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

Minutes
July 6, 2016
Organizational Meeting

PRESENT	Richard Kreps, Catherine Lilburne, Anita Feldman, Tina Mackay, Frank Schnecker
STAFF	John McCarthy, Lynn Allen, Todd Currie
GUESTS	Dr. James Ryan
CALL TO ORDER AND PLEDGE OF ALLEGIANCE	Mary Lorenzo, Clerk of the Board, called the meeting to order at 3:03 pm. The Pledge of Allegiance was recited.
OATH OF OFFICE TO DISTRICT SUPERINTENDENT	The Oath of Office was administered to Dr. James M. Ryan
OATH OF OFFICE TO NEW BOARD MEMBERS	The Oath of Office was administered to Tina Mackay and Frank Schnecker
ELECTION OF PRESIDENT	Mrs. Lorenzo called for nominations for the Office of President of the Board for the 2016-2017 school year. Mrs. Feldman nominated Richard Kreps, seconded by Mrs. Lilburne. On motion duly made and carried, Mr. Kreps was elected President of the Board of Cooperative Educational Services for the 2016-2017 school year. All members present voted aye. Mr. Kreps then presided over the meeting.
ELECTION OF VICE PRESIDENT	Mr. Kreps called for nominations for the Office of Vice President of the Board for the 2016-2017 school year. Mrs. Kreps nominated Catherine Lilburne, seconded by Mrs. Feldman. On motion duly made and carried, Mrs. Lilburne was elected Vice President of the Board of Cooperative Educational Services for the 2016-2017 school year. All members present voted aye.
OATH OF OFFICE TO PRESIDENT AND VICE PRESIDENT	The Oath of Office was administered to Richard Kreps and Catherine Lilburne.
APPOINTMENT OF OFFICERS 4.	Mrs. Lilburne moved, and Mrs. Feldman seconded, the appointment of Officers for the 2016-2017 school year. All members present voted aye and the following were approved: A. Clerk of the Board – Mary Lorenzo B. Treasurer – Robert Patterson C. Deputy Treasurer – Joy Myke

	D. Claims Auditor – Michele Wilson (Stipend: $4,875) E. Deputy Claims Auditor - Kathryn Friedlander (Stipend $42.65/hour)
ADMINISTRATION OF OATHS 5.	Oaths will be administered to Appointed Officials prior to initiating duties.
OTHR APPOINTMENTS 6.	Mrs. Lilburne moved, and Mrs. Feldman seconded, the approval of the following Other Appointments. All members present voted aye and the following were approved: A. Purchasing Agent – Meilisa Arlt B. Deputy Purchasing Agent – Todd Currie C. Acting Principals for the Purpose of Suspension of Students – Catherine Balestrieri, James Bellucci, Fredericka Butler, Shelley Fleischmann, Lisa Hammel, Stephen Lowery, Csilla Mate, Alfred Santoli, Michael Sowul D. Title IX Compliance Officers (gender) – Lynn Allen, Todd Currie E. Title VI Compliance Officer (race, creed, color, national origin, religion) – Michael Skerritt F. Section 504/Title II ADA Compliance Officers (disability) – Katharina Cerreta, Michael Skerritt G. Discrimination Officers (all others) – Lynn Allen, Todd Currie H. AHERA Officer – Katharina Cerreta I. Privacy Official – Michael Skerritt J. Designated Education Official – John McCarthy K. Storm Water Management Program Coordinator – Katharina Cerreta L. Records Management Officer – Todd Currie M. Records Access Officer – Michael Skerritt N. Sexual Harassment Compliance Officers – Lynn Allen, Michael Skerritt O. Extraclassroom Activity Fund – Josephine Scala P. Board Audit Committee – Anita Feldman, Catherine Lilburne, Tina Mackay Q. Board Policy Committee – TBD R. Board Facilities Committee – Douglas Glickert, Richard Kreps, Frank Schnecker S. Medicaid Compliance Officer – Todd Currie T. Dignity Act Coordinator (BOCES-wide) – Michael Sellet U. Dignity Act Coordinator (one per building) – Tech Center: Stephanie Carnes; Tech South and Building E: Geraldine Battista; Pines Bridge: Csilla Mate; Walden: Michael

	Sowul; Fox Meadow: Fredericka Butler; Madden: Dorna Schroeter V. Integrated Pest Management Coordinator – Katharina Cerreta W. Lead Evaluators of Classroom Teachers – Lynn Allen, Catherine Balestrieri, James Bellucci, Fredericka Butler, Fred Ende, Shelley Fleischmann, Lisa Hammel, Stephen Lowery, Csilla Mate, Alfred Santoli, Michael Sowul X. Lead Evaluators of Building Principals – Lynn Allen, Catherine Balestrieri, Shelley Fleischmann Y. BOCES Medical Director – Dr. Deanna Sandor
DESIGNATIONS 7.	Mrs. Mackay moved, and Mr. Schnecker seconded, the approval of the following Designations. All members present voted aye and the following were approved: A. Official Bank Depositories: JP Morgan Chase Bank – Checking, Certificates of Deposit, Savings, Custody; TD Bank – Checking, Certificates of Deposit; US Bank – Custody; Cutwater NYCLASS – Savings B. Official Newspaper: Official Newspaper for Bid and Legal Notices – covering all component districts – Gannett Chain – The Journal News (Northern Westchester edition, Putnam edition) C. Attorney: Shaw Perelson May & Lambert LLP, 21 Van Wagner Road, Poughkeepsie, NY 12603 D. Bond Counsel: Hawkins, Delafield & Wood, One Chase Manhattan Plaza, New York, NY 10005 E. Internal Auditor: Tobin & Company, 2500 Westchester Avenue, #117, Purchase, NY 10577 F. Independent Auditor: The Bonadio Group, 6 Wembley Court, Albany, NY 12205
AUTHORIZATIONS 8.	Mrs. Feldman moved, and Mrs. Mackay seconded, the approval of the following Authorizations. All members present voted aye and the following were approved: A. Transfer of Funds – The District Superintendent is authorized to make transfers within program appropriations during the 2016-2017 fiscal year. B. Establishment of Petty Cash Funds (in the amount of $100) as follows: Administration/Business Office – Todd Currie; Adult Education – Alyson Trudeau; Career & Technical Education – Catherine Balestrieri, James Bellucci, Stephen Lowery; Curriculum & Instructional Services – Marla Gardner; Guidance & Child Study

	Center – Neil Boyle; Local School Building Classes – Lisa Hammel; Pines Bridge School – Csilla Mate; Regional Alternative HS/AHS –Fredericka Butler; School Communications – Ellen Lane; Walden – Michael Sowul. C. Employment of Temporary/Part Time Personnel – The District Superintendent is authorized to employ non-probationary, temporary personnel, including private consultants, who work less than 50% of the school year. The District Superintendent may also employ staff at an hourly rate or per diem rate as established by the Board. All other paid personnel shall be recommended by the District Superintendent for Board approval. D. Special Aid Projects – The District Superintendent is authorized to approve program appropriations for Special Aid Projects for 2016-2017. E. Liability Insurance – The District Superintendent is authorized to provide professional liability insurance for the Assistant Superintendents, Director of Human Resources and Professional Development and the Director of Business Affairs at a cost not to exceed $100 per person. F. Appointment of Staff Contingent on Board Approval – The District Superintendent is authorized to employ individuals contingent on Board approval until such time as the Board of Education is able to act upon a formal recommendation for appointment. G. Signing of Contracts – The Board President, Vice President, the District Superintendent and/or the Assistant Superintendent for Administration shall be authorized to prepare and sign any and all documents, permits, contracts, orders for instruments including resolutions to participate in cooperative bids with other BOCES, school districts and agencies necessary to carry out the intent of this resolution. H. Acceptance of Bids – The District Superintendent or the Assistant Superintendent for Administration is authorized to accept bids that require action between the July organization meeting and the next regular meeting. I. Mileage Reimbursement – The mileage reimbursement rate shall be established in accordance with the current Internal Revenue Service standard mileage rate. J. Medical Examinations – The District Superintendent is authorized to require any employee(s) to submit to a medical examination to determine his/her fitness to continue employment. The District Superintendent shall also be authorized to appoint and engage school

	physician(s) and make such arrangements as are necessary to effectuate this resolution. K. Conference Attendance – The District Superintendent or his designee is authorized to approve attendance at conferences with expenses for BOCES staff. L. Payroll Certification – Michael Skerritt, Director of Human Resources and Professional Development, John McCarthy, Assistant Superintendent for Administration, and Todd Currie, Director of Business Affairs are authorized to certify payrolls.
9.	Readoption of all existing Board policies, regulations, codes and plans – Mrs. Lilburne moved, and Mrs. Mackay seconded, the approval of the readoption of all existing Board policies, regulations, codes and plans. All members present voted aye.
10.	Approval of Board Meeting Schedule for 2016-2017 – Mrs. Lilburne moved, and Mrs. Mackay seconded, the approval of the Board Meeting Schedule for 2016-2017. All members present voted aye.
11.	Approval of Conferences – Mrs. Lilburne moved, and Mrs. Mackay seconded, the approval of Conferences. All members present voted aye and the following were approved: A. Board: Conferences, including the NSBA Annual Conference, with expenses as per Board Policy 1520 B. District Superintendent: seminars, conferences and meetings, with expenses, related to his functioning as District Superintendent for the 2016-2017 school year.
12.	Approval of Association Memberships – Mrs. Mackay moved, and Mr. Schnecker seconded, the approval of Association Memberships. All members present voted aye and the following memberships were approved: New York State School Boards Association; NSBA National Connection; Lower Hudson Education Coalition; Westchester Putnam School Boards Association; Putnam County Economic Development Corporation; Mid Hudson School Study Council; BOCES Educational Consortium
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 3:32 pm.
RETURN TO REGULAR SESSION	Mrs. Mackay 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 4:15 pm.
ADJOURNMENT	Mrs. Feldman moved, and Mrs. Lilburne seconded, that the

	Organizational Meeting be adjourned. All members present voted aye and the Organizational Meeting adjourned at 4:17 pm.

Respectfully submitted,

Mary Lorenzo
Approved: 8/16/16