



**September 10, 2024**

Meeting Type: Regular Meeting

Date: Tuesday, September 10, 2024

State Time: 6:00 p.m.

Location: Central Administrative Offices

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

Present were:

**Board Members**

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

**BOCES Staff**

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

- Joanne Klein (District Clerk)
- Nancy Kelsey (Exec. Dir. – Career and Tech. Education)
- Nancy Wilson (Exec. Dir. – Special Education)
- Lorraine Hein (Director of Business)
- Staff Members

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

The Regular Meeting was called to order at 6:00 p.m. by Board President, Mr. Sales.

### **EXECUTIVE SESSION**

At this time a motion to move into Executive Session to discuss the performance of a particular employee, Safety and Security Measures and a Student Arrest was made by Mrs. Santos, seconded by Mrs. Cunningham. At 7:15 p.m. the Board unanimously agreed to adjourn Executive Session and move into the Regular Meeting on motion made by Mrs. Santos, seconded by Mrs. Cunningham.

### **REGULAR MEETING**

The Regular meeting of the Board resumed at 7:17 p.m. Mr. Sales led the audience in the Pledge of Allegiance.

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

Mr. Sales 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 – August 6, 2024**

The minutes of the Regular Meeting of August 6, 2024 were approved unanimously on motion of Mrs. Herz and seconded by Mrs. Santos.

### **Approval of Minutes Regular Meeting – August 27, 2024**

The minutes of the Regular Meeting of August 27, 2024 were approved unanimously on motion of Mrs. Herz and seconded by Mrs. Santos.

### **Program Presentation**

Opening of School Update

Mr. Flynn introduced Mrs. Nancy Kelsey, Executive Director, Career and Technical Education. Mrs. Kelsey thanked the Board for their support for the Wilson Tech programs. Mrs. Kelsey explained staff were well-prepared and organized, ensuring a smooth start to the school year.

Mr. Flynn then introduced Ms. Nancy Wilson, Executive Director, Special Education. Ms. Wilson updated the Board regarding the opening of school. Ms. Wilson stated everything went well and there was positive energy throughout the division. The students were excited to begin their new school year.

#### Western Suffolk BOCES 2023/24 Accomplishments

Mr. Flynn highlighted for the Board the 2023/24 Accomplishments report included in the Board packet. Mrs. April Poprilo, District Superintendent, Mrs. Nancy Kelsey, Executive Director, CTE and Ms. Nancy Wilson, Executive Director, Special Education discussed and highlighted the 2023/24 Accomplishments related to student achievement, curriculum, staff development, communications, component school district relations and facilities accomplishments pertaining to their respective divisions.

#### Enrollment Studies - Regional Public School Enrollment and Bi-County Enrollment

Mrs. Poprilo introduced Dr. Christina Bischoff. Dr. Bischoff reported to the Board regarding the Regional Public School Enrollment and Bi-County Enrollment reports and discussed the declining enrollment trends.

#### **Treasurer's Report**

The Board acknowledged receipt of the Treasurer's Report indicating balances in the various financial accounts as of July 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 July 31, 2024 to August 30, 2024 for expenditures totaling \$14,082,968.44. (Copies incorporated with the official minutes of this meeting.)

### **EXECUTIVE OFFICER'S REPORTS**

#### District Superintendent – Comments/Events

Mrs. Poprilo discussed the following topics:

- Blue Ribbon Commission (BRC) Follow-up
  - Defining Competencies of the Portrait
- Board of Regents Update

- Sections 135.1, 135.4, and 135.5 relating to Mixed Competition and Extra Class Athletic Activities (Postponed)

Chief Operating Officer Report – Comments/Events

Mr. Flynn welcomed everyone to the Board meeting. Mr. Flynn discussed the following topics:

- Opening of School – uplifting wonderful group of professionals
- Review of WS BOCES Policies
- Agreement Regarding Northport UFSD
- Agreement Regarding Elwood UFSD

Chief Financial Officer – Update of Capital Projects

Mr. Taylor summarized the Report of Capital Projects that included 9 projects in design, three at NYSED, 18 in bid process and 25 projects in progress and work is done, 19 have been completed for a total of 74 projects on the books.

**ITEMS FOR BOARD ACTION**

**Business Administration Matters**

**Approval of Budget Adjustments September 2023-24**

On motion by Mrs. Adams-Kaden, seconded by Mrs. Herz, the Board voted unanimously to approve 2023-24 budget adjustments/transfers for September 2024 in the following programs:

Services Other BOCES                      Healthcare Workers Bonus

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

**Approval of Budget Adjustments September 2024-25**

On motion by Mrs. Adams-Kaden, seconded by Mrs. Herz, the Board voted unanimously to approve 2024-25 budget adjustments/transfers for September 2024 in the following programs:

Distance Learning	Center for Learning Technology
Substitute Coordination/AESOP	Planning
Center for Learning Technology	Internal Computer Services
Healthcare Worker Bonus	Summer Handicapped

(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 presented. Mrs. Adams-Kaden moved and Mrs. Herz seconded, and the Board voted to approve awards to the lowest bidders meeting specifications as listed on the schedule dated September 10, 2024.

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

**Approval of Accounting for Reserves at June 30, 2024 [R]**

On motion by Mrs. Adams-Kaden, seconded by Mrs. Herz, the Board voted unanimously for Approval of Accounting for Reserves at June 30, 2024 as follows:

WHEREAS, in prior resolutions the Board has authorized the creation of various reserves and authorized the amounts of said reserves; and

WHEREAS, the Chief Financial Officer has reported on the receipts and expenditures in the various reserves for the fiscal year ending June 30, 2024, a copy of which is attached to this resolution;

THEREFORE, BE IT RESOLVED that the attached report be accepted, subject to completion of the report of the independent auditor for the year ending June 30, 2024 and that the various transfers to the reserves be approved and the surplus amounts as indicated be returned to the General Fund both effective June 30, 2024.

(Listing referred to is designated as Encl. 9.1.4 and is incorporated with the official minutes of this meeting.)

**Approval of Capital Projects 2023-24 [R]**

On motion by Mrs. Adams-Kaden, seconded by Mrs. Herz, the Board voted unanimously for Approval of Capital Projects 2023-24 as follows:

WHEREAS, Western Suffolk BOCES has identified specific capital projects needs that have been developed in conjunction with the capital plan as required by the state; and

WHEREAS, funding for these projects is available, without additional assessment to the districts, from various funds; and

WHEREAS, this transfer of funds will not jeopardize the soundness of any programs; and

WHEREAS, the following projects in the total amount of \$999,842 should be funded in the Capital Projects Fund:

<u>Project Name</u>	<u>Location</u>	<u>Estimated Cost</u>
Electrical/Distribution Shop Replacement	WT Northport	16,350
Roof Top Unit Replacement *(H986)	Administration	21,800
PA System Replacement	WT Dix Hills	640,920
Fire Alarm System Upgrades *(H989)	District Wide	75,000
Hot Water Heater Replacement	WT Manor Plains	58,642
Cooling Tower Upgrade	JEA Dix Hills	187,130
Total		\$ 999,842

\*additional funding for projects previously approved

THEREFORE, BE IT RESOLVED that the amount of \$999,842 hereby transferred to the Capital Fund from the following sources:

<u>Source of Funds</u>	<u>Amount</u>
2023-24 Additional Revenue/Sp Ed (A243)	999,842

Total	\$ 999,842

(Listing referred to is designated as Encl. 9.1.5 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 6-page Instructional Report dated September 10, 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 14-page Supplementary Services Report dated September 10, 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 6-page Non-Instructional Report dated September 10, 2024 (Encl. 9.2.3) 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 Mr. Wunsch, seconded by Mrs. Cunningham 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.)

**Authorization for Board Member to Attend a Conference [R]**

On motion of Mr. Wunsch, seconded by Mrs. Cunningham, the Board voted unanimously for Authorization for Board Member to Attend a Conference as follows:

WHEREAS, Western Suffolk BOCES is committed to providing the best possible leadership to the organization; and

WHEREAS, the ongoing education of Board of Education members assists in achieving this goal;

THEREFORE, BE IT RESOLVED the following Board Member is authorized to attend the conference noted below:

Brian J. Sales  
NSBA Annual Conference  
Atlanta, GA  
April 4 – April 6, 2025

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

**2024 NYSSBA Annual Business Meeting Designation of Voting Delegate [R]**



On motion of Mr. Wunsch, seconded by Mrs. Cunningham, the Board voted unanimously for 2024 NYSSBA Annual Business Meeting Designation of Voting Delegate as follows:

BE IT RESOLVED that Jeannette Santos, Board Trustee of the Western Suffolk BOCES Board of Education, has been designated as the voting delegate for the Annual Business Meeting of the New York State School Boards Association to be held on 4:00 p.m. on Thursday, October 10, 2024.

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

**2024 Annual Meeting Reform Educational Financing Inequities Today Designation of Voting Delegate [R]**

On motion of Mr. Wunsch, seconded by Mrs. Cunningham, the Board voted unanimously for 2024 REFIT Annual Business Meeting Designation of Voting Delegate as follows:

BE IT RESOLVED that Jeannette Santos, Board Trustee of the Western Suffolk BOCES Board of Education, has been designated as its voting delegate for the Annual Meeting of the Reform Educational Financing Inequities Today to be held at 6:00 p.m. on Thursday, October 10, 2024.

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

**Resolution to Accept Scholarship Donation [R]**

On motion of Mr. Wunsch, seconded by Mrs. Cunningham, the Board voted unanimously for Resolution to Accept Scholarship Donation as follows:

WHEREAS, various individuals have offered to fund a scholarship in honor of Jake Plataroti; and

WHEREAS, the scholarship would recognize Western Suffolk BOCES students; and

WHEREAS, such a scholarship would benefit the students and is endorsed by the administration of the program;

THEREFORE, BE IT RESOLVED, that the Western Suffolk BOCES authorize the establishment of a scholarship as described above and accept various donations in the total amount of \$9,256 to fund this scholarship program.

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

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

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

WHEREAS, Western Suffolk BOCES has received an offer from Richard and Lori Miller 15 Grand Canyon Court, Bohemia, NY 11716 to donate the following items to be used by the students in the Music Department at Brennan Middle/High School:

- 1 Electric Guitar
- 2 Acoustic Guitars
- 2 Guitar Stands
- 1 Amplifier
- 3 Guitar Foot Pedals
- 1 Guitar Chord
- 2 Guitar Picks

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. 9.3.6 and is incorporated with the official minutes of this meeting.)

**Authorization for Lease Agreement with Northport-East Northport UFSD [R]**

On motion of Mr. Wunsch, seconded by Mrs. Cunningham, the Board voted unanimously for Authorization for Lease Agreement with Northport-East Northport UFSD as follows:

WHEREAS, Western Suffolk BOCES desires to lease space from Northport – East Northport Union Free School District for BOCES to conduct classes for the instructional program division, inclusive transitional program and related uses conducted exclusively by BOCES, for the period commencing October 1, 2024 and terminating on

June 30, 2025, upon the terms and conditions set forth in the annexed Leasehold Space Agreement, and

WHEREAS, pursuant to Education Law section 1950(4)(p), before executing any such lease BOCES shall adopt a resolution

- (1) determining that such agreement is in the best financial interests of BOCES and stating the basis for that determination,
- (2) the rental payment shall not be more than the fair market value as determined by the board and provided to the commissioner;
- (3) The board discloses any conflict of interest pursuant to Ed Law §1950(p)(c), or any other potential or perceived conflict of interest, to the commissioner, and in the event of a conflict of interest or a potential or perceived conflict of interest, provides detailed documentation to the commissioner demonstrating that the cost of the lease is not more than fair market value.

THEREFORE, BE IT RESOLVED that BOCES hereby determines that the proposed Leasehold Space Agreement with Northport – East Northport UFSD for the period commencing October 1, 2024 and terminating on June 30, 2025:

- (a) is in the best financial interests of BOCES as the space is needed by BOCES for the purpose of conducting classes for the instructional program division, inclusive transitional program and related uses,
- (b) the rental payment is not more than the fair market value, and
- (c) there are no conflicts of interest, or any perceived conflict of interest as no Board of Education of BOCES, officer or employee of the Board of Education of BOCES has a financial interest, either direct or indirect in said Leasehold Space Agreement,

IT IS FURTHER RESOLVED, that the Chief Operating Officer of BOCES is hereby authorized to enter into the annexed Leasehold Space Agreement, subject to the approval of the Commissioner of Education pursuant to Education Law section 1950(4)(p).

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

**Authorization for Lease Agreement with Elwood UFSD [R]**

On motion of Mr. Wunsch, seconded by Mrs. Cunningham, the Board voted unanimously for Authorization for Lease Agreement with Elwood UFSD as follows:

WHEREAS, pursuant to Education Law sec. 1950(4)(p), Western Suffolk BOCES (“BOCES”) has the power and duty to rent suitable land, classrooms, offices or buildings upon or in which to maintain and conduct such cooperative educational services and administrative offices for a period not to exceed ten (10) years and to improve, alter, equip and furnish such land, classrooms, offices or buildings in a suitable manner for such purposes; and

WHEREAS, due to the lack of space in current locations for the 2024/2025 school year and beyond, BOCES has explored the rental of a portion of an Elwood school to meet the needs of the special education enrollment;

WHEREAS, the board has determined that such agreement is in the best financial interests of the supervisory district and as space is needed for the alternative education center program; and

WHEREAS, the rental payment is not more than the fair market value as determined by the board; and

WHEREAS, no lease or other contract for the occupancy of such land, classrooms, offices or buildings shall be enforceable against the board of cooperative educational services unless and until the same shall have been approved in writing by the commissioner; and

WHEREAS, the rental payment is not be more than the fair market value as determined by the board; and

WHEREAS, there are no conflicts of interest or any perceived conflict of interest as no member of the Board or officers or employee has a financial interest in the space to be leased; and

THEREFORE, BE IT RESOLVED, due to the lack of available space in current facilities 2024/2025 school year and beyond, it is in the best interests of BOCES to seek suitable land, classrooms, and offices upon which to maintain and conduct such cooperative educational and services; and

IT IS FURTHER RESOLVED, that the Board President, be and is hereby expressly authorized and empowered to execute a lease with Elwood UFSD for a portion of the school to meet the needs of the special education enrollment for the 2024/2025 and beyond, subject to the approval of the commissioner of Education and on such terms and conditions as are authorized by Education Law sec. 1950(4)(p).

(Listing referred to is designated as Encl. 9.3.8 and is incorporated with the official minutes of this meeting.)

**OLD BUSINESS**

**Second Read & Adopt Policy #1435 - Quorum and Attendance of the Board of Cooperative Educational Services**

On motion of Mrs. Herz, seconded by Mr. Scheid, the Board voted unanimously for Second Read & Adopt Policy #1435 - Quorum and Attendance of the Board of Cooperative Educational Services.

(Listing referred to is designated as Encl. 10.1 and is incorporated with the official minutes of this meeting.)

**NEW BUSINESS**

**Yearly Adoption of Western Suffolk BOCES Organization Charts**

On motion of Mrs. Cunningham seconded by Mrs. Santos, as per Policy #1410, the Board unanimously agreed to waive the first read of policies #3221 Administration Organization Chart, #3222 Special Education Division Organization Chart, #3223 Career and Technical Education Organization Chart and #3224 Instructional Support Services Organization Chart and simultaneously agreed to adopt the revised policies.

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

**ADJOURNMENT**

At 8:22 p.m. there being no further business items for discussion, the meeting was adjourned on motion by Mrs. Cunningham and seconded by Mrs. Santos.

**UPCOMING EVENTS**

<b>DATE</b>	<b>EVENT</b>	<b>ATTENDEES</b>
9/25/24	N-SSBA Annual Resolutions Dinner Meeting, Wednesday, The Fox Hollow Woodbury, 6:00 pm Registration 6:30 Program Begins	B. Sales, J. Santos
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:**

2024-25 Western Suffolk BOCES District Calendar

2024-25 Western Suffolk BOCES Meeting Dates

2024-25 Western Suffolk BOCES Component District Superintendents

NYSSBA Update, *August 11, 2024*

NYSSBA Advocacy Update, *August 15, 2024*

NYSSBA Update, *August 18, 2024*

NYSSBA Update, *September 2, 2024*

NYSSBA Area Director Update, *August 2024*



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Joanne Klein  
District Clerk