Minutes
July 6, 2017
Organizational Meeting

<table>
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<tr>
<th>PRESENT</th>
<th>Richard Kreps, Anita Feldman, Tina Mackay, Mary Cay Nilsen, Frank Schnecker</th>
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<td>ABSENT</td>
<td>Catherine Lilburne, Douglas Glickert</td>
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<td>STAFF</td>
<td>John McCarthy, Lynn Allen, Todd Currie, Michael Skerritt</td>
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<td>CALL TO ORDER AND PLEDGE OF ALLEGIANCE</td>
<td>With a motion made by Mrs. Nilsen and seconded by Mrs. Mackay, John McCarthy was sworn in as the Clerk Pro Tempore. Mr. McCarthy called the meeting to order at 3:10 pm. The Pledge of Allegiance was recited.</td>
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<td>OATH OF OFFICE TO DISTRICT SUPERINTENDENT</td>
<td>The Oath of Office was administered to Dr. James M. Ryan</td>
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<td>OATH OF OFFICE TO NEW BOARD MEMBERS</td>
<td>The Oath of Office was administered to Richard Kreps, Anita Feldman, and Mary Cay Nilsen</td>
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<td>ELECTION OF PRESIDENT</td>
<td>Mr. McCarthy called for nominations for the Office of President of the Board for the 2017-2018 school year. Mrs. Feldman nominated Richard Kreps, seconded by Mr. Schnecker. On motion duly made and carried, Mr. Kreps was elected President of the Board of Cooperative Educational Services for the 2017-2018 school year. All members present voted aye. Mr. Kreps then presided over the meeting.</td>
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<td>ELECTION OF VICE PRESIDENT</td>
<td>Mr. Kreps called for nominations for the Office of Vice President of the Board for the 2017-2018 school year. Mr. Kreps nominated Catherine Lilburne, seconded by Mrs. Nilsen. On motion duly made and carried, Mrs. Lilburne was elected Vice President of the Board of Cooperative Educational Services for the 2017-2018 school year. All members present voted aye.</td>
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<td>OATH OF OFFICE TO PRESIDENT AND VICE PRESIDENT</td>
<td>The Oath of Office was administered to Richard Kreps. The Oath of Office will be administered to Catherine Lilburne upon her return.</td>
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<td>APPOINTMENT OF OFFICERS</td>
<td>4. Mrs. Feldman moved, and Mrs. Nilsen seconded, the appointment of Officers for the 2017-2018 school year. All members present voted aye and the following were approved:</td>
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<td>A. Clerk of the Board – Mary Lorenzo</td>
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| ADMINISTRATION OF OATHS | B. Treasurer – Mona Kelly  
| | C. Deputy Treasurer – Joy Myke  
| | 5. Oaths will be administered to Appointed Officials prior to initiating duties.  
| OTHR APPOINTMENTS | 6. Mrs. Feldman moved, and Mrs. Nilsen 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, Shelley Fleischmann, Lisa Hammel, Stephen Lowery, Csilla Mate, Nicole Murphy, 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. Chief Emergency Officer – John McCarthy  
| | L. Storm Water Management Program Coordinator – Katharina Cerreta  
| | M. Records Management Officer – Todd Currie  
| | N. Records Access Officer – Michael Skerritt  
| | O. Sexual Harassment Compliance Officers – Lynn Allen, Michael Skerritt  
| | P. Extracurricular Activity Fund – Josephine Scala  
| | Q. Board Audit Committee – Anita Feldman, Catherine Lilburne, Tina Mackay  
| | R. Board Facilities Committee – Douglas Glickert, Richard Kreps  
| | S. Medicaid Compliance Officer – Todd Currie  
| | T. Dignity Act Coordinator (BOCES-wide) – TBA  
| | 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: Nicole Murphy; Madden: Dorna Schroeter
| V. Integrated Pest Management Coordinator – Katharina Cerreta |
| W. Lead Evaluators of Classroom Teachers – Lynn Allen, Catherine Balestrieri, James Bellucci, Fred Ende, Shelley Fleischmann, Lisa Hammel, Stephen Lowery, Csilla Mate, Nicole Murphy, Alfred Santoli, Michael Sowul, Jennifer Harriton-Wilson |
| X. Lead Evaluators of Building Principals – Lynn Allen, Catherine Balestrieri, Shelley Fleischmann |
| Y. BOCES Medical Director – TBD |

Mr. Kreps called for a motion to amend the agenda to include item Z, Board Policy Committee. Mrs. Mackay moved, and Mr. Schnecker seconded. All members present voted aye.

| Z. Board Policy Committee – Mary Cay Nilsen, Frank Schnecker, John McCarthy, Michael Skerritt |

### DESIGNATIONS

7. Mrs. Nilsen 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; US Bank – Custody; NYCLASS – Savings/Investments; NYLAF – Savings/Investments
- **C. Attorney:** Shaw Perelson May & Lambert LLP, 21 Van Wagner Road, Poughkeepsie, NY 12603
- **D. Bond Counsel:** Hawkins, Delafield & Wood, 28 Liberty Street (Formerly 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
- **G. Claims Auditor:** Heller & Filipone, 235 Main Street, Suite 440, White Plains, NY 10601

### AUTHORIZATIONS

8. Mr. Schnecker moved, and Mrs. Nilsen 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 2017-2018 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 – Nicole Murphy; Risk & Safety – Bharat Mistry; 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 or Assistant Superintendent is authorized to approve program appropriations for Special Aid Projects for 2017-2018.

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, or Todd Currie, Director of Business Affairs are authorized to certify payrolls.

9. Readoption of all existing Board policies, regulations, codes and plans – Mr. Schnecker moved, and Mrs. Nilsen 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 2017-2018 – Mr. Schnecker moved, and Mrs. Nilsen seconded, the approval of the Board Meeting Schedule for 2017-2018. All members present voted aye.

11. Approval of Conferences – Mr. Schnecker 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 2017-2018 school year.

12. Approval of Association Memberships – Mrs. Nilsen moved, and Mrs. Mackay 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 Economic Development Corporation; Mid Hudson School Study Council; BOCES
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<tr>
<th>ADJOURNMENT</th>
<th>Educational Consortium</th>
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<td>Mrs. Nilsen moved, and Mrs. Mackay seconded, that the Organizational Meeting be adjourned. All members present voted aye and the Organizational Meeting adjourned at 3:52 pm.</td>
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Respectfully submitted,

John McCarthy, Clerk pro tempore

Approved: 8/2/17