



**5 BOCES Road
Poughkeepsie, NY 12601**

**Trustees' Reorganizational Meeting
July 8, 2016**

Minutes

A Reorganizational Meeting of the Dutchess County Board of Cooperative Educational Services was held at the Administration Building, 5 BOCES Road, Poughkeepsie, NY on Friday, July 8, 2016.

The following Board members were present:

Ralph Chiumento, Jr.
Ralph Coates
Dale Culver
Thomas Hurley
Edward L. McCormick
Michael Riehl
Robert Rubin

Also present:

Richard Hooley, District Superintendent
Sherre Wesley, Assistant Superintendent
Norah Merritt, Executive Director – Human Resources
Genevieve Kellam, Administrator - CGR
James Fitzmaurice, BFA Representative
Stuart Waxman, Esq. (arrived at 7:15 a.m.)
Pam Bass, Esq. (arrived at 7:20 a.m.)
Nancy Pisanelli, Clerk of the Board

The meeting was called to order at 7:05 a.m. by Nancy Pisanelli, Clerk of the Board, acting as Temporary Chair.

Call to Order

All in attendance stood for the Pledge of Allegiance.

Pledge of Allegiance

The Temporary Chair administered the Oath of Office to re-elected Board Trustee Mr. Chiumento and to new Board Trustee Mr. Coates, both for three-year terms of office.

Oath of Office

The Temporary Chair called for nominations for the office of President. Mr. Chiumento nominated Mr. McCormick, seconded by Mr. Rubin.

Election of President

Mr. McCormick was unanimously elected Board President.

Mr. McCormick called for nominations for the office of Vice President.
Mr. Rubin nominated Mr. Riehl, seconded by Mr. Chiumento.

**Election of
Vice President**

The Clerk of the Board cast one vote declaring Mr. Riehl Vice President.

Mr. McCormick thanked the Board Trustees for their support and looks forward to a good year ahead.

Motion by Mr. Riehl, seconded by Mr. Chiumento and carried unanimously to approve the following appointments and resolutions.

Nancy Pisanelli as Clerk of the Board for 2016-17

**Appointment
Clerk of the Board**

Karen Brady as Treasurer for 2016-17

**Appointment
Treasurer**

Eileen Slate as Deputy Treasurer for 2016-17

**Appointment
Deputy Treasurer**

Barbara Costakis as Purchasing Agent for 2016-17 and
Sherre Wesley as alternate Purchasing Agent for 2016-17

**Appointment
Purchasing Agent
& Alternate
Purchasing Agents**

Michael Wolff Advisory Services as Internal Claims Auditor
2016-17 and **Linda Way** and **Melissa Hawley** as alternate Internal
Claims Auditors for 2016-17

**Appointment
Internal Claims Auditor
& Alternate
Internal Claims Auditors**

Norah Merritt as Appointing Officer for Civil Service 2016-17
and **Sherre Wesley** as alternate Appointing Officer for Civil
Service for 2016-17

**Appointing Officer
Civil Service &
Alternate Appointing
Officer Civil Service**

Cora Stempel as Title IX Officer for 2016-17

**Appointment Title
IX Officer**

Nancy Pisanelli as Records Management Officer for 2016-17

**Appointment
Records Management
Officer**

Nancy Pisanelli as Records Access Officer for 2016-17

**Appointment
Records Access
Officer**

Richard Hooley as Records Access Appeals Officer for 2016-17

**Appointment
Records Access
Appeals Officer**

Norah Merritt as 504 Compliance Officer for 2016-17

**Appointment 504
Compliance Officer**

Sherre Wesley as Health Insurance Portability & Privacy Act Compliance Officer (HIPPA) for 2016-17

**Appointment
HIPPA Compliance
Officer**

Norah Merritt as Sexual Harassment Compliance Officer for Students for 2016-17 and **Cora Stempel** as Sexual Harassment Compliance Officer for Employees for 2016-17

**Appointment Sexual
Harassment
Compliance Officers
for Students/Employees**

Norah Merritt as Dignity for All Students Act Coordinator for 2016-17

DASA Coordinator

Dr. Hank Bacon as School Physician for 2016-17 at a renewed annual stipend of \$2,500

**Appointment of School
Physician**

Sherre Wesley or **Norah Merritt** to certify payrolls for 2016-17

**Certification of
Payroll**

Sherre Wesley, Cora Stempel and **Matthew Metzger** as Investment Committee

**Appointment of Investment
Committee**

Reaffirm Resolution #16-17-7-1 retaining the legal services of Thomas, Drohan, Waxman, Petigrow & Mayle, LLP as follows:

RESOLVED, that Dutchess County Board of Cooperative Educational Services approves awarding the legal firm of Thomas, Drohan, Waxman Petigrow & Mayle, LLP for the 2016-17 school year with an annual retainer of \$45,000

**Resolution #16-17-7-1
Awarding the Legal Firm
of Thomas, Drohan,
Waxman, Petigrow &
Mayle, LLP**

Sherre Wesley as DEHIC Trustee and **Matthew Metzger** as Alternate

**Appointment of DEHIC
Trustee**

Matthew Metzger as Workers Compensation Representative and **Sherre Wesley** as alternate Workers Compensation Representative.

**Appointment of Workers
Compensation Reps.**

WHEREAS, it is provided that the Trustees of the Dutchess County Board of Cooperative Educational Services shall designate by written resolution the bank or trust companies in which the Treasurer shall deposit the monies coming into her hands by virtue of that office,

**Resolution #16-17-7-2
Designation of
Bank Depository**

NOW, THEREFORE, BE IT RESOLVED, that **Key Bank, NYLAF, M&T Bank, Bank of America, J.P. Morgan Chase, First Niagra, TD Bank** and **NYCLASS** are hereby designated as depositories in which the Treasurer may deposit all monies coming into her hands by virtue of that office, and

BE IT FURTHER RESOLVED, that the Treasurer, Deputy Treasurer or Board President shall be and are hereby designated and authorized to sign checks and money orders for the payment of money withdrawing funds so deposited and that the said depositories are hereby authorized and directed to honor and pay any checks and orders so signed, until such time as a change of officers of said organization and the signatures of the Treasurer, Deputy Treasurer and Board President are recorded on the books of the bank, and

BE IT FURTHER RESOLVED, opening of any new BOCES accounts will require the signature of the Treasurer, Deputy Treasurer and Board President.

BE IT FURTHER RESOLVED, that this resolution be entered into the minutes of the Board and filed with the above-mentioned depositories.

Poughkeepsie Journal, Poughkeepsie, New York as the official newspaper of the Dutchess County Board of Cooperative Educational Services for 2016-17

Designation of Newspaper

Motion by Mr. Riehl, seconded by Mr. Coates and carried unanimously to establish the following petty cash funds for 2016-17:

Establishment of Petty Cash Fund

\$100 District Superintendent's Office (Nancy Pisanelli)
 \$100 Central Administration (Cindy Cameron)
 \$100 Salt Point Center (Patrick Crisci)
 \$100 Occupational Education (Joanne Gorman)
 \$100 Adult & Continuing Education (Linda Way)
 \$100 Alternative Education – BETA (Corrine Pahlck)
 \$100 Educational Resources – CTI (Kip Newman)

Motion by Mr. Riehl, seconded by Mr. Rubin and carried unanimously to approve the following resolution as amended:

RESOLVED, that the Assistant Superintendent for Business Services, be authorized to borrow monies for payrolls and any other payables in an amount not to exceed \$5,000,000 through June 30, 2017. Such borrowed monies may be deposited in an interest bearing account pending use of such monies. Notification shall be given to the Board prior to said borrowings.

**Resolution #16-17-7-3
Borrow Monies**

Motion by Mr. Culver, seconded by Mr. Riehl and carried unanimously to approve the following resolutions:

RESOLVED, that the Board of Cooperative Educational Services authorizes the District Superintendent to engage the services of non-probationary, temporary personnel who work less than 50% of the school year if the Board is unable to take prompt action to hire these individuals. The Executive Officer shall submit a list of such persons to the Board for its approval.

**Resolution #16-17-7-4
Appointment of Temporary Personnel**

RESOLVED, that the District Superintendent be authorized to extend existing leases/contracts, when appropriate, prior to the opening of school in September.

**Resolution #16-17-7-5
Extension of Leases**

Readopt all current Board policies including the Code of Ethics, for the 2016-17 school year.

Policies

Mr. Hurley - SAVE Review Team representative for 2016-17

**Board Appointments
2016-17**

Mr. Rubin, primary and **Mr. McCormick**, alternate Board members to serve on the Dutchess County School Boards Association Executive Committee for 2016-17

Mr. Chiumento, primary and **Mr. Hurley**, alternate Voting Delegates at the NYSSBA Annual Meeting for 2016-17. Mr. McCormick will also be in attendance.

Mr. Chiumento - Legislative Liaison to the NYSSBA for 2016-17

Mr. McCormick - Wellness Committee representative for 2016-17
Notification of meetings will be provided to Mr. McCormick.

Motion by Mr. Riehl, seconded by Mr. Culver and carried unanimously to establish the following Board Committees for 2016-17:

**Board Committee
Appointments
2016-17**

Audit Committee: **Mr. Riehl, Chair; Mr. Culver, Mr. Rubin**

Personnel Committee: **Mr. Chiumento, Chair; Mr. Coates, Mr. Hurley**

Policy Committee: **Mr. Hurley, Chair; Mr. Riehl, Mr. Rubin**

The Reorganizational meeting was immediately followed by the Regular Board Meeting.



**5 BOCES Road
Poughkeepsie, NY 12601**

**Trustees' Regular Meeting
July 8, 2016**

Minutes

A Regular Meeting of the Dutchess County Board of Cooperative Educational Services was held at the Administration Building, 5 BOCES Road, Poughkeepsie, NY on Friday, July 8, 2016.

The following Board members were present:

Edward L. McCormick
Michael Riehl
Ralph Coates
Ralph Chiumento, Jr.
Dale Culver
Thomas Hurley
Robert Rubin

Also present:

Richard Hooley, District Superintendent
Sherre Wesley, Assistant Superintendent
Norah Merritt, Executive Director – Human Resources
Genevieve Kellam, Administrator - CGR
James Fitzmaurice, BFA Representative
Stuart Waxman, Esq.
Pam Bass, Esq.
Nancy Pisanelli, Clerk of the Board

Dr. Hooley requested an Executive Session to review the terms of the BFA Memorandum of Agreement, which will be added to the Agenda under "Other #15". Also, an RFP with Lighttower Fiber Networks will be added to the Agenda under "Finance #9". Two personnel matters will also be discussed.

**District Superintendent's
Report**

The District Superintendent is happy to report that the Academic Summer School run by Dutchess BOCES and located at FDR High School is off to a good start. Data pertaining to student enrollment (# and districts) will be shared at the August 17th meeting. The Extended Year Summer School at the Salt Point Center is also off to a smooth start.

Dr. Hooley discussed the Board Retreat scheduled for August 17th at 5:30 p.m. Sample Strategic Goals will be developed for Board review at that meeting. Tactical Goals will then be set which will be tied to the District Superintendent's evaluation at the end of next year.

For the 2015-16 school year, Dr. Hooley suggested using the existing goals. The Transition Plan, which was distributed in December and updated and distributed at this meeting, can be used as a basis to inform the evaluation. The Clerk of the Board will email the evaluation form to Mr. Chiumento, Personnel Committee Chairperson, for review.

Meetings Attended:

- Mid-Hudson/Catskill CSS – June 14
- Met w/DC Commissioner of Health – June 16
- Assemblywoman Barrett re: next generation of craftsmen – June 22
- CSO Luncheon – June 23

Upcoming Meetings:

- Meeting with Board of Election Commissioners
re: Bond Project (voting procedures) – July 11
- DS Meeting – August 1-2
- JMT Break Through Coach Conference (RH & NP) – August 8-9
- Administrators' PD Week – August 22-26

Motion by Mr. Riehl, seconded by Mr. Rubin and carried unanimously to approve the July 8, 2016 Board agenda as amended to include:

- Memorandum of Agreement between BOCES and BOCES BFA
- Lighttower Fiber Networks Contract

Approval of Agenda

Mr. Fitzmaurice thanked the BOCES team for a fair contract and looks forward to working with the Board in the upcoming year.

Public Comments

Motion by Mr. Riehl, seconded by Mr. Rubin and carried unanimously to approve the minutes of the regular meeting of June 8, 2016.

**Minutes of
Regular Meeting**

Motion by Mr. Chiumento, seconded by Mr. Rubin and carried unanimously to approve the following reports, bids, resolutions and recommendations:

Treasurer's Report for the month of May 2016

Treasurer's Report

Budget Modifications #15-16-410-443

**Budget
Modifications**

Re-Award of VoIP Speaker System Products bid to CDW-Government

Bids

Cooperative Door & Hardware bid to Hudson Valley Door and Hardware of Wappingers, NY

Budget Transfers in excess of \$10,000

Budget Transfers

Internal Claims Audit Report for June 2016.

Internal Claims Report

Revenues			2016-17 School Lunch Program Budget
C3190	State and Local Sources	\$ 70,500	
C4190	Federal Sources	<u>\$ 97,500</u>	
Total State, Local and Federal Sources		<u>\$168,000</u>	
C1440	Type A Lunches	\$ 18,750	
C1445	Other Foods	<u>\$ 90,550</u>	
Total Sales		\$109,300	
Total Revenues		<u>\$277,300</u>	

Expenditures		
C2860.160	Salaries/Non-Instr.	\$118,500
C2860.300	Materials/Supplies	\$ 5,500
C2860.410	Cost of Goods Sold	\$101,100
C2860.800	Employee Benefits	<u>\$ 52,200</u>
Total Expenditures		<u>\$277,300</u>

Revenues			2016-17 Capital Fund Budget
H5031	Interfund Revenues	<u>\$600,000</u>	
Expenses			
H245	Architect	\$ 50,000	
H293	General Construction	\$550,000	
Total Expenses		<u>\$600,000</u>	

Approve the following resolution as advised by the State Ed Child Nutrition Program for School & Adult Meal prices.

**Free and Reduced
Price Meal and/or
Special Milk Program
Policy**

RESOLVED, that the governing body of this BOCES authority directs District Superintendent to revise the Free and Reduced Price Meal and/or Special Milk Program Policy including the 2016-17 Family Eligibility Criteria for free and reduced price meals and/or free special milk and all applicable wording in the body, attachment and addendum of said policy, as appropriately conformed to the state budget once the latter is enacted into legislation and signed by the Governor.

Motion by Mr. Chiumento, seconded by Mr. Rubin and carried unanimously to approve the contract for Lightower Fiber Networks, Newburgh, NY. The RFP contract period is from July 1, 2015 through June 30, 2018.

**Lightower Fiber
Networks Contract**

Motion by Mr. Riehl, seconded by Mr. Chiumento, and carried unanimously to approve the employment, retirement, resignations, appointments and tenures as listed below:

Create an additional Administrative School Secretary position

Create 1 Living Environment Teacher (grades 7-12) – Regional Academic Summer School

Recall **Stephen O'Connor** – Teacher of Welding

Recall **Katherine Lanigan** – Teacher of Speech and Hearing Handicapped

Increase the hourly wage for Nursing Assistant Instructors to \$32 per hour with an increment of \$1.00 each year, capped at \$35/hr

Retirement of **Mary Grunow**, Secretary to the Assistant Superintendent for Business Services, effective November 30, 2016

Resignation of **Matthew Somma**, Teacher of Communications Technology, effective August 11, 2016

Resignation of **Sarah Morf**, Teaching Assistant, effective June 30, 2016

Appointment of **Antonia Simao**, Staff Specialist – RSE TASC, at a salary of \$76,500, for a probationary period September 1, 2016 to August 31, 2020, effective September 1, 2016

Appointment of **Megan Amendola**, School Counselor, at a salary of \$52,986.00, 1.0 FTE, Step MA3 (10 month), for a probationary period of September 1, 2016 to August 31, 2020, effective September 1, 2016

Appointment of **Patrick Foote**, Teacher of Electricity, at a salary of \$51,272, 1.0 FTE, Step BA5 (10 month), for a probationary period of September 1, 2016 to August 31, 2020, effective September 1, 2016

Appointment of **Shannon Eidel**, Teacher Aide, at a salary of \$15,331, Step 1, 1.0 FTE (10 month pro-rated), for a twenty-six week probationary period, effective June 7, 2016

Employment of Personnel

Create Positions

Recall Positions

Increase Hourly Wage Nursing Assistant Instructors

Retirement Non-Certificated

Resignations Certificated

Appointments Certificated

Appointments Non-Certificated

Appointment of **Suzanne DiCastro**, Account Clerk, at a salary of \$31,298, Step 1, 1.0 FTE (12 month pro-rated), for a probationary period of twenty-six weeks, effective July 11, 2016

Appointments – Summer School July 1 – August 11, 2016

Summer School 2016

Teacher - F835-2017-150-SP -- \$3300.00

Add

James Fraser
Patti Mulcahy

Remove

Lisah Babb
Valerie Cantone

Teaching Assistant – F835-2017-155-SP -- \$1690.00

Add

Leah Bender
Tracy Austria
Janet Soto-Drabkin
Philip Parquet
Rochelle White

Remove

Daniel Cantor
Barbara Norton
Kathryn Moloney
Laura Jackson
Melissa Cordoni
Angela Fishwick

Teacher Aide – F843-2017-160-SP --\$1690.00

Add

Amy Hayter
Brenden Nunziata
Sophie Koralus
Valerie Scarano
Natalia Mazhar
Kristina Atkinson

Change of Position from Teaching Assistant to Teacher Aide

Catherine Welshman
Rebecca Tolworthy
Catherine Ciulla-Lupi

Change of Position from Teacher Aide to Teaching Assistant

Rochelle White

Social Worker –F835-2017-150-SP -- \$3300 (\$31.43/hr)

Add

Giulia Janso

VI Teacher – F835-2017-154-SP -- \$31.43/hr

TBD

Speech Therapist – F835-2017-150-SP -- \$3300.00

Remove

Eleanor Coffey-Holm

Speech Therapist – F835-2017-154-SP -- \$31.43/hr

Remove

Doreen Tuttle

Teacher of the Deaf - F835-2017-150-SP -- \$3300.00 (\$31.43/hr)

TBD

Food Service Helper – F835-2017-164-SP --\$16.38/hr

Marge Cardinal

Cook – F835-2017-164-SP -- \$30.02/hr

Mark Graffam

Interpreter – TBD

Appointments – Academic Summer School –
Dutchess BOCES/FDR HS, Hyde Park, NY
July 5 – August 19, 2016

Academic Summer School
2016

Teachers – A402-5875-150-000 -- \$2337.00 per session/course

Add

Kevin Hart Teacher of Physical Education

Michael Mayone Teacher of Mathematics

Michael Dougherty Teacher of ELA

Jennifer Miller Teacher of ELA

Jillian Landau Teacher of ELA

Secretary – A402-5875-164-000 -- \$16.19/hr

Add

Marjorie Gibson-O'Mara - Secretary

Drop

Kelley Gould Teacher of Mathematics
Tenure granted to **Karen Harrington**, Teacher - Visually Impaired,
effective September 1, 2016

**Tenures
Certificated**

Tenure granted to **Michelle Santini**, Teacher – Special Education,
effective September 1, 2016

Tenure granted to **Richard Scalzo**, Teacher – Special Education,
effective September 1, 2016

Dr. Hooley asked that the Board think about goals for the August 17th
Retreat.

Other Requested Items

Mr. Riehl reminded the Board to complete and return the questionnaire
from the accountants in connection with the audit of the BOCES
financial statements.

Committee Reports

Motion by Mr. Riehl, seconded by Mr. Rubin and carried unanimously
to approve the Dutchess BOCES Line & Staff Chart, dated July 8, 2016.
This Line & Staff Chart reflects current positions and personnel.

Line & Staff Chart

Motion by Mr. Riehl, seconded by Mr. Rubin and carried unanimously
to approve the Memorandum of Agreement between BOCES and
Cora Stempel as follows:

**Memorandum of
Agreement between
BOCES and Cora
Stempel**

It is hereby agreed by and between the Dutchess County Board of
Cooperative Educational Services (“BOCES”) and Cora Stempel as follows:

Upon the completion of a minimum of five (5) years of continuous service
with the BOCES, and provided Ms. Stempel retires from the BOCES in
accordance with the Teachers’ Retirement System, Ms. Stempel shall be
provided with retiree health insurance (individual, family, or two person
[if applicable]) at the same BOCES rate of contribution in effect in
the Administrative and Supervisory Association collective bargaining
agreement at the time of her retirement.

This Agreement is subject to approval by the Board of Trustees

Motion by Mr. Riehl, seconded by Mr. Chiumento and carried
unanimously to approve the Dutchess BOCES Wellness Report.

Wellness Report

Motion by Mr. Rubin, seconded by Mr. Riehl and carried unanimously
to approve the Memorandum of Understanding between the BOCES
Faculty Association (“BFA”) and Dutchess County Board of
Cooperative Educational Services (“BOCES”) dated June 23, 2016.

**Memorandum of
Understanding between
BFA and BOCES--
APPR**

Motion by Mr. Riehl, seconded by Mr. Chiumento and carried
unanimously to approve the Memorandum of Understanding between
the BOCES Administrative & Supervisory Association (“ASA”) and
Dutchess County Board of Cooperative Educational Services

**Memorandum of
Understanding between
ASA and BOCES--
APPR**

("BOCES") dated June 23, 2016.

Motion by Mr. Riehl, seconded by Mr. Chiumento and carried unanimously to approve the ESI Employee Assistance Group of Wellsville, NY contract with Dutchess BOCES in the amount of \$60,086.25 for a period from July 1, 2016 through June 30, 2017.

**ESI Employee Assistance
Group Contract**

Motion by Mr. Riehl, seconded by Mr. Chiumento and carried unanimously to approve the contract renewal with Direct Energy for electric supply from Municipal Electric & Gas Alliance (MEGA). The contract period will run from July 1, 2016 through June 30, 2018.

MEGA Contract

Motion by Mr. Riehl, seconded by Mr. Chiumento and carried unanimously to approve the contract extension with Eastern Managed Print Network, A Xerox Corporation for the Dutchess BOCES Networked Copier Contract. The contract extension period will run from July 31, 2016 through October 31, 2016.

**Eastern Managed Print
Copier Contract**

Motion by Mr. Riehl, seconded by Mr. Rubin and carried unanimously to approve the increase in the Pre-Bond Planning Professional Services agreement with KG&D Architects from \$27,500 to \$37,000, plus \$3,500 per optional artist rendering.

**Pre-Bond Planning
Professional Services
Agreement with KG&D**

Motion by Mr. Rubin, seconded by Mr. Riehl and carried unanimously to approve the payment of the Dutchess County School Boards Association annual dues for 2016-17 in the amount of \$875.00.

DCSBA Dues 2016-17

Motion by Mr. Riehl, seconded by Mr. Coates and carried unanimously to approve the 2016-17 OT/PT contracts for the period September 1, 2016 through June 30, 2017.

**OT/PT Contracts
2016-17**

Motion by Mr. Riehl, seconded by Mr. Coates and carried unanimously to accept, with appreciation, the following donations from Subzero-Wolf Appliances:

Donations

- Refrigeration at a value of \$10,765
- Refrigeration at a value of \$10,370
- Refrigeration at a value of \$9,880
- Double Oven at a value of \$7,950
- Microwave at a value of \$750

from Mann Appliance:

- Beverage Air
- Sub Zero Freezer
- Winemate
- U-Line Ice Maker

Motion by Mr. Riehl, seconded by Mr. Coates and carried unanimously to go into executive session at 7:30 a.m. to discuss collective negotiations and the employment of a particular individual. Board action is expected upon return to regular session.

Executive Session

Nancy Pisanelli
Clerk of the Board

Motion by Mr. Rubin, seconded by Mr. Riehl and carried unanimously to return to regular session at 8:20 a.m.

Regular Session

Motion by Mr. Riehl, seconded by Mr. Rubin and carried unanimously to approve the following Resolution:

Memorandum of Agreement between BOCES and BFA

BE IT RESOLVED, that the Dutchess BOCES Board of Trustees hereby approves the Memorandum of Agreement between the Dutchess County Board of Cooperative Educational Services (“BOCES”) and the Dutchess County Board of Cooperative Educational Services Faculty Association (“BFA”) dated June 15, 2016, covering the period of July 1, 2015 through June 30, 2019.

Motion by Mr. Rubin, seconded by Mr. Culver and carried unanimously to adjourn the meeting at 8:21 a.m.

Edward McCormick