



**October 8, 2024**

Meeting Type: Regular Meeting

Date: Tuesday, October 8, 2024

State Time: 5:30 p.m.

Location: Central Administrative Office

**Roll Call – (Attendees Noted by District Clerk)**

Present were:

**Board Members**

- Mary Ellen Cunningham (Vice President)
- Debbie Adams-Kaden
- Ilene Herz, Esq.
- Jeannette Santos
- Robert Scheid
- Peter Wunsch

**BOCES Staff**

- Michael Flynn (Chief Operating Officer)
- April Poprilo (District Superintendent)
- Warren Taylor (Chief Financial Officer)
- Dr. Hugh Gigante (Exec. Director Personnel)
- Joanne Klein (District Clerk)
- Nancy Fischetti (Public Relations Director)

- Nancy Kelsey (Exec. Dir. – CTE)
- Nancy Wilson (Exec. Dir. – Special Education)
- Lorraine Hein (Director of Business)
- Staff Members

**Absent**

- Brian J. Sales

**Call to Order/Pledge of Allegiance (Board President)**

The Regular Meeting was called to order at 5:30 p.m. by Board Vice President, Mrs. Cunningham.

**EXECUTIVE SESSION**

At this time a motion to move into Executive Session to discuss the performance of seven particular employees was made by Mr. Wunsch, seconded by Mrs. Santos. At 7:10 p.m. the Board unanimously agreed to adjourn Executive Session and move into the Regular Meeting on motion made by Mr. Wunsch, seconded by Mrs. Santos.

**REGULAR MEETING**

The Regular meeting of the Board resumed at 7:12 p.m. Mrs. Cunningham led the audience in the Pledge of Allegiance.

At this time, Mr. Scheid left the meeting.

**Visitors: ACKNOWLEDGMENT OF VISITORS BY PRESIDING OFFICER**

Mrs. Cunningham invited anyone present in the audience who wished to address the Board to please step forward and state their name and address. No one present wished to address the Board.

**Approval of Minutes Regular Meeting – September 10, 2024**

The minutes of the Regular Meeting of September 10, 2024 were approved unanimously on motion of Mr. Wunsch and seconded by Mrs. Herz.

**Program Presentation**

Western Suffolk BOCES Goals

Mr. Flynn highlighted for the Board the 2024/25 Western Suffolk BOCES Goals report. Mr. Flynn, Mrs. April Poprilo, District Superintendent, Mrs. Nancy Kelsey, Executive Director, CTE and Ms. Nancy Wilson, Executive Director, Special Education discussed and highlighted the 2024-25 Goals pertaining to student achievement, curriculum, staff development, communications, component school district relations and facilities goals pertaining to their respective divisions.

### **Treasurer's Report**

The Board acknowledged receipt of the Treasurer's Report indicating balances in the various financial accounts as of August 31, 2024. (Copies incorporated with the official minutes of this meeting.)

### **Claims Auditor's Report**

The Board acknowledged receipt of the Report of the Claims Auditor from September 3, 2024 to September 25, 2024 for expenditures totaling \$67,946,955.54. (Copies incorporated with the official minutes of this meeting.)

## **EXECUTIVE OFFICER'S REPORTS**

### District Superintendent – Comments/Events

Mrs. Poprilo reported and shared information with the Board regarding the following topics:

- NYSED Updates
  - Regional Planning Initiative
- Board of Regents Update
- Legislative Updates
- Blue Ribbon Commission

### Chief Operating Officer Report – Comments/Events

Mr. Flynn discussed the following topics with the Board:

- WS BOCES Annual Board Dinner
- Student Ex Officio Board Member
- Policy Book Revision

Award of Grants – Mr. Flynn noted the summary of the Award of Grants.

Annual Attendance Report – Mr. Flynn discussed the Strategies to Improve Student Attendance and discussed the detailed report.

School Board Recognition Week – NYSSBA School Board Recognition Week is October 14 – October 18, 2024. The Western Suffolk BOCES Board of Education members were presented with tokens of appreciation from the students of WS BOCES Special Education and Career and Tech Education programs. Mr. Flynn thanked the Board for their commitment to students.

Chief Financial Officer – Update of Capital Projects

Mr. Taylor updated the Board on the Report of Capital Projects. Mr. Taylor discussed the status of the various projects with the Board summarizing nine projects are in design, two projects are at NYSED, 18 projects are in the bid process and 23 projects are scheduled to begin shortly and four projects have been completed for a total of 56 projects.

**ITEMS FOR BOARD ACTION**

**Business Administration Matters**

**Approval of Budget Adjustments October 2023/24**

On motion by Mr. Wunsch, seconded by Mrs. Santos, the Board voted unanimously to approve 2023/24 budget adjustments/transfers for October 2024 in the following programs:

Capital and facility Rentals

(Listing referred to is designated as Encl. 9.1.1 and is incorporated with the official minutes of this meeting.)

**Approval of Budget Adjustments October 2024/25**

On motion by Mr. Wunsch, seconded by Mrs. Santos, the Board voted unanimously to approve 2024/25 budget adjustments/transfers for October 2024 in the following programs:

Continuing Occupational Education	Distance Learning
Center for Learning Technology	Internal Computer Services
Perkins IV/CTEIA-Basic Grant 9035	WIOA, Title II ESOL/CIVICS

(Listing referred to is designated as Encl. 9.1.2 and is incorporated with the official minutes of this meeting.)

**Approval of Bid Awards**

The members of the Board reviewed the bid analysis. Mr. Wunsch moved, Mrs. Santos seconded, and the Board voted unanimously to approve awards to the lowest bidders meeting specifications as listed on the schedule dated October 8, 2024.

(Listing referred to is designated as Encl. 9.1.3 and is incorporated with the official minutes of this meeting.)

**Personnel**

**Instructional Personnel**

Mrs. Herz moved, Mr. Wunsch seconded, and the Board voted unanimously to approve Instructional Personnel matters, agenda items 9.2.1 as follows:

All Instructional personnel matters listed on the 11-page Instructional Report dated October 8, 2024 (Encl. 9.2.1) is incorporated with the official minutes of this meeting.

**Supplementary Services**

Mrs. Herz moved, Mr. Wunsch seconded, and the Board voted unanimously to approve Supplementary Services, agenda items 9.2.2 as follows:

All items listed on the 18-page Supplementary Services Report dated October 8, 2024 (Encl. 9.2.2) is incorporated with the official minutes of this meeting.

**Non-Instructional Personnel**

Mrs. Herz moved, Mr. Wunsch seconded, and the Board voted unanimously to approve Non-Instructional Personnel matters, agenda items 9.2.3 as follows:

All Non-Instructional Personnel matters listed on the 3-page Non-Instructional Report dated October 8, 2024 (Encl. 9.2.3) is incorporated with the official minutes of this meeting.

**Resolution to Adjust Central Office Administrators Vacation Balances [R]**

On motion by Mrs. Herz, seconded by Mr. Wunsch, the Board voted unanimously for a Resolution to Adjust Central Office Administrators Vacation Balances as follows:

WHEREAS, Nancy Wilson was appointed as Executive Director of Special Education effective May 8, 2017 and Hugh Gigante was appointed as Executive Director of Personnel effective May 1, 2017 and have performed with distinction in those roles to date, and

WHEREAS, both have forfeited vacation time in recent years due at least in part to the additional work related to the COVID periods, school emergencies, opening additional facilities, etc, and

WHEREAS, it is the desire of the Board to restore any lost days that would not have been lost under the revised policy 3321,

THEREFORE, BE IT RESOLVED that Mrs. Wilson shall be granted an additional 30 vacation days and that Dr. Gigante shall be granted an additional five vacation days.

(Listing referred to is designated as Encl. 9.2.4 and is incorporated with the official minutes of this meeting.)

### **Other Action Items**

#### **Approval of Disposition of Surplus Property [R]**

The Board voted unanimously to approve the Disposition of Surplus Property on motion of Mrs. Herz, seconded by Mrs. Santos as follows:

WHEREAS, Western Suffolk BOCES has certain equipment and materials which have been deemed surplus or obsolete and are of no use to Western Suffolk BOCES; and

WHEREAS, these items have also been deemed to have no resale value and have been declared valueless; and

WHEREAS, according to Policy #4420, no surplus property may be disposed of without the recommendation and authorization of the District Superintendent, or his designee, and the approval of the Board;

THEREFORE, BE IT RESOLVED, that the Board hereby approves the disposition of this surplus property as listed on the attached.

(Listing referred to is designated as Encl. 9.3.1 and is incorporated with the official minutes of this meeting.)

**Resolution for Authorization for Hospitality and Tourism Guest Service Gold Program [R]**

On motion of Mrs. Herz, seconded by Mrs. Santos, the Board voted unanimously for Resolution for Authorization for Hospitality and Tourism Guest Service Gold Program as follows:

WHEREAS, Western Suffolk BOCES has developed curriculums for the purpose of providing adult students the opportunity to participate in Hospitality and Tourism Guest Service Gold Program:

- a. Golden Opportunities
- b. Making Connections
- c. Certified Breakfast Attendant
- d. Restaurant Server
- e. Certified Guest Room Attendant and,

WHEREAS, said program would be beneficial to the students participating;

THEREFORE, BE IT RESOLVED that the Chief Operating Officer be authorized to execute this approval application to New York State Education Department.

(Listing referred to is designated as Encl. 9.3.2 and is incorporated with the official minutes of this meeting.)

**Authorization to Accept Donation of Equipment and Supplies [R]**

On motion of Mrs. Herz, seconded by Mrs. Santos, the Board voted unanimously for Authorization to Accept Donation of Equipment and Supplies as follows:

WHEREAS, Western Suffolk BOCES has received an offer from Denise Porzio to donate one (1) 2013 Ford Escape, Vin Number 1FMCU9H96DUB12126 to be used by the students attending the Automotive Tech Program at Wilson Tech, Northport Campus, and

WHEREAS, Western Suffolk BOCES students would benefit from these donations, and

WHEREAS, according to Policy #4420, all donations of equipment, materials and property shall be presented to the Board for acceptance, and

THEREFORE, BE IT RESOLVED, that the Board hereby approves the acceptance of the donated supplies and equipment as listed above.

(Listing referred to is designated as Encl. 9.3.3 and is incorporated with the official minutes of this meeting.)

**Authorization for Affiliation Agreement with Molloy University [R]**

On motion of Mrs. Herz, seconded by Mrs. Santos, the Board voted unanimously for Authorization for Affiliation Agreement with Molloy University as follows:

WHEREAS, an agreement between Western Suffolk BOCES and Molloy University has been developed for the purpose of providing a placement site for students from Molloy University to fulfill their educational program, and

WHEREAS, both parties believe this agreement to be in the interests of the Western Suffolk BOCES students;

THEREFORE, BE IT RESOLVED, that the Chief Operating Officer of Western Suffolk BOCES is hereby authorized to execute the necessary agreement.

(Listing referred to is designated as Encl. 9.3.4 and is incorporated with the official minutes of this meeting.)

**Authorization for Affiliation Agreement with University of Mount Saint Vincent [R]**

On motion of Mrs. Herz, seconded by Mrs. Santos, the Board voted unanimously for Authorization for Affiliation Agreement with University of Mount Saint Vincent as follows:

WHEREAS, an agreement between Western Suffolk BOCES and University of Mount Saint Vincent has been developed for the purpose of providing a placement site for students from University of Mount Saint Vincent to fulfill their educational program, and

WHEREAS, both parties believe this agreement to be in the interests of the Western Suffolk BOCES students;

THEREFORE, BE IT RESOLVED, that the Chief Operating Officer of Western Suffolk BOCES is hereby authorized



to execute the necessary agreement.

(Listing referred to is designated as Encl. 9.3.5 and is incorporated with the official minutes of this meeting.)

**Authorization for Affiliation Agreement with Western Governors University [R]**

On motion of Mrs. Herz, seconded by Mrs. Santos, the Board voted unanimously for Authorization for Affiliation Agreement with Western Governors University as follows:

WHEREAS, an agreement between Western Suffolk BOCES and Western Governors University has been developed for the purpose of providing a placement site for students from Western Governors University to fulfill their educational program, and

WHEREAS, both parties believe this agreement to be in the interests of the Western Suffolk BOCES students;

THEREFORE, BE IT RESOLVED, that the Chief Operating Officer of Western Suffolk BOCES is hereby authorized to execute the necessary agreement.

(Listing referred to is designated as Encl. 9.3.6 and is incorporated with the official minutes of this meeting.)

**Resolution Approving an Agreement with Erie 1 BOCES to Provide Comprehensive Policy Updates to Western Suffolk BOCES [R]**

On motion of Mrs. Herz, seconded by Mrs. Santos, the Board voted unanimously for Resolution Approving an Agreement with Erie 1 BOCES to Provide Comprehensive Policy Updates to Western Suffolk BOCES as follows:

WHEREAS, WS BOCES has adopted Board Policies for the orderly operation of the agency as required by the State Education Department of the State of New York; and

WHEREAS, such policies are maintained in a policy manual available on the WSB website; and

WHEREAS, Erie 1 BOCES offers a Policy Update Service to provide updates and a completed essential policy manual on the Internet in an electronic format;

THEREFORE, BE IT RESOLVED, that the Board has authorized the Chief Operating Officer to enter into a two year agreement with Erie 1 BOCES in the amount of \$4,700 per year for two years for their Policy Service, effective October 2024.

(Listing referred to is designated as Encl. 9.3.7 and is incorporated with the official minutes of this meeting.)

## **OLD BUSINESS**

### **NEW BUSINESS**

#### **Read and Adopt New Policy #7172 - Artificial Intelligence (AI)**

On motion of Mr. Wunsch, seconded by Mrs. Santos, as per Policy #1410 the Board voted unanimously and agreed to waive the first read and Read and Adopt New Policy #7172 - Artificial Intelligence (AI).

(Listing referred to is designated as Encl. 11.1 and is incorporated in the official minutes of this meeting.)

#### **First Read and Adopt New Policy #6350 - Voter Registration**

On motion of Mr. Wunsch, seconded by Mrs. Herz, the Board agreed to read and review New Policy #6350 - Voter Registration.

(Listing referred to is designated as Encl. 11.2 and is incorporated in the official minutes of this meeting.)

#### **Read and Adopt Policy #3321 - Administration Professional Staff Fringe Benefits – Central Office Administration**

On motion of Mrs. Santos, seconded by Mrs. Herz, as per Policy #1410 the Board voted unanimously and agreed to waive the first read and Read and Adopt Policy #3321 - Administration Professional Staff Fringe Benefits – Central Office Administration.

(Listing referred to is designated as Encl. 11.3 and is incorporated in the official minutes of this meeting.)

#### **First Read New Policy #3130 - Administrative Personnel**

On motion of Mrs. Adams-Kaden, seconded by Mr. Wunsch, the Board agreed to read and review New Policy #3130 - Administrative Personnel.

(Listing referred to is designated as Encl. 11.4 and is incorporated in the official minutes of this meeting.)

**ADJOURNMENT**

At 7:59 p.m. there being no further business items for discussion, the meeting was adjourned on motion by Mr. Wunsch and seconded by Mrs. Herz.

**UPCOMING EVENTS**

<b>DATE</b>	<b>EVENT</b>	<b>ATTENDEES</b>
10/10/24	REFIT Annual Dinner Meeting, Thursday, 6:00 pm – 10:00 pm, The Milleridge Inn, Jericho NY	J. Santos
10/20/24 - 10/22/24	NYSSBA Annual Convention and Education Expo, NYC, NY, Sunday - Tuesday	D. Adams-Kaden, B. Sales, J. Santos
4/4/25 - 4/6/25	National School Boards Association Convention, Fri – Sun, Atlanta, GA	B. Sales

**Enclosures:**

- Sick & Vacation Balances – Unrepresented Staff
- EAP Pathways, *September 2024, October 2024*
- EAP Pathways, Supervisors, *September 2024, October 2024*
- NYSSBA Update, *September 15, 2024*
- NYSSBA Update, *September 22, 2024*
- NYSSBA Update, *September 29, 2024*
- NYSSBA Advocacy Update, *September 16, 2024*
- Northport Observer Article
- Thank You Letter
- Separation Notice



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Joanne Klein  
District Clerk