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

Minutes  
December 12, 2017

| PRESENT | Richard Kreps, Catherine Lilburne, Anita Feldman, Douglas Glickert, Tina Mackay Mary Cay Nilsen, Frank Schnecker |
| STAFF | Lynn Allen, Catherine Balestrieri, Todd Currie, Shelley Fleischmann, Marla Gardner, John McCarthy, Michael Skerritt |
| GUESTS | Katharina Cerreta, Jamie Molina |

**CALL TO ORDER**  
Mr. Kreps called the meeting to order at 4:37 pm.

**PLEDGE OF ALLEGIANCE**  
The Pledge of Allegiance was recited.

Mr. Kreps mentioned the Army Navy Cadet choirs and their beautiful rendition of our national anthem at the Army Navy football game on Saturday.

**REGULAR MEETING ITEMS**

3A Minutes of the Regular Meeting of November 15, 2017 – Mrs. Lilburne moved, and Mrs. Nilsen seconded, approval of the Minutes of the Regular Meeting of November 15, 2017. All members present voted aye, and the minutes were approved.

3B Comments and Questions from Audience – None

3C Acknowledgement of Treasurer’s Report for October 2017 – Received and acknowledged.

3D Acknowledgement of Revised Treasurer’s Report for September 2017 – Received and acknowledged.

**CONSENT AGENDA**

Mrs. Lilburne moved, and Mrs. Nilsen seconded, approval of the Consent Agenda. All members present voted aye and the following were approved:

4A Donations

4B Hourly/Per Diem Personnel Report
### APPOINTMENTS:

- Einsidler, Aaron M, Substitute Teacher Aide, Daily, $75.00, effective 11/20/2017
- Jacobs, Laurie R., Teaching Assistant Adult Ed, Hourly, $23.00, effective 12/13/2017
- McFarlane, Charles, Substitute Teacher Aide, Daily, $75.00, effective 11/20/2017
- Orzuna Diaz Covarrubias, Rosa V., Substitute Teacher Aide, Daily, $75.00, effective 12/04/2017
- O’Shea, Lucas, Substitute Teacher Aide, Daily, $75.00, effective 11/16/2017

### CHANGE IN STATUS:

- Hart, Connie, Pupil Personnel Specialist-Daily, $1,000.00, effective *10/10/2017*

  Change in effective date from 10/12/2017-10/10/2017

### RESIGNATIONS AND TERMINATIONS

#### RESIGNATIONS

- Christina Lucci, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, RAHS-Fox Meadow), effective 12/22/2017
- Megan F. Lull, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 11/16/2017
- Thomas W. Mekeel, Jr., IT Systems Manager, Full Time, 37.5 hpw (100%) (Civil Service Title: Assistant Computer Systems Manager) (Administration-Internal Services, Information Technology-School Services Building), effective 12/06/2017

### CHANGE IN STATUS

- Shelley Einbinder Fleischmann, Director of Special Education, Full Time, 35 hpw (100%) (Special Education, School Services
Building), effective 07/01/2015-06/30/2019. To amend the probationary period to four years, as required by law for all administrative appointments effective on or after 07/01/2015.

Tara A. Konstantakopoulos, Teacher-Tenure Area-Blind/Visually Handicapped, Part Time, 21 hpw (60%) (Special Education), effective 11/27/2017. Was previously Part Time, 17.5 hpw (50%).

Martin J. Kearns, Teacher-Tenure Area-General Special Education, Full Time, 35 hpw (100%) (Special Education, Learning Center-Fox Meadow), effective 09/01/2017-08/31/2020. Reduced probationary period by one year for prior tenure, following receipt of prior year APPR score, as required by law.

Cassandra J. McCarthy, Teacher-Tenure Area-General Special Education, Full Time, 35 hpw (100%) (Special Education, Walden School), 09/01/2017-08/31/2020. Reduced probationary period by one year for Jarema Act credit, following receipt of prior year APPR score, as required by law.

Jamie A. Molina, Director of Information Technology, Full Time, 35 hpw (100%) (Classified, Supervisory) Probationary Appointment; to serve a 12-week probationary period which will end on 03/07/2018 (Administration-Internal Services, Information Technology), effective 12/13/2017. To change Civil Service title only; was previously Computer Systems Manager, title change per Civil Service position reclassification.

Jessica C. Yacco, Teacher-Tenure Area-General Special Education, Full Time, 35 hpw (100%) (Special Education, Somers High School), effective 09/01/2017-08/31/2020. Reduced probationary period by one year for prior tenure, following receipt of prior year APPR score, as required by law.

**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.

Caroline M. Murphy, Teacher-Tenure Area-Practical Nursing, Full Time, 35 hpw (100%) 4-Year Probationary Appointment (CTE, Tech South), replacement for Susan Collins), effective 12/13/2017-12/12/2021. Salary $74,949.00 prorated to $47,967.40*

CLASSIFIED

Jill A. Csordas, Food Service Courier, Annualized, 10 Months, Full Time, Temporary Appointment (Administration-Internal Services, Walden School), effective 12/13/2017. Salary $16,808.00 prorated to $10,648.00*

Lucrecia Gonzalez, 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 02/12/2019 (Special Education, Walden School), effective 12/13/2017. Salary $25,084.00 prorated to $16,006.00*

Mairead K. Schuelein, Physical Therapist on Schedule, Part Time, 28 hpw (80%) Temporary Appointment (Special Education, Somers Intermediate School), effective 12/13/2017. Salary $75,688.00 prorated to $38,752.32*

*Pro-rated Salary for 2017-2018

TENURE RECOMMENDATIONS

Linda Batto, Teacher-Tenure Area-General Special Education (Students with Disabilities-Grades 1-6), effective 01/14/2018

Meaghan C. Capellini, Teacher-Tenure Area-Speech & Hearing Impaired, effective 03/19/2018

Brooke B. Chapman, Teacher-Tenure Area-General Special Education (Students with Disabilities-Grades 7-12-
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<td>Generalist, effective 02/05/2018</td>
<td>John J. Chiara, Teaching Assistant, effective 03/11/2018</td>
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<td>Justin Delgado, Teacher-Tenure Area-General Special Education (Students with Disabilities-Grades 1-6), effective 01/14/2018</td>
<td>Katherine Diven, Teaching Assistant, effective 02/11/2018</td>
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<td>Erin G. Leskovic, Teacher-Tenure Area-Instructional Support Services in Professional Development, effective 02/10/2018</td>
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Mr. Kreps acknowledged our very generous donations this month. We are extremely grateful to all of our donors.

**NEW BUSINESS**

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<td><strong>5A</strong> Claims Audit Report for October 2017 – Received and acknowledged.</td>
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<td><strong>5B</strong> Internal Audit Report: Payroll &amp; Human Resources – Mrs. Nilsen moved, and Mrs. Mackay seconded, acceptance of the Internal Audit Report. Mrs. Mackay mentioned that the Audit Committee has been discussing options for internal control. All members present voted aye.</td>
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<td><strong>5C</strong> Resolution to approve the creation of the position of Work Based Learning Coordinator – Mrs. Nilsen moved, and Mr. Glickert seconded, the approval of the following resolution: BE IT RESOLVED, that the Putnam</td>
<td>Northern Westchester BOCES Board approves, at the recommendation of the District Superintendent, the creation of the position of Work Based Learning Coordinator. All members present voted aye.</td>
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<td><strong>5D</strong> PNW BOCES Emergency Response Plans – Mr. McCarthy reported that the plans have been updated to include current information. The Board can review them and vote to approve them at our meeting on January 16, 2018.</td>
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<td><strong>5E</strong> Affiliation Agreement between PNW BOCES and SUNY New Paltz – Mrs. Lilburne moved, and Mrs. Nilsen</td>
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seconded, the approval of this agreement. All members present voted aye.

Dr. Ryan thanked Mrs. Levine for her work with the Hudson River Teachers Center and our Center for Educational Leadership. He is very proud of these partnerships.

**DISTRICT SUPERINTENDENT’S UPDATE**

7A District Superintendent’s Report – Dr. Ryan reported on our recent Student of Distinction celebrations. We had two Career & Technical Education students recognized at Carmel and Croton-Harmon. Our Special Education Student of Distinction scheduled for December 6 at Chappaqua has been rescheduled for January 10, 2018. Dr. Ryan is extremely pleased with these celebrations and expressed his thanks to all involved.

Dr. Ryan mentioned that we hosted the Lower Hudson Council of School Superintendents (LHCSS) meeting on November 17. It was very well attended and our component superintendents were very proud to share our facilities with their colleagues.

Dr. Ryan attended several Thanksgiving celebrations at Pines Bridge/Walden, Fox Meadow and the Educated Palate.

Mary Cay Nilsen, Kristin Cacal and Glenn Niles from the Brewster Board toured our programs on November 30. Mrs. Nilsen said her fellow board members were very impressed.

Dr. Ryan reported that he attended WPSBA’s Technology Summit on November 30 with Richard Kreps and Anita Feldman. He said it was a great session. Dr. Harriton-Wilson, our Instructional Technology Coordinator, also attended.

Dr. Ryan updated the Board on some of the visits he has been making to our component districts. He is very impressed with what is happening in our component districts. His most recent visit was to Putnam Valley on Monday, December 11. Dr. Wills was very proud to show him a
Mandarin class for 20 students using Distance Learning. He was quite impressed.

Mr. Skerritt reported to the Board that our Pines Bridge and Walden students will be making their holiday visit to our building on Thursday, December 21. This year each student will receive a nylon sport pack with the BOCES logo. Mr. Skerritt shared one with each of our Board members.

Dr. Ryan reported on the four superintendent searches we are currently involved with – Mahopac, Peekskill, Croton-Harmon and Haldane. He expressed his thanks to John McCarthy and Lynn Allen.

Mr. Kreps mentioned that he stopped by on Monday and was able to spend some time at the CTE assembly presented by the Drug Crisis in Our Backyard group. Senator Terrence Murphy and Judge James Reitz also attended. Dr. Ryan expressed his thanks to Catherine Balestrieri, Steve Lowery and James Bellucci for organizing this important event.

| 7B | 2018-2019 Budget Follow-up – Mr. Currie began by thanking the Board for their continued support. Mr. Currie made some changes to the proposed budget after the initial presentation to the Board on November 15. The Budget Advisory Committee met on December 20 and Mr. Currie was pleased with their support. A conversation continued about capital budget contributions. Dr. Ryan expressed his thanks to Mr. Currie. |
| 7C | Information Technology – Mr. Molina provided the Board with an Information Technology Update on infrastructure. He began by providing the Board with a snapshot of equipment, BOCES developed applications and Helpdesk requests. One of IT’s objectives is to be as invisible as possible by providing infrastructure services that are stable, scalable and secure while keeping pace with advancements in technology. Mr. Molina also highlighted security awareness, training and application development. Mr. Molina is very proud of the recent launch of OLAS 2.0. Currently 469 districts subscribe to OLAS. Mr. Molina distributed IT pens to the Board. Mr. Kreps and Dr. Ryan thanked Mr. Molina. |
Operations & Maintenance – Dr. Ryan began by thanking Mrs. Cerreta and the O&M staff for the amazing upgrades to our campuses. He is very pleased with the results. Mrs. Cerreta reviewed the projects that have been completed to date. In the School Services Building, workspaces were reorganized, a new conference room was created, CEL offices were reconfigured and a space for consultants was created, an ADA restroom was added and other restrooms were upgraded. The Tech Center main office area was upgraded and new exterior doors were installed in Building E. Other recent projects include expanding the toddler bathroom at Pines Bridge/Walden, chimney upgrades at Projects, admin parking lot repaving, exterior stairs at the School Services Building loading dock, connecting stair at CTE, general repairs and landscaping at Fox Meadow, electrical power distribution upgrades and fuel storage tank replacement at Fox Meadow. Mrs. Cerreta also reviewed some upcoming and future projects. Mr. Kreps extended his appreciation to Mrs. Cerreta, Mr. Ball and the O&M team.

Mr. Schnecker commented that facility upgrades are so important to the culture.

| FINAL COMMENTS FROM THE AUDIENCE | None |
| FINAL COMMENTS FROM THE BOARD | Mrs. Nilsen suggested that the Policy Committee begin work. Mr. McCarthy will send something out via email.  
Mr. Schnecker said he is very pleased with our college partnerships.  
Mrs. Feldman reported that she recently attended a United Way Women’s breakfast and had the opportunity to learn about a $15 million dollar grant for K-3 literacy programs. She immediately contacted Dr. Allen. Dr. Allen made contact with the United Way and has begun working with Marla Gardner and Jackie Levine to see if we qualify. Dr. Allen thanked Mrs. Feldman for bringing this to our attention.  
Mr. Kreps wished everyone a happy and healthy holiday season! |
ADJOURNMENT

There being no further business before the Board, Mrs. Nilsen moved, and Mr. Glickert seconded, that the meeting be adjourned. All members present voted aye and the meeting adjourned at 6:31 pm.

Respectfully submitted,

Mary Lorenzo

Approved: 1/30/18