. Mackay asked why there were no checks for Warrant 28. Mr. Currie replied it was an electronic payment.
6F	Appointment of Chief Emergency Officer – Mr. Schnecker moved, and Mrs. Feldman seconded, the appointment of John McCarthy as our Chief Emergency Officer. All members present voted aye.
6G	Resolution for Proposed New Position – Mrs. Feldman moved, and Mr. Mackay seconded, the approval of the following resolution: Be it resolved, that the Putnam|Northern Westchester BOCES Board approves, at the recommendation of the District Superintendent, the creation of a Stock Clerk position. All members present voted aye.
6H	Resolution to Approve BCEA Supplemental Memorandum of Agreement – Mrs. Feldman moved, and Mrs. Nilsen seconded, the approval of the following resolution: BE IT RESOLVED, that the Board hereby approves the terms of a Supplemental Memorandum of Agreement dated December 13, 2016 between the BOCES and the BOCES Classified Employees' 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.
6I	Retainer Agreement between PNW BOCES and Shaw,

	Perelson, May & Lambert, LLP re: Annual Professional Performance Review (APPR) – Mrs. Feldman moved, and Mrs. Nilsen seconded, approval of this agreement. All members present voted aye.
DISTRICT SUPERINTENDENT'S UPDATE	
8A	2017-2018 Budget Follow-up – Mr. McCarthy began by telling the Board that the December 5 preliminary budget presentation to our Budget Advisory Committee was very successful. Mr. McCarthy thanked Mr. Currie, Dr. Allen and our Directors for their presentations. Mr. Currie also met with all School Business Officials on Friday, December 9. On December 15 at the Chief School Administrators meeting, the superintendents provided very positive feedback. Mr. McCarthy highlighted a few changes in the proposed budget. The health insurance percentage for 2017-2018 was originally projected at 4.0%. That has now increased to 8.0%. Increasing the capital budget contribution from our component districts to $250,000 is still under discussion. Our building conditions survey indicates that we will be needing new windows, doors and asphalt in the near future. A lengthy discussion followed. Mrs. Mackay suggested taking a look at our health insurance. Maybe we need to increase deductibles and costs to our employees. Mr. McCarthy said the Consortium is looking at options. Dr. Ryan thanked the Board for their support and advice. He said we will have a final presentation in January. Mr. Kreps and Dr. Ryan thanked Mr. McCarthy and Mr. Currie.
8B	Student Engagement Through the Four Cs Conference – Dr. Gardner reported to the Board on this very special event held at our BOCES on Friday, December 2, 2016. Peter DeWitt was the keynote speaker. Participants had the opportunity to explore best practices in engaging and empowering students, and reflect upon the successes and challenges. The conference was very well attended.
8C	Marketplace Expo – Dr. Allen reviewed the letter from Putnam County Executive Maryellen Odell to Cathy Balestrieri regarding the Marketplace Expo. Ms. Odell was

	very happy to have PNW BOCES represented at the event and invited Mrs. Balestrieri and Ms. Trudeau to attend the 2017 Budget Address that followed.
8D	ESSA Follow-up – Dr. Ryan reported that ESSA progress at the state level has seemed to slow down. He will be in Albany on Monday and Tuesday of next week and will keep the Board informed.
8E	Bullying/Bias – A copy of the joint correspondence from Attorney General Eric T. Schneiderman and Commissioner MaryEllen Elia identifying guidance documents and resources for school districts, is included in the Board packet.
8G	Board Member Comments on Written Reports – Mr. Glickert commented on Robotics Camp in Peekskill. He is thrilled about this very exciting program. Mr. Glickert asked about the Homework Conversation that was hosted by the Hudson River Teacher Center. Dr. Gardner responded that it was very well attended and that she would share the information with the Board.
FINAL COMMENTS FROM THE AUDIENCE	Mr. Mester asked why BOCES uses different administrative charges for programs. Mr. Currie explained that our departments operate very differently and administrative fees are applied in different ways. It's not a one-size fits all Mr. Mester asked why all billing memos are not initialed by the individual who prepares them. Mr. Currie responded that Special Education billing is done by IEP Direct and may be electronically approved. He also said that he doesn't feel that an initial on a billing memo ensures accuracy. Mr. Kreps thanked Mr. Mester.
FINAL COMMENTS FROM THE BOARD	Mr. Kreps wished everyone a Merry Christmas, Happy Hanukkah and a Happy New Year!
ADJOURNMENT	There being no further business before the Board, Mrs. Nilsen moved, and Mr. Schnecker seconded, that the meeting be adjourned. All members present voted aye and the meeting adjourned at 7:10 pm.

Respectfully submitted,

Mary Lorenzo

Approved: 1/17/17