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

Minutes
March 15, 2011

PRESENT	Mrs. Anita Feldman, Mrs. Joan Austin, Mrs. Katherine Brechner, Mr. Richard Kreps, Mrs. Cathy Lilburne, Mrs. Tina Mackay
EXECUTIVE OFFICER	Dr. James T. Langlois
STAFF	Dr. Thomas Higgins, Mr. John McCarthy, Mr. Todd Currie, Dr. Marla Gardner, Mr. Thomas Gill, Ms. Ellen Lane, Dr. Carlos Maldonado, Mrs. Susan Micolo
GUESTS	Dr. Lynn Allen, Ms. Catherine Armisto, Ms. Sharifa Buckmon-Carbon, Ms. Liana Di Nuovo, Mrs. Diane Dursi, Mr. Larry Marino, Mr. Adam Van Der Stuyf, Ms. Michele Wilson
CALL TO ORDER	Mrs. Feldman called the meeting to order at 4:34 pm.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited.
ADMINISTRATOR'S UPDATE 3A	Information Technology – Dr. Maldonado told the Board that we recently celebrated the 10th Anniversary of OLAS. He also thanked the Board for the opportunity to present this evening. Ms. Wilson began with an overview of OLAS and then demonstrated the various search capabilities of the program. Districts have the option of narrowing applicant pools by certification, experience and even GPA. A brief question and answer period followed. Mrs. Dursi presented Microsoft Live@edu. Live@edu is a free suite of hosted Microsoft services and applications that are intended for educational needs. The program provides collaborative services, communication tools, mobile, desktop and web-based applications, as well as data storage capabilities. Our students now have free access to their files all the time. Catherine Armisto, a teacher from Fox Meadow, demonstrated a timeline that she is using with her students. A brief question and answer period followed. Mrs. Feldman and Dr. Langlois thanked Dr. Maldonado, Ms. Wilson, Mrs. Dursi, and Ms. Armisto for a wonderful presentation and bulletin board.

3B	Dr. Gardner reported that the Curriculum Center is continuing its collaboration with our district consortium and the Lower Hudson Regional Information Center to offer high quality online and blended learning experiences to teachers and students in the region. Ongoing and new examples of this initiative include the following: • Exciting, innovative courses focused on 21st Century Learning for consortium high school juniors and seniors beginning this fall. The course instructors are hard at work developing curriculum for the four blended courses to be implemented next year for the eight districts participating in the consortium. In addition, student registration is underway and a website and brochure are being developed to assist districts in recruiting students for the program. • A blended course for teachers on assessment literacy, timed to coincide with an increased focus on formative and ongoing assessment tied to college and career ready standards, will be offered this fall. • A blended course designed for administrators and teacher leaders in the region to develop blended professional development opportunities tied closely to district initiatives to build professional development capacity in our local districts will be offered this fall. The Curriculum Center continues to support the region in the rollout of the Common Core Standards for New York State. This spring, in-depth workshops for teachers and administrators are taking place to assist districts in conducting a gap analyses between current practice and new emphases in the common core in English Language Arts and mathematics. Science 21 has been working to orient teachers and administrators from three large new districts joining the service next year (Clarkstown, Monroe-Woodbury, and East Islip). On a local level, Katonah-Lewisboro is going to continue their pilot of the program next year. Science 21 has almost completed the development of three online workshops to support teachers using the program – Using Science Notebooks, Managing a Hands-On Science Classroom Environment, and Advanced Topics in Energy (Grade 6). The program is also working on a reorganization of its website to include a new technology resources section and the development of a "Guide to the Website" so that

	teachers will be directed to what unit resources are available and where within the website they can be found. The Young Authors' Conference will be held on Thursday, March 17 at Westchester Community College with 300 high school students from 20 schools throughout Northern Westchester, Southern Westchester, Putnam and Rockland. Attendees will participate in workshops presented by 13 authors and editors. The Destination Imagination Eastern Regional Tournament was held on Saturday, March 12 at Somers High School with 60 teams participating. The Center for Environmental Education (CEE) just completed their two week Monster Storms program which served almost 1000 students. This year the program used Skype to talk to some of the scientists about climate change. Some examples of who the students spoke to and what they discussed: • Dr. Frank Marks, Director of Research for the National Hurricane Center: What is it like to fly into a hurricane? What instruments do you carry on the plane when you fly into a hurricane? • Dr. Mark Steinburg, Executive Vice President, ACCU Weather: What instruments do meteorologists use to forecast the weather? How do green screens work? Why did you become a meteorologist? What schooling did you need to become a meteorologist? • Dr. Jordan Alpert, National Center for Environmental Protection (NCEP/Environmental Modeling Center): How did you develop the GFS model? What are atmospheric sciences? • Karl Silverman, former Chief Meteorologist for NASA: What factors did you have to take into consideration before giving the okay for the shuttle to lift off or land? What was the most difficult mission you ever worked on? This month the Hudson River Teacher Center, with the support of the Center for Educational Leadership, will be hosting three college informational meetings: • Masters in Literacy with The College of New Rochelle • BCBA (Board Certified Behavior Analyst) coursework with Manhattanville College • Advanced Certificate in English as a Second Language with The College of New Rochelle

Additionally, the two programs are collaborating on a grant writing workshop "Get Smart About Writing Grants" that will take place the first week in April.

Recent staff development support provided by the Professional Library/Library Media service include:

- Workshops in the use of an innovative online learning program to develop reading and writing literacy, *Learning A-Z.*
- After-school workshop for library media specialists to share best practices.
- A Mandarin User Day with 25 participants from 12 districts.
- A workshop to introduce *Espresso Learning*, an extensive library of high quality, video rich broadband teaching resources and student activities that motivates students and supports teachers.

Mrs. Feldman thanked Dr. Gardner for her report and expressed her enthusiasm and appreciation for all of the wonderful things that are going on at BOCES.

Mr. Gill introduced Adam Van Der Stuyf to present on the recent visits by Lakeland Board of Education members, staff and students to our Alternative High School. Mr. McCarthy expressed his thanks and appreciation to Adam and his staff for a job well done. Mr. Van Der Stuyf reviewed the PowerPoint presentation he used with Lakeland. A brief question and answer period followed. The Board thanked Mr. Van Der Stuyf for a wonderful presentation.

Dr. Allen reported on the Guidance and Child Study Center. She reviewed the recent reorganization that followed two support staff retirements. The two positions (Psychometric Assistant and Administrative Assistant) have been combined. Two more retirements are expected in June and September and Dr. Allan and Mr. Gill are looking at the positions to identify another cost effective solution. Evaluation services are up by 31 over last year. College Conference will be held on May 3, followed by College Night at Fox Lane High School that evening. College Clinic will be held on May 4 at Tappan Hill. Dr. Allen thanked Mrs. Brechner for her help with the college events. The free regional monthly meetings hosted by the Guidance and Child Study Center for our component districts are very well attended. Three hundred datafolios will be scored this year.

	Dr. Higgins distributed an email he sent to our CSAs and School Business Administrators on March 9 regarding our decision to postpone our proposed capital projects until early in the next fiscal year. A brief discussion followed regarding some options and next steps. Mr. McCarthy reported for Mrs. Balestrieri who was away at a conference. CTE's theme for this month is what it takes to be #1. It is based on the principles of Vince Lombardi's leadership, and what it takes to be #1. Each day the announcements will feature a quote from the legendary coach. Each week every teacher will nominate a student that in their eyes was #1 for the week. Students who exhibit the following characteristics will be nominated: commitment, truth, excellence, passion and discipline. Dr. Langlois, Dr. Higgins and Mr. McCarthy are all participating as guest speakers. Over 700 students came to the Tech Tours on March 1 and 2. Returning students are currently being enrolled. Christina Lopez, a first year senior from Mahopac, won first place in a baking competition at Paul Smith College on March 5. Christina's prize was a $7000 scholarship. On February 11, twenty-two SkillsUSA students traveled to the Veterans Administration Nursing Home in Montrose to visit some amazing elderly veterans. Our students delivered over 60 handmade cards decorated with pressed flowers, beautiful ribbons and a personalized message of thanks written by the members of SkillsUSA. The students handed out cards to each resident and took time to talk to each new friend. After all the cards were handed out, they helped serve snacks. The residents were extremely grateful. Mr. Kreps suggested sending a letter/press release to Senator Ball regarding the visit to the Veterans Administration Nursing Home. Mr. McCarthy told the Board that Renée Gargano will be presenting to the Board on the Center for Educational Leadership at the May 17 meeting. Our proposed collaboration with the University of Pennsylvania and Manhattanville College will provide a scope of professional development services that could be provided to suburban New York public school districts by

	the three organizations in this collaborative effort: The Center for Educational Leadership at Putnam/Northern Westchester BOCES, the School of Education at Manhattanville College, and the Penn Center for Educational Leadership at the University of Pennsylvania. The Albany Central School District joined OLAS after a demonstration on February 11. On March 22, OLAS will be demonstrated for the Arlington School District in Dutchess County, at the district's request. Bellmore-Merrick and Greenport, two districts from Long Island, have recently joined OLAS. Hendrick Hudson and Briarcliff will be adding their 12-month staff to SubFinder effective July 1. Lorraine Petruzzi will be presenting to the Valhalla Administrative Council on March 16, as they have expressed an interest in SubFinder. CRS is working on new reports for SubFinder districts to support their efforts in defending an increasing number of unemployment claims. Five areas of professional development opportunities present themselves for coordinated program delivery commencing Fall 2011: Providing support to school districts with growing populations of English Language Learners (ELL's), Public Engagement initiative, Minority Student Achievement Network, program evaluations and school district audits, and institutes for Chinese educators. We are in the early stages of development and will keep the Board apprised of our progress. Dr. Langlois was quoted and P/NW BOCES was cited in a book *Stretching the School Dollar – How Schools and Districts Can Save Money While Serving Students Best*. He passed the book around to the Board members. He also told the Board that he will be hosting a NYSSBA webinar on Cost Effectiveness on April 13.
MINUTES 4A	Mrs. Brechner moved, and Mrs. Lilburne seconded, the approval of the February 15, 2011 minutes. All members present voted aye.
COMMENTS AND QUESTIONS FROM AUDIENCE 4B	Liana Di Nuovo, a student teacher, from our Cosmetology program introduced herself and told the Board that she was here this evening to fulfill a requirement for her degree.

	Liana will be graduating in May and hopes to secure a Cosmetology teaching position in a local BOCES as she is a former BOCES student.
TREASURER'S REPORT 4C	 The Treasurer's Report for January 2011 was acknowledged.
CONSENT AGENDA 4D	Mrs. Lilburne moved, and Mrs. Brechner seconded, the approval of the Consent Agenda. Dr. Langlois noted that Dr. Abby Bergman, Regional Science Coordinator, will be retiring on July 31, 2011. Dr. Langlois went on to say that Abby is an excellent example of the incredible quality that we have here at BOCES. Dr. Bergman will be missed. All members present voted aye and the following were approved: Personnel Report RESIGNATIONS AND TERMINATIONS RESIGNATIONS Abby B. Bergman, Regional Science Coordinator, Full Time, 35 hpw (100%) (Curriculum & Instructional Services – Building A), effective 7/31/2011. Lina DaRonco, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Blue Mountain Middle School – Hendrick Hudson CSD), effective 3/1/2011. Cynthia Kopcsay, Teacher – Tenure Area – Speech & Hearing Handicapped, Part Time, 21 hpw (60%) (Special Education, Building A), effective 6/30/2011. CHANGE IN STATUS Shakuar Cooper, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Pines Bridge School), effective 2/10/2011 – 4/24/2011. Requesting Child Care Leave of Absence without Pay. Cindy McCaffery, Registered Professional Nurse, Full Time, 35 hpw (100%) (Special Education, Pines Bridge School), effective 3/10/2011 – 3/30/2011. Requesting Child Care Leave of Absence without Pay. APPOINTMENTS CERTIFICATED

	Arthur Buchman, Online Course Development Project Coordinator, 0.25 FTE (Curriculum & Instructional Services), effective 3/1/2011 – 6/30/2011. Salary $10,000.00 Lina DaRonco, Teaching Assistant, Full Time, 35 hpw (100%) 3-Year Probationary Appointment (Special Education, Blue Mountain Middle School – Hendrick Hudson CSD), effective 3/2/2011 – 3/1/2014. Salary $32,679.00 prorated to $12,908.20. CLASSIFIED Katherine Reardon, 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 (Special Education, Building A, replacement for Rosemary Reo), effective 2/28/2011. Salary $47,162.00 prorated to $15,902.07.
4E	Hourly/Per Diem Personnel Report Bryant, Carrie A, Recreation Assistant - Hourly, $20.00, effective 2/22/2011. Connelly, Marion, Long Term Substitute School Nurse (BOCES Retiree), $293.00/day, effective 2/28/11. Hahn, Jeffrey A., Substitute Teacher – Daily, $80.00, effective 2/11/2011. Iammatteo, Marie, Senior Office Assistant (Auto) – Hourly, $33.18, effective 2/14/2011. Schmidt, Lois A., Senior Office Assistant (Auto) – Hourly, $33.19, effective 2/22/2011. Stone, Jeanne, School Psychologist – Daily, $245.00/day, effective 2/10/2011. Zykoff, Danielle M., Clinical Instructor – Hourly, $45.00, effective 3/7/2011.
4F	Professional Service Contracts
4G	Bid Awards
NEW BUSINESS/BOARD MEMBER REPORTS	
5A	Claims Auditing Report, January 2011 – Received and acknowledged.
5B	Board Self Evaluation Schedule – Mrs. Feldman suggested having an in-house retreat to review the evaluation together and use it as a framework for discussion. After a brief discussion, it was decided that we will revisit this topic again

	on April 12.
5C	District Superintendent Evaluation Schedule – Mrs. Austin may have some changes/additions to the form. We will discuss this again on April 12.
5D	Facility Tours – We will revisit this topic on April 12.
5E	Examination and Application of Final Plans and Specifications for Building B – Mrs. Austin moved, and Mrs. Mackay seconded, the approval of the Examination and Application of Final Plans and Specifications for Building B. All members present voted aye.
5F	Examination and Application of Final Plans and Specifications for Building C – Mrs. Lilburne moved, and Mrs. Brechner seconded, the approval of the Examination and Application of Final Plans and Specifications for Building C. All members present voted aye.
5G	Program Agreement with Manhattanville College – Applied Behavioral Analysis – Mrs. Brechner moved, and Mrs. Austin seconded, the approval of the Applied Behavioral Analysis Program with Manhattanville College. Mrs. Austin asked for clarification on the certification statement on Page 1 of the agreement. Mr. McCarthy explained that participants cannot be recommended for certification because the program is not a certificated program. All members present voted aye.
5H	Discussion of Draft Board Meeting Schedule 2011-2012 – There was a discussion about changing the August and September meeting dates. Dr. Langlois asked everyone to let Mary know if they have a problem with any of the other proposed dates. Mr. Kreps suggested adding the Facility Tour dates to the schedule next year. We will discuss this again on April 12.
5I	New Hourly Title and Rate – Mrs. Austin moved, and Mr. Kreps seconded, the approval of the New Hourly Title and Rate. All members present voted aye.
OLD BUSINESS	Dr. Langlois gave the Board a brief Albany update. There is significant push back to the Governor's proposed budget. Dr. Langlois believes that some amount of school aid will be restored.

	Mrs. Feldman, Mrs. Brechner, Mr. Kreps and Mrs. Lilburne attended the NYSSBA State Issues Conference on March 3 and 4. They were not able to meet with Senator Ball, but they did speak with a staff member in his office. Mrs. Feldman would like to see a more organized outreach to our legislators. Mrs. Austin was very impressed with the BOCES of New York lobbying material.
6A	Board Email Protocol – To make sure that everyone is kept in the loop, please let Dr. Langlois or Mrs. Feldman know when you receive an email from a constituent. Mrs. Austin suggested sending an "I received your email" response until the matter can be discussed and a decision is made about who will respond. Dr. Langlois mentioned that some Board members had a difficult time accessing the electronic packet this month. Mary will send the login and password in the email that accompanies the packet.
6B	Next Steps for Liaison Outreach – A letter was sent to all component Board members at their homes on February 11. We will also do a follow-up mailing of the Annual Report shortly after the Annual Meeting. Mrs. Feldman asked Mary to email the Board when the mailing is done.
EXECUTIVE SESSION	Mrs. Lilburne moved, and Mr. Kreps seconded, that the Board move into Executive Session to discuss litigation and negotiations. All members present voted aye and the Board entered into Executive Session at 7:35 pm.
RETURN TO REGULAR SESSION	Mrs. Lilburne moved, and Mr. Kreps seconded, that the Board return to Regular Session. All members present voted aye and the Board returned to Regular Session at 7:45 pm.
ADJOURNMENT	There being no further business before the Board, Mr. Kreps moved, and Mrs. Austin seconded, that the meeting be adjourned. All members present voted aye and the meeting adjourned at 7:46 pm.

Respectfully submitted,

Mary Lorenzo
Approved: 4/12/11