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

Minutes
April 27, 2011

PRESENT	Mrs. Anita Feldman, Mrs. Joan Austin, Mrs. Katherine Brechner, Mr. Richard Kreps, Mrs. Tina Mackay, Ms. Cheryl Schwartz
EXECUTIVE OFFICER	Dr. James T. Langlois
STAFF	Dr. Thomas Higgins, Mr. John McCarthy, Mrs. Catherine Balestrieri, Mrs. Katharina Cerreta, Mr. Todd Currie, Ms. Ellen Lane, Dr. Carlos Maldonado, Mrs. Susan Micolo
GUESTS	Dr. Lynn Allen
CALL TO ORDER	Mrs. Feldman called the meeting to order at 4:37 pm.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited.
ADMINISTRATOR'S UPDATE	Dr. Langlois congratulated Mrs. Feldman and Mr. Kreps on their unanimous reelection by our component district Boards of Education. Our administrative budget passed 17-1. There is much talk in Albany about who will be replacing Commissioner Steiner at SED. Most people are predicting Deputy Commissioner John King. Commissioner Steiner assured the District Superintendents that there will be a smooth transition. Implementation of the new APPR regulations and the proposed changes to the High School Graduation requirements are very hot topics. Mrs. Feldman mentioned that she attended a local forum on College and Career Ready on April 14. Regent Harry Phillips, Commissioner Steiner and John King were all present. Mrs. Feldman said the meeting was well attended by board of education members, superintendents, principals and teachers. Dr. Langlois and several area superintendents had an opportunity to meet with Regent Phillips on March 31 to express their thoughts about APPR and High School Graduation requirements. Dr. Langlois was very happy to report that at the recent Regents meetings, Regent Phillips expressed all of their significant points.

	Two PowerPoint presentations were distributed to the Board on cost saving strategies. Dr. Langlois told the Board that he will be in Washington on Monday and Tuesday, May 2 and 3 with NYSCOSS. He will also be attending an education roundtable with Nita Lowey on Friday May 6. Mrs. Feldman was also invited, but she will be attending a meeting with Senator Ball. Dr. Langlois is working on his notes for his evaluation and will get them to the Board shortly.
3A	School Communications – Ellen Lane presented on the many changes School Communications has seen since she arrived last July. She distributed and reviewed a new brochure about digital media (Facebook, Twitter, web based videos, etc.). The brochure has been very well received. Ms. Lane is working with districts to see what they are really looking for. She is also offering individualized service packets. A brief question and answer period followed. Mrs. Feldman thanked Ms. Lane for a very informative presentation.
3B	Dr. Maldonado reported that IT has been busy with the replacement of our current switches to power over alternate switches on campus. This project is near completion. Dr. Maldonado has also been working on the Voice Over Internet Protocol (VOIP) initiative. He expects to finalize dollar amounts early next week. Dr. Maldonado expressed his thanks to Ed Catapano and Catherine Armisto for their work with Live.edu. Over 1400 people are now using this exciting product. IT has also been working on our firewall limitations, on and off property, for social networking sites. Dr. Maldonado expects this project to be completed by the end of July. This will allow control of access to certain groups/individuals. IT recently notified all staff that network password changes must be made every six months. Mrs. Cerreta talked about the summer HVAC project at CTE. O&M has been busy coordinating moves and a pre-construction meeting is scheduled for Wednesday, May 4. Spring clean-up has begun. Some recent projects include asbestos abatement at CTE, flooring at Tech South and painting of the West Conference Room. Mr. McCarthy thanked Mrs. Cerreta for her advice on the renovation of the apartment at IDT.

	Mrs. Micolo reported that end-of-year celebrations are beginning. Today we had our Administrative Professionals Luncheon. Next month, we will be having the Service Award and Retiree Dinner. End of year processes have begun in HR. Tonight the Board will be reviewing off-schedule salary recommendations. In May the Board will be receiving tenure packets for their review. During the past week, three tenurees presented their portfolios. As always, this was a wonderful experience for both the staff member and the administrators. We are looking at staffing for 2011-2012 in regard to May 15th letters. Several staff development activities have taken place in the past few months. On March 25 we had our Superintendent's Conference Day. Departments had various workshops and meetings throughout the day. The Wellness Committee decided to use this day to promote healthy lifestyles. Hudson Valley Hospital Center and New York Sports Club set up information tables during lunch. Then from 2:00 – 3:00 pm, staff participated in a wellness activity. The offerings were Zumba, yoga, pilates, cardio kick boxing, strength training with bands, volleyball, walking, stress management, and work/life balance. In March, the instructional administrators attended a workshop, presented by Joan Thompson, on using data to make informed decisions. On April 28, one of our attorneys will be presenting a legal update for all administrators. In May, EAP will be doing a presentation on setting boundaries. The Wellness Committee has continued with offering monthly workshops for staff. In April, a certified financial planner talked about planning for the present and the future. In May, we are having a workshop on Alzheimers, and in June, representatives from JP Morgan Chase will be talking about identity theft. Throughout the month of February we collected food and toiletries to send to our troops. On Saturday, April 16, twenty staff members were on campus working alongside representatives from United for the Troops packing boxes that were sent overseas. Mr. Currie reported that he has another staff member retiring in June. The Bonadio Group was in to prepare for the external audit. Our Treasurer, Sharifa Buckmon Carbon, had the opportunity to work with Timothy Doyle. Mr. Currie received great feedback from Mr. Doyle. Stella Marchionna, Junior Accountant, and Michael Feldman, Junior

	Administrative Assistant, are also doing very well in their new positions. Mrs. Feldman would like Mr. Currie to prepare a written response to our auditor's recommendations. Dr. Higgins reported that only nine districts have expressed interest in participating in a regional summer school. At this point, it does not look like we will be running summer school. We may still offer August Regents exams. Dr. Higgins will discuss this with the Chief School Administrators at their meeting tomorrow. He will keep the Board informed. Mr. McCarthy reported that the Walden Art Show was a huge success. The theme was Medieval Times. Mr. McCarthy and Mrs. Micolo have a 2nd APPR meeting scheduled for May. Five districts are participating in the Cambridge Pre-U program. Three of the five will be testing this year. Seven to eight more districts have expressed interest. Mr. McCarthy and Dr. Allen hosted a CIA meeting on April 26. They are very pleased with the direction of this new initiative. Everyone involved is very enthusiastic. Mr. McCarthy and Dr. Allen had an opportunity to meet with Dr. Raymond Blanch, Somers Superintendent, and his Director of Guidance to discuss their focus on students and looking at the whole child. They were both very pleased about the meeting. Dr. Langlois mentioned that Mary will now be sending draft minutes shortly after our Board meetings. Mr. Kreps mentioned the possibility of having the Board Retreat at Madden. Dr. Langlois will look into the availability and get back to the Board.
MINUTES 4A	Mrs. Brechner moved, and Mrs. Mackay seconded, the approval of the Minutes of the April 12, 2011 Regular and Annual Meeting. All members present voted aye.
TREASURER'S REPORT 4C	The Treasurer's Report for February 2011 was acknowledged.

	Mrs. Feldman asked a question about outstanding checks. Mr. Currie will follow-up.
CONSENT AGENDA	Mr. Kreps moved, and Mrs. Brechner seconded, the approval of the Consent Agenda. Mrs. Brechner asked a question about the delivery of goods ordered from the Educational Data Bid. Mr. Currie responded that all supplies are delivered directly to the ordering district. All members present voted aye and the following were approved: 4D Bid Award 4E Supplemental Budget Increase 4F Surplus Equipment 4G Resolution re: Educational Data Services Cooperative Bid 4H Personnel Report RESIGNATIONS AND TERMINATIONS RESIGNATIONS Imelda A. Danko, Teaching Assistant, Full Time, 35 hpw (100%) (Special Education, Pines Bridge School), effective 6/30/2011. Michael Skerritt, Assistant Business Manager, Full Time, 35 hpw (100%) (Off Schedule, Certificated, Supervisory) (Administration – Internal Services, Business Office – Building A), effective 4/27/2011. CHANGE IN STATUS Susan D. Chenoweth, Regular Substitute Teacher – Tenure Area – General Special Education, Full Time, 35 hpw (100%), leave replacement for Kurt Rudolph (Special Education, Walden School), effective 4/25/2011 – 6/30/2011. APPOINTMENTS CERTIFICATED Michael Skerritt, School Business Administrator, Full Time, 35 hpw (100%) probationary appointment; given credit for time spent as Assistant Business Manager, Full Time, 35 hpw (100%) from 11/19/2008 through 4/27/2011 (Off Schedule, Certificated, Supervisory) (Administration –

	Internal Services, Business Office – Building A), Effective 4/28/2011 – 11/18/2011. Salary $96,740 prorated to $16,929.50. REAPPOINTMENTS CERTIFICATED Renée Gargano, Executive Director of Center for Educational Leadership, Part Time, 15.75 hpw (.45 FTE) (Administration – Management Services, The Center for Educational Leadership and HR Services, Building A), Effective 7/1/2011 – 6/30/2012. Salary $75,000.00.
NEW BUSINESS/BOARD MEMBER REPORTS	
	Mrs. Feldman reminded everyone about College Clinic on Wednesday, May 4. She also asked that Board members let Mary know if they will be attending the NYSSBA Convention in Buffalo so that we are eligible for early bird registration and a group discount. Dr. Lynn Allen will be presenting on CIA.
5A	Acknowledgement of Newly Elected BOCES Board Members
5B	Approval of 2011-2012 Budget – Mr. Kreps moved, and Mrs. Mackay seconded, the approval of the following resolution: RESOLVED: that the Board of Cooperative Educational Services, Sole Supervisory District of Putnam and Westchester Counties, authorizes the expenditure of sums set forth in this budget for 2011-2012 in the total amount of $55,536,452. All members present voted aye.
5C	Extra Classroom Activity Fund Cash Journal – received and acknowledged.
5D	Resolution Authorizing Appointment of Medical Examiner – Mrs. Brechner moved, and Mrs. Mackay seconded, the approval of the following resolution: RESOLVED, that the Board is appointing Dr. Andrew Levin to conduct a psychological examination of employee number 02391 to determine fitness for duty pursuant to §913 of the *Education Law*. All members present voted aye.
5E	Approval of Audit Committee Recommendations re: Internal Audit Plan – Mr. Kreps moved, and Ms. Schwartz seconded, the approval of the Audit Committee

	Recommendations regarding our Risk Assessment Update for FY 2010/2011 and Recommended Audit Plan. All members present voted aye.
5F	Audit Committee Minutes, December 21, 2010 – received and acknowledged.
OLD BUSINESS	
6A	Draft Board Meeting Schedule – The draft schedule was reviewed. Dr. Langlois asked Board members to check their calendars for August 23 and follow-up with Mary. The final schedule will be approved at our Organization Meeting on July 5.
6B	Updated Capital Projects Proposal – Dr. Higgins distributed a revised Capital Projects Proposal and reviewed it with the Board. A lengthy discussed followed and several recommendations were made. Dr. Higgins will discuss the proposal with our Chief School Administrators at their meeting on April 28. He will follow-up with the Board.
EXECUTIVE SESSION	Mr. Kreps moved, and Ms. Schwartz 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 7:38 pm.
RETURN TO REGULAR SESSION	Mrs. Mackay moved, and Mrs. Brechner seconded, that the Board return to Regular Session. All members present voted aye and the Board returned to Regular Session at 8:03 pm.
ADJOURNMENT	There being no further business before the Board, Ms. Schwartz moved, and Mr. Kreps seconded, that the meeting be adjourned. All members present voted aye and the meeting adjourned at 8:04 pm.

Respectfully submitted,

Mary Lorenzo

Approved: 5/17/11