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

Minutes
February 15, 2011

PRESENT	Mrs. Joan Austin, Mrs. Katherine Brechner, Mr. Richard Kreps, Mrs. Cathy Lilburne, Mrs. Tina Mackay, Mrs. Cheryl Schwartz
STAFF	Dr. Thomas Higgins, Mr. John McCarthy, Mrs. Catherine Balestrieri, Mrs. Katharina Cerreta, Mr. Todd Currie, Dr. Marla Gardner, Mr. Thomas Gill, Ms. Ellen Lane, Dr. Carlos Maldonado, Mrs. Susan Micolo
GUESTS	Mrs. Mirla Morrison
CALL TO ORDER	Mrs. Austin called the meeting to order at 4:35 pm.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited.
ADMINISTRATOR'S UPDATE	
3A	Curriculum and Instructional Services – Dr. Gardner was joined by Mrs. Morrison as they presented their work on the Social Studies Curriculum. Four areas of concentration are being developed: Web-Based Curriculum, Elementary Social Studies Leadership Group, Secondary Social Studies Leadership Group and the American History Grant. Web based common course standards are used and are constantly being modified/changed to reflect what works and what doesn't. The model is being continuously improved. Work has been completed for grades K-5. Grade 6 will be completed this spring. PowerPoint presentations are also available in Spanish. Dr. Higgins thanked Dr. Gardner and Mrs. Morrison for a very interesting presentation.
3B	Mrs. Micolo reported that we had eight office support staffers retire in December. Some reorganization has taken place. We have also hired some seasoned Civil Service employees who are transferring from other school districts and organizations. The mid-year New Employee Orientation was held on January 11. Usually the group consists predominantly of Special Education staff, but this year we had representation across the organization. Mrs. Micolo thanked Mrs. Austin for welcoming our new staff on behalf of the Board.

	In light of the new regulations regarding teacher and principal evaluations, a meeting of the APPR committee was convened last week. The committee consists of four teachers, two from Special Education and two from Career and Technical Education; two program supervisors, one from Special Education and one from Career and Technical Education; Lynn Allen, John McCarthy and Susan Micolo. During the meeting, Mr. McCarthy reviewed the directives as we know them thus far. Mrs. Micolo reviewed our current APPR document. The group then compared our current document to the new requirements to identify similarities and differences and created a to-do list and timeframe. Subsequent meetings will be scheduled to continue this work. Mrs. Micolo is very pleased with the progress of the time and attendance module in WinCap. At this point, all Operations and Maintenance salaried and hourly staff are recording their work time by swiping their ID badges. The supervisors are then reviewing and approving their time electronically and the Business Office electronically processes the bi-weekly payroll. In the past two months, we have had to iron out some kinks that were created by overtime for snow removal. We were able to resolve most of these issues. Hourly staff in Adult Education, Curriculum and the Business Office is now swiping, and we are hoping to get the rest of the hourly staff by the end of the year. The Wellness Committee is going strong. We launched a series of monthly Wellness Workshops for staff. Our first one was in January on the topic of Healthy Eating for Busy People. The presenter was from the Wellness Center at Hudson Valley Hospital. Thirty staff members attended. The community service project for this year is Hearts for Our Troops. We have partnered with United for the Troops, an organization in Shrub Oak, that sends articles to US service men and women. Throughout the month of February, we have asked staff and students to bring in shoeboxes filled with food items, toiletries, and other articles. We have involved students from all departments. On January 31, Jim Rathschmidt from United for the Troops and Mrs. Micolo visited every student program to share information about this effort. Our next wellness activity will take place on Superintendent's Conference Day. We are planning a health fair during lunch. We will also be setting aside an hour at the end of the day for wellness activities. Mrs. Micolo is hoping to get instructors from local gyms to teach classes in yoga,

	pilates, zumba and low-tech exercises. She is also working with EAP to offer workshops on smoking cessation and stress management. O&M is continuing renovations in the various buildings. Carpet is being removed in the Tech South Amphitheater. A rubber floor will be installed to minimize noise. This type of floor will also be much easier to clean. O& M has arranged for a county shredder truck to come to our campus in March. This is a good time to clean out. Dr. Maldonado noted that February is a transition month for IT. They are completing two extensive projects – server/web site enhancements and the HR WinCap project. The department continues to do training and graphic projects are ongoing. Ms. Lane reported that School Communications has been extremely busy. The department is continuing to do press releases, brochures, etc., but is now looking to go in new directions such as Facebook, Twitter and Splinter to communicate school news. School Communications is also looking into updating our BOCES homepage. School Communications has been working very hard to help Ossining with their $60 million bond. They have helped set up hot lines and email questions on the district's web page. They have also created brochures and newsletters to get the word out. Ms. Lane has been interviewing for part time staff to take on some new projects. She may also hire a videographer on an as needed basis. Mr. Currie and the Business Office have been very busy with their new employees. There is definitely a learning curve, but Mr. Currie is confident that all will be up to speed for end of year activity. An updated risk assessment was just completed. Our auditor conducted numerous interviews and will come back with suggestions for improvement and/or concerns, especially in accounts receivable and billing. Mr. Currie reported that the Profit & Loss statement in this month's packet is projected, not actual.

	Mr. McCarthy reported on upcoming Center for Educational Leadership workshops. Program flyers were included in the FYI. Mr. McCarthy has been working with a committee on a student management system. The committee is looking at eSchool Data. He would like to have an on-line system in place for summer registration. There is a possibility that the Lakeland CSD will be closing their Alternative High School. Mr. McCarthy, Mr. Gill, Dr. Allen and Mr. Van der Stuyf made a presentation to Lakeland on our program at Fox Meadow. If Lakeland does close their program, we could possibly gain an additional 15 to 20 students. Some of Lakeland's staff would also be absorbed into the program to support the additional students. Mr. McCarthy recently attended an On-Line Learning presentation in White Plains with Mr. Kreps. Mr. McCarthy visited the Albany City School District on February 11 with Nancy Organ and Maria Biagini to do an OLAS demo. The demo went extremely well and Albany was very impressed with OLAS. Mr. McCarthy was in Albany earlier today for BOCES Lobby Day with two of our CTE teaches Larry Marino and Matt Garrity. Dr. Higgins reported to the Board on an Alternative Energy Consortium. He has been consulting with Tompkins-Seneca-Tioga BOCES and is looking into what they are doing. It might be easier to link into their consortium rather than start one here. To date, 14 districts have expressed interest. Dr. Higgins will be hosting several meetings on Thursday, February 17 with interested districts. Dr. Higgins addressed the email received from a parent who was questioning spring break for 2012. Her concern was that break is the week before Passover. Since Passover begins on Saturday, Dr. Higgins does not feel it is necessary to change calendars at this time. As an update to Mr. Currie's report, please note that our budget was adjusted by $31,000.000. There will be more changes as Arts in Education requests come in. There is no way to budget for that – it is an in and out line item.

	Dr. Higgins reported that we received a letter from Dr. Fuhrman, Croton-Harmon Superintendent, thanking Mr. McCarthy for the great job he did last week at their Board retreat. Mr. McCarthy stepped in at the last minute and did an outstanding job. Mrs. Mackay reported that she attended a meeting with Assemblywoman Galef where she gave an Albany update. Ms. Galef expressed her support for the tax cap. Mrs. Mackay has many concerns about the ripple effect and believes that the tax cap is a threat to school districts across the state.
MINUTES 4A	Mr. Kreps moved, and Mrs. Brechner seconded, the approval of the January 20, 2011 minutes. All members present voted aye.
TREASURER'S REPORT 4C	The Treasurer's Report for December 2010 was acknowledged.
CONSENT AGENDA 4D	Mr. Kreps moved, and Mrs. Brechner seconded, the approval of the Consent Agenda. All members present voted aye and the following were approved: Personnel Report RESIGNATIONS AND TERMINATIONS RESIGNATIONS John P. Monahan, School Library System Coordinator, Full Time, 35 hpw (100%) (Curriculum & Instructional Services, Professional Library – Building A), effective 6/30/2011. Jill A. Wahren, Technical Support Specialist, Full Time, 35 hpw (100%) (Administration – Internal Services, Information Technology – Building A), effective 3/30/2011. CHANGE IN STATUS Roman Barabash, Computer Aide, Full Time, 35 hpw (100%) (Administration – Internal Services, Information Technology – Building A), effective 3/1/2011 – 6/30/2011. Extension of Temporary Appointment, previously appointed from 8/9/2010 through 2/28/2011. Michael Feldman, Junior Administrative Assistant, Full

	Time, 35 hpw (100%) provisional appointment at the rate of $63,500.00 (Off Schedule, Classified, Non-Supervisory) (Administration – Internal Services, Business Office – Building A, replacement for Mary Tietjan), effective 1/24/2011. Was previously Bookkeeper, Full Time, 35 hpw (100%) with permanent status. Stella Marchionna, Junior Accountant, Full Time, 35 hpw (100%) probationary appointment from eligible list #68-979 effective 12/17/2010 (Granted administrative leave from 12/17/2010 through 12/19/2010); to serve a probationary period of 52 weeks which will end on 12/20/2011 (Administration – Internal Services, Business Office – Building A), effective 12/20/2010. Correction to Personnel Report dated 12/21/2010: was previously reported as probationary appointment from eligible list #68-070 effective 12/20/2010 without administrative leave. APPOINTMENTS CLASSIFIED Janice Belloise, Senior Office Assistant (Automated Systems), Full Time, 35 hpw (100%) probationary appointment from eligible list #02-416 effective 1/5/2011 (Granted administrative leave from 1/5/2011 through 1/23/2011); to serve a probationary period of 52 weeks which will end on 1/24/2012 (Special Education, RAHS, Fox Meadow, replacement for Lois Schmidt), effective 1/24/2011. Salary $43,186.00 prorated to $18,990.75. Patricia E. Foster-Tomaskovic, Senior Office Assistant (Automated Systems), Full Time, 35 hpw (100%) probationary appointment; to serve a probationary period of 52 weeks which will end on 2/28/2012 (Career & Technical Education, Tech South, replacement for Rose Impieri), effective 2/28/2011. Salary $50,934.00 prorated to $17,173.90. Kelly A. Martin, Senior Office Assistant (Automated Systems), Full Time, 35 hpw (100%) probationary appointment; to serve a probationary period of 52 weeks which will end on 2/14/2012 (Special Education, Pines Bridge School, replacement for Marie Iammatteo), effective 2/14/2011. Salary $47,162.00 prorated to $18,018.34. Gail E. Stelluti, Teacher Aide, Full Time, 32.5 hpw (100%) probationary appointment; to serve a probationary period of

	52 weeks (excluding July and August) which will end on 3/31/2012 (Special Education, Pines Bridge School), effective 1/31/2011. Salary $26,141.00 prorated to $13,194.98. Thomas J. Stortecky, Teacher Aide, Full Time, 32.5 hpw (100%) probationary appointment; to serve a probationary period of 52 weeks (excluding July and August) which will end on 4/14/2012 (Special Education, Walden School), effective 2/14/2011. Salary $26,141.00 prorated to $11,203.28. Leslie C. Zedlovich, Senior Office Assistant (Automated Systems), Full Time, 35 hpw (100%) probationary appointment; to serve a probationary period of 52 weeks which will end on 3/12/2012 (Special Education, Building A), effective 3/2/2011. Salary $47,162.00 prorated to $15,539.29.
4E	Hourly/Per Diem Personnel Report Ball, Bonnie J, Clinical Instructor, $45/hour, effective 1/18/2011. Berner, Michelle, Substitute School Psychologist – Daily, $300.00/day, effective 2/4/2011. Connolly, Thomas V., Messenger, $20.80/hour, effective 1/24/2011. Connolly, Thomas V., Science Kit Assembler I, $12.50/hour, effective 1/24/2011. Harrington, Jeanne, Substitute School Psychologist – Daily, $300.00/day, effective 2/7/2011. Huntemann, Mark A., Substitute Teacher – Daily, $80.00/day, effective 2/3/2011. O'Connell, Mary E., Clinical Instructor, $45.00/hour, effective 2/3/2011. Paganelli, Leanne, Substitute Teacher – Daily, $80.00/day, effective 2/4/2011 Saraceno, Stacey L, Substitute Teacher Aide, $65.00/day, effective 1/14/2011.
4F	Professional Service Contracts
4G	Supplemental Budget Increase
4H	Bid Awards
4I	Cooperative Bid with SW BOCES
NEW BUSINESS/BOARD MEMBER REPORTS	
5A	Claims Auditing Report, December 2010 – Received and

	acknowledged. Mrs. Lilburne moved, and Mrs. Brechner seconded, to amend the agenda and vote on items 5B and 5C after Executive Session. All members present voted aye.
5D	Proposed Capital Project Timeline Change – Dr. Higgins reported that we still do not have a clear legal opinion about our proposed Capital Projects plan. At this point, it looks like we will not be moving ahead. Rockland BOCES received permission from the Comptroller's Office to use PERB toward employee health insurance premiums. Dr. Higgins will explore this possibility. We will proceed with the HVAC work at CTE this summer. Other projects will have to wait.
OLD BUSINESS	
6A	Board Goals Mid-Year Progress Report Discussion – programs are doing well in their work toward our goals. Mr. Currie reported that there was some interest in looking at a Shared Business Office model. With money being taken away from districts, members are not interested in pursuing at this time. There is no incentive if there is no state aid for this type of service. Start-up costs would be very high. Mr. Currie will see if there are any grants available for such a start-up.
6B	Approval of 2011-2012 Preliminary Budget – Mr. Kreps moved, and Mrs. Brechner seconded, the approval of the 2011-2012 Preliminary Budget. All members present voted aye.
EXECUTIVE SESSION	Mr. Kreps moved, and Mrs. Brechner seconded, that the Board move into Executive Session to discuss the employment history of a particular person. All members present voted aye and the Board entered into Executive Session at 6:50 pm.
RETURN TO REGULAR SESSION	Mrs. Brechner moved, and Mrs. Lilburne seconded, that the Board return to Regular Session. All members present voted aye and the Board returned to Regular Session at 6:56 pm.
5B	Resolution Authorizing Medical Examination – Mrs. Brechner moved, and Mrs. Mackay seconded, the approval of the following resolution: "BE IT RESOLVED, that employee number 01964 is hereby directed to submit to a medical examination by a school medical inspector to determine fitness for duty pursuant to §913 of the *Education Law.*" All members present voted aye.

5C	Resolution Authorizing Appointment of Medical Examiner – Mr. Kreps moved, and Mrs. Mackay seconded, the approval of the following resolution: "BE IT RESOLVED, that the Board is appointing Dr. Andrew Levin to conduct a psychological examination of employee number 01964 to determine fitness for duty pursuant to §913 of the *Education Law."* All members present voted aye.
ADJOURNMENT	There being no further business before the Board, Mrs. Brechner moved, and Mrs. Lilburne seconded, that the meeting be adjourned. All members present voted aye and the meeting adjourned at 7:00 pm.

Respectfully submitted,

Karen Fuchs, Clerk pro tempore

Approved: March 15, 2011