



Western Suffolk BOCES  
 Regular Meeting - Central Administrative Office  
 February 14, 2023

## REVISED AGENDA

5:30 p.m. – There is a proposed Executive Session,  
 subject to Board approval  
 7:00 p.m. – Public portion of meeting resumes

- 1 ROLL CALL – (Attendees Noted by District Clerk)
- 2 CALL TO ORDER/PLEDGE OF ALLEGIANCE – (Board President)
- 3 VISITORS
- 4 MINUTES - Approval of Minutes Regular Meeting – January 10, 2023
  - 4.1 Approval of Minutes Special Meeting – January 31, 2023
- 5 PROGRAM PRESENTATION
  - 5.1 Internal Audit Report to the Board
    - Draft Initial Risk Assessment
  - 5.2 2023/24 Proposed Administrative and Capital Charges
- 6 TREASURER’S REPORT
- 7 CLAIMS AUDITOR'S REPORT
- 8 EXECUTIVE OFFICER’S REPORT
  - 8.1 Interim District Superintendent - Comments/Events
  - 8.2 Chief Operating Officer Report - Comments/Events
    - 8.2.1 BOCES Annual Election
  - 8.3 Chief Financial Officer
    - 8.3.1 Update of Capital Projects
- 9 ITEMS FOR BOARD ACTION
  - 9.1 Business Administration Matters
    - 9.1.1 Approval of Budget Adjustments – February 2022/23
    - 9.1.2 Approval of Bid Awards
    - 9.1.3 Resolution to Participate in Sourcewell Contract #070121-Car for HVAC Systems, Installation, and Service with Related Products and Supplies [R]
    - 9.1.4 Resolution to Participate in Southampton Public Schools Bids for: School Supplies and Materials, and Science Supplies and Materials [R]
    - 9.1.5 Approval of Engagement Letter [R]
    - 9.1.6 Resolution to Retain Special Legal Council [R]

9.2 Personnel

9.2.1 Instructional Personnel

9.2.2 Supplementary Services

9.2.3 Non-Instructional Personnel

9.2.4 Resolution Authorizing Legal Counsel to Commence Action  
[R]

9.3 Other Action Items

9.3.1 Approval of Disposition of Surplus Property [R]

9.3.2 Authorization for Articulation Agreement with Dutchess  
Community College [R]

9.3.3 Authorization for Articulation Agreement with Helene Fuld  
College of Nursing [R]

9.3.4 Authorization for Articulation Agreement with Jefferson  
Community College [R]

9.3.5 Adoption WS BOCES 2023/24 School Calendar [R]

9.3.6 Acceptance of Donated Equipment & Supplies [R]

10 OLD BUSINESS

11 NEW BUSINESS

11.1 Adoption of Revised WS BOCES Board of Education Meeting Dates  
for 2022/23

11.2 Review Proposed WS BOCES Board of Education Meeting Dates for  
2023/24

12 ADJOURNMENT

(Encl 4)  
2/14/23



**January 10, 2023**

Meeting Type: Regular Meeting

Date: Tuesday, January 10, 2023

Start Time: 6:00 p.m.

Location: Central Administrative Office

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

Present were:

**Board Members**

- Ilene Herz, Esq. (President)
- Brian J. Sales (Vice President)
- James Kaden
- Jeannette Santos
- Peter Wunsch

**BOCES Staff**

- Michael Flynn (Chief Operating Officer)
- Warren Taylor (Chief Financial Officer)
- Dr. Hugh Gigante (Exec. Dir. – Personnel)
- Joanne Klein (District Clerk)
- Nancy Fischetti (Public Relations Director)
- Nancy Kelsey (Exec. Dir. Career and Tech. Education)
- Nancy Wilson (Exec. Dir. - Special Education)
- Lorraine Hein (Director of Business)

- Paula Klingelhofer (Interim Director – DISS)
- Staff Members

#### **Absent**

- Mr. David Wicks
- Mary Ellen Cunningham

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

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

#### **EXECUTIVE SESSION**

At this time a motion to move into Executive Session to discuss the performance of two particular employees and ongoing negotiations was made by Mr. Sales, seconded by Mr. Wunsch. At 7:03 p.m. the Board unanimously agreed to adjourn Executive Session and move into the Regular Meeting on motion made by Mr. Sales, seconded by Mr. Wunsch.

#### **REGULAR MEETING**

The Regular meeting of the Board resumed at 7:05 p.m. Mrs. Herz led the audience in the Pledge of Allegiance.

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

Mrs. Herz 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 – December 13, 2022**

The minutes of the Regular Meeting of December 13, 2022 were approved unanimously on motion of Mr. Kaden and seconded by Mr. Sales.

#### **Program Presentation**

Wilson Tech Guidance Advisory Committee – Chris Kelly, Chairperson

Mr. Flynn welcomed everyone to the Board meeting. Mr. Flynn introduced Nancy Kelsey, Executive Director – CTE. Mrs. Kelsey thanked Mr. Flynn and introduced Mr. Chris Kelly, Chairperson of the Wilson Tech Advisory Committee.

Mr. Kelly thanked the Board for the opportunity to present and for supporting the efforts of the Guidance Advisory Council. Mr. Kelly summarized several recommendations included in the Report to the Board.

Mr. Kaden inquired about the outcomes of the recommendations.

Mrs. Kelsey discussed several results of recommendations including the ordering of new equipment and flight simulators. Mrs. Kelsey also mentioned recommendations are made based on the industry needs.

### **Treasurer's Report**

The Board acknowledged receipt of the Treasurer's Report indicating balances in the various financial accounts as of November 30, 2022. (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 December 2, 2022 to December 30, 2022 for expenditures totaling \$14,417,140.60. (Copies incorporated with the official minutes of this meeting.)

## **EXECUTIVE OFFICER'S REPORTS**

### Interim District Superintendent – Comments/Events

Mr. Wicks was unable to attend the meeting.

### Chief Operating Officer Report – Comments/Events

Mr. Flynn welcomed all in attendance to the Board meeting and reported on the following topics:

- NYSED Updates
- NYSED Blue-Ribbon Committee
- WS BOCES Legislative Program – February 17, 2023 – 25<sup>th</sup> year.
- Proposed 2023/24 Budget

### Chief Financial Officer – Update of Capital Projects

Mr. Taylor updated the Board on the Report of Capital Projects. Mr. Taylor discussed projects in design, projects submitted to NYSED, scheduled projects to start this spring and completed projects. Mr. Taylor noted due to the weather this time of year some projects are limited.

## ITEMS FOR BOARD ACTION

### Business Administration Matters

#### **Approval of Budget Adjustments January 2022-23**

On motion by Mr. Wunsch, seconded by Mrs. Santos, the Board voted unanimously for Approval of 2022-23 budget adjustments/transfers for January 2023 in the following programs:

|                                  |                                |
|----------------------------------|--------------------------------|
| Exploratory Enrichment Program   | Center for Learning Technology |
| Library Automation               | Planning                       |
| Services Other BOCES             | Central Printing               |
| Employment Preparation Education |                                |

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

#### **Resolution to Participate in the National Cooperative Purchasing Alliance (NCPA) for: Technology Solutions [R]**

On motion by Mr. Wunsch, seconded by Mrs. Santos, the Board voted unanimously for approval of Resolution to Participate in the National Cooperative Purchasing Alliance (NCPA) for: Technology Solutions as follows:

WHEREAS, Section 103 of the General Municipal Law permits Western Suffolk BOCES to purchase apparatus, materials, equipment or supplies or contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies through the use of a contract let by the United States or any agency thereof, any state or any other county, political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; and

WHEREAS, Western Suffolk BOCES, based on the authority granted in General Municipal Law, Article 5A (Public Contracts), Section 103, desires to participate in NCPA, Contract #01-44 Technology Solutions, for the purpose of fulfilling and executing its public governmental purposes, goals, objectives, programs and functions; and

WHEREAS, Western Suffolk BOCES has reviewed the benefits of participating in this program and an analysis is performed, and based on this review which is in accordance with the General Municipal Law, has concluded that participation in the program could result in savings to Western Suffolk BOCES;

THEREFORE, BE IT RESOLVED, that Western Suffolk BOCES is authorized to participate in NCPA, Contract #01-44 Technology Solutions and that the Board President and/or the Chief Operating Officer or his designee is hereby authorized to execute any and all necessary documents to effectuate participation NCPA, Contract #01-44 Technology Solutions.

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

**Resolution to Participate in Southampton Public Schools Bid for Library Supplies, Furnishings and Equipment Bid #SPS20-019 2nd Ext. [R]**

On motion by Mr. Wunsch, seconded by Mrs. Santos, the Board voted unanimously for approval of Resolution to Participate in Southampton Public Schools Bid for Library Supplies, Furnishings and Equipment Bid #SPS20-019 2nd Ext. as follows:

WHEREAS, Section 103 of the General Municipal Law permits Western Suffolk BOCES to purchase apparatus, materials, equipment or supplies or contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies through the use of a contract let by the United States or any agency thereof, any state or any other county, political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; and

WHEREAS, Western Suffolk BOCES, based on the authority granted in General Municipal Law, Article 5A (Public Contracts), Section 103, desires to participate in Southampton Public Schools Bid for Library Supplies, Furnishings and Equipment, 2ND extension, Bid #SPS20-019, term 1/1/23 – 12/31/23, for the purpose of fulfilling and executing its public governmental purposes, goals, objectives, programs and functions; and

WHEREAS, Western Suffolk BOCES has reviewed the benefits of participating in this program and an analysis is performed, and based on this review which is in accordance with the General Municipal Law, has concluded that participation in the program could result in savings to Western Suffolk BOCES;

THEREFORE BE IT RESOLVED, that Western Suffolk BOCES is authorized to participate in Southampton Public Schools Bid for Library Supplies, Furnishings and Equipment, 2nd extension, Bid #SPS20-019, term 1/1/23 – 12/31/23, that the Board President and/or the Chief Operating Officer or his designee is hereby authorized to execute any and all necessary documents to effectuate participation.

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

**Resolution to Declare Emergency at James E. Allen Alternative Taukomas School – Water Main Break [R]**

On motion by Mr. Wunsch, seconded by Mrs. Santos, the Board voted unanimously for approval of Resolution to Declare Emergency at James E. Allen Alternative Taukomas School – Water Main Break as follows:

WHEREAS, in the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property, the life, health, safety or property of the inhabitants of a political subdivision require immediate action which cannot await competitive bidding or competitive offering, contracts may be let by the board and/or appropriate officers designated herein (§103(4) of NYS General Municipal Law); and

WHEREAS, the Board of Cooperative Educational Services, Second Supervisory District of Suffolk County, has had such an unforeseen occurrence at its James E. Allen Alternative -Taukomas School where a water main broke and caused an immediate danger to the school building and persons using the building; and,

BE IT RESOLVED that the Board of Cooperative Educational Services, Second Supervisory District of Suffolk County, hereby declares an emergency for the above referenced occurrence; and

BE IT FURTHER RESOLVED, that the Board of Cooperative Educational Services, Second Supervisory District of Suffolk County, hereby agrees to authorize contracts to be let for such emergency as described above by appropriate officers of the Agency. (§103(4) of NYS General Municipal Law); and

THEREFORE, BE IT RESOLVED that the Western Suffolk BOCES hereby appoints the Director of Business to issue purchase orders for contracts in all matters related to the above for work. The estimation of work received to date for the repairs and restoration is approximately \$20,000.

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

**Resolution to Participate in Smithtown Central District Bid for Underground Water Distribution System – Installation, Maintenance & Repair Bid #21/22-14 [R]**

On motion by Mr. Wunsch, seconded by Mrs. Santos, the Board voted unanimously for approval of Resolution



to Participate in Smithtown Central District Bid for Underground Water Distribution System – Installation, Maintenance & Repair Bid #21/22-14 as follows:

WHEREAS, Section 103 of the General Municipal Law permits Western Suffolk BOCES to purchase apparatus, materials, equipment or supplies or contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies through the use of a contract let by the United States or any agency thereof, any state or any other county, political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; and

WHEREAS, Western Suffolk BOCES, based on the authority granted in General Municipal Law, Article 5A (Public Contracts), Section 103, desires to participate in Smithtown Central School District Bid for underground Water Distribution System – Installation, Maintenance & Repair Bid #21/22-14 term 05/26/22 – 05/25/23, for the purpose of fulfilling and executing its public governmental purposes, goals, objectives, programs and functions; and

WHEREAS, Western Suffolk BOCES has reviewed the benefits of participating in this program and an analysis is performed, and based on this review which is in accordance with the General Municipal Law, has concluded that participation in the program could result in savings to Western Suffolk BOCES;

THEREFORE BE IT RESOLVED, that Western Suffolk BOCES is authorized to participate in Smithtown Central School District Bid for underground Water Distribution System – Installation, Maintenance & Repair Bid #21/22-14 term 05/26/22 – 05/25/23, that the Board President and/or the Chief Operating Officer or his designee is hereby authorized to execute any and all necessary documents to effectuate participation.

(Listing referred to is designated as Encl. 9.1.5 and is incorporated with the official minutes of this meeting.)

## **Personnel**

### **Instructional Personnel**

Mr. Sales 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 8-page Instructional Report dated January 10, 2023 (Encl. 9.2.1) is incorporated with the official minutes of this meeting.

### **Supplementary Services**

Mr. Sales 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 11-page Supplementary Services Report dated January 10, 2023 (Encl. 9.2.2) is incorporated with the official minutes of this meeting.

### **Non-Instructional Personnel**

Mr. Sales 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 2-page Non-Instructional Report dated January 10, 2023 (Encl. 9.2.3) is incorporated with the official minutes of this meeting.

### **Approval of Agreement with Unit II Administrative and Supervisory Personnel [R]**

On motion by Mr. Sales, seconded by Mr. Wunsch, the Board voted unanimously for Approval of Agreement with Unit II Administrative and Supervisory Personnel as follows:

WHEREAS, the Unit II, Administrative & Supervisory Association and the Board of Cooperative Educational Services, Second Supervisory District of Suffolk County have completed collective bargaining pursuant to the requirements of the Taylor Law regarding to an amendment to the existing Collective Bargaining Agreement for the period July 1, 2019 – June 30, 2023, and

WHEREAS, upon the Unit II members ratifying said agreement, and

WHEREAS, this agreement is consistent with the Guidelines established by the Board of Cooperative Educational Services,

THEREFORE, BE IT RESOLVED that the Board of Cooperative Educational Services hereby ratifies and adopts the agreement subject to the full and complete ratification by the unit and authorizes the Chief Operating Officer to

execute the agreement.

(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 for Approval of Disposition of Surplus Property on motion of Mr. Wunsch, 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.)

#### **Approval of Multi-Year Technology Agreement with West Babylon UFSD [R]**

On motion of Mr. Wunsch, seconded by Mrs. Santos, the Board voted unanimously for Approval of Multi-Year Technology Agreement with West Babylon UFSD as follows:

WHEREAS, the Division of Instructional Support Services has been working with West Babylon School Districts on the development of a long-range technology plan; and

WHEREAS, the districts have adopted this plan for implementation and have requested Western Suffolk BOCES to provide the service appropriate to this plan;

THEREFORE, BE IT RESOLVED that the District Superintendent and District Clerk are hereby authorized to

execute service agreements for the amounts listed plus cost of related financing

| School District   | Time   | Amount    |
|-------------------|--------|-----------|
| West Babylon UFSD | 5 Year | \$411,415 |

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

**Approval of Affiliation Agreement Between Western Suffolk BOCES and CUNY Hunter College [R]**

On motion of Mr. Wunsch, seconded by Mrs. Santos, the Board voted unanimously for Approval of Affiliation Agreement Between Western Suffolk BOCES and CUNY Hunter College as follows:

WHEREAS, an agreement between Western Suffolk BOCES and CUNY Hunter College has been developed for the purpose of providing a placement site for students from CUNY Hunter College to fulfill their educational program in the Education 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 to be effective January 1, 2023.

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

**Authorization to Accept a Scholarship Donation – Kidane [R]**

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

WHEREAS, in prior action the Western Suffolk BOCES has authorized the establishment of a scholarship program in honor of David Kidane; and

WHEREAS, PM Pediatrics, One Hollow Lane Suite 301, Lake Success, NY 11042, has offered a donation in further support of the above program;

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

the Board for acceptance,

THEREFORE, BE IT RESOLVED, that the Western Suffolk BOCES accept the \$600 donation to be used to fund this scholarship program.

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

#### **Authorization to Accept Scholarship Donation – Smith [R]**

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

WHEREAS, in prior action the Western Suffolk BOCES has authorized the establishment of a scholarship program in honor of Gordon F. Smith; and

WHEREAS, various individuals have offered donations in further support of the above program; and

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

THEREFORE, BE IT RESOLVED, that the Western Suffolk BOCES accept various donations in the total amount of \$5,000 to be used 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.)

#### **OLD BUSINESS**

#### **NEW BUSINESS**

##### **Review & Adopt Policy #5152.1 – Attachment B – Unit VI - Unrepresented Staff Summary of Benefits**

On motion of Mr. Wunsch, seconded by Mrs. Santos, the Board voted unanimously to Review & Adopt Policy #5152.1 – Attachment B – Unit VI - Unrepresented Staff Summary of Benefits.

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

**ADJOURNMENT**


At 7:34 p.m. there being no further business items for discussion, the meeting was adjourned on motion by Mr. Kaden and seconded by Mr. Sales.

**UPCOMING EVENTS**

| <b>DATE</b>     | <b>EVENT</b>   | <b>ATTENDEES</b>    |
|-----------------|--|---------------------|
| 1/26/23         | N-SSBA/NCCSS/SCSSA Joint Conference, Thursday, 6:30 pm, Huntington Hilton                                      | B. Sales, J. Santos |
| 4/1/23 - 4/3/23 | National School Boards Association Convention, Sat. – Mon., Orlando, FL  | B. Sales, P. Wunsch |
| 5/22/23         | SCOPE's 22 <sup>nd</sup> Annual School District Awards Dinner, Monday, 4:30 pm, Villa Lombardi's, Holbrook, NY |                     |

**Enclosures:**

Letter to Staff, *December 21, 2022*  
 Van Nostrand and Martin Letter, *December 6, 2022*  
 NYSSBA Update, *December 18, 2022*  
 NYSSBA Update, *January 2, 2023*  
 NYSSBA Advocacy Update, *January 3, 2023*  
 NYSSBA Area Director Update, *December 2022*  
 Separation and Vacation Notices  
 The Amityville Record, *December 21, 2022*  
 The Owl's Hoot, *Fall 2022*  
 SCOPE Forum, *Fall 2022*




---

Joanne Klein  
 District Clerk

(Encl 4.1)

2/14/23



**January 31, 2023**

Meeting Type: Special Meeting

Date: Tuesday, January 31, 2023

Start Time: 4:15 p.m.

Location: Central Administrative Office / Videoconferencing

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

Present were:

**Board Members**

- Ilene Herz, Esq. (President)
- Brian J. Sales (Vice President)
- Mary Ellen Cunningham
- James Kaden
- Jeannette Santos
- Peter Wunsch (via videoconference)

**BOCES Staff**

- Michael Flynn (Chief Operating Officer)
- Joanne Klein (District Clerk)

**Absent**

- David Wicks, Interim District Superintendent

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

The Special Meeting was called to order at 4:30 p.m. by Board President, Mrs. Herz. Mrs. Herz led the audience in the Pledge of Allegiance.

**EXECUTIVE SESSION**

At this time a motion to move into Executive Session to discuss five particular persons leading to appointments and the performance of a particular employee was made by Mr. Kaden, seconded by Mr. Sales. At 8:50 p.m. the Board unanimously agreed to adjourn Executive Session and move into the Special Meeting on motion made by Mr. Kaden, seconded by Mr. Sales.

**SPECIAL MEETING**

The Special Meeting of the Board resumed at 8:50 p.m.

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

Mrs. Herz 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.

**ITEMS FOR BOARD ACTION****Personnel****Instructional Personnel**

On motion by Mrs. Cunningham, seconded by Mrs. Santos, the Board voted unanimously to approve Instructional Personnel matters, agenda items 4.1.1 as follows:

All Instructional personnel matters listed on the 2-page Instructional Report dated January 31, 2023 (Encl. 4.1.1) is incorporated with the official minutes of this meeting.

**Authorization of Resolution – Education Law Section 913 [R]**

On motion by Mrs. Cunningham, seconded by Mrs. Santos, the Board voted unanimously for Authorization of Resolution – Education Law Section 913 as follows:

WHEREAS, upon the recommendation of the Chief Operating Officer,



BE IT RESOLVED, that pursuant to Education Law Section 913, Employee No. 14624 is hereby directed to submit to a medical/psychiatric examination before a physician of BOCES' choosing; and

BE IT FURTHER RESOLVED, that the Board of Education hereby directs that Employee No. 14624 submit, at or before the examination/evaluation, all relevant records from all health care providers with whom the employee has consulted or received treatment during the last three years, or such other time period as is deemed appropriate by BOCES' designated physician(s).

(Listing referred to is designated as Encl. 4.1.2 and is incorporated with the official minutes of this meeting.)

**ADJOURNMENT**

At 8:55 p.m. there being no further business items for discussion, the meeting was adjourned on motion by Mrs. Santos and seconded by Mr. Sales.



---

Joanne Klein  
District Clerk



**Western Suffolk BOCES**

**Initial Risk Assessment  
Pertaining to the Internal Controls  
of BOCES Operations**

**As of December 2022**

DRAFT

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED UPON PROCEDURES**

The Board of Education  
Western Suffolk BOCES

We have performed the procedures enumerated below, which were agreed to by the Western Suffolk BOCES (the "BOCES"), solely to assist BOCES. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We have developed our Initial Risk Assessment by performing certain internal audit procedures pertaining to the time period ending December 2022. The Initial Risk Assessment and related internal audit plan concentrate on the following key internal control areas:

- Governance and Planning
- Budget Development
- Accounting and Reporting
- Revenue and Cash Management
- Grants
- Payroll
- Human Resources
- Benefits
- Purchasing and Related Expenditures
- Facilities Maintenance
- Capital Projects
- Fixed Assets
- Food Service
- Extraclassroom Activity Fund
- Information Systems
- Cybersecurity
- Student Data Management
- Pupil Personnel Services
- Transportation
- Security and Safety
- Insurance / Risk Management

We are available to discuss this report with the Board of Education or others within BOCES at your convenience.

These agreed-upon procedures do not constitute an examination or audit of BOCES' financial statements. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the BOCES and Board of Education and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Very truly yours,

***Nawrocki Smith LLP***  
February 9, 2023

**Western Suffolk BOCES**  
**Initial Risk Assessment Report**  
**Pertaining to the Internal Controls of BOCES Operations**

**As of December 2022**

**Table of Contents**

|  |           |
|--|-----------|
| <b>RISK ASSESSMENT OVERVIEW.....</b>                       | <b>2</b>  |
| <b>INTERNAL AUDIT OBJECTIVES.....</b>                      | <b>2</b>  |
| <b>SCOPE AND METHODOLOGY.....</b>                          | <b>3</b>  |
| <b>INTERNAL AUDIT INITIAL RISK ASSESSMENT SUMMARY.....</b> | <b>4</b>  |
| <b>RISK RATING AND INTERNAL AUDIT PLAN.....</b>            | <b>5</b>  |
| <b>NEXT STEPS.....</b>                                     | <b>8</b>  |
| <b>1.GOVERNANCE AND PLANNING.....</b>                      | <b>8</b>  |
| <b>2.BUDGET DEVELOPMENT.....</b>                           | <b>9</b>  |
| <b>3.ACCOUNTING AND REPORTING.....</b>                     | <b>10</b> |
| <b>4. REVENUE AND CASH MANAGEMENT.....</b>                 | <b>11</b> |
| <b>5.GRANTS.....</b>                                       | <b>13</b> |
| <b>6. PAYROLL.....</b>                                     | <b>15</b> |
| <b>7. HUMAN RESOURCES.....</b>                             | <b>16</b> |
| <b>8. BENEFITS.....</b>                                    | <b>18</b> |
| <b>9. PURCHASING AND RELATED EXPENDITURES.....</b>         | <b>19</b> |
| <b>10. FACILITIES MANAGEMENT.....</b>                      | <b>20</b> |
| <b>11. CAPITAL PROJECTS.....</b>                           | <b>21</b> |
| <b>12. FIXED ASSETS.....</b>                               | <b>22</b> |
| <b>13. FOOD SERVICE.....</b>                               | <b>23</b> |
| <b>14. EXTRACLASSROOM ACTIVITY FUND.....</b>               | <b>24</b> |
| <b>15. INFORMATION SYSTEMS.....</b>                        | <b>25</b> |
| <b>16. CYBERSECURITY.....</b>                              | <b>26</b> |
| <b>17. STUDENT DATA MANAGEMENT.....</b>                    | <b>27</b> |
| <b>18. PUPIL PERSONNEL SERVICES.....</b>                   | <b>28</b> |
| <b>19. TRANSPORTATION.....</b>                             | <b>28</b> |
| <b>20. SAFETY &amp; SECURITY.....</b>                      | <b>29</b> |
| <b>21. INSURANCE / RISK MANAGEMENT.....</b>                | <b>30</b> |

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**RISK ASSESSMENT OVERVIEW**

The Risk Assessment report provides a presentation of our view of BOCES' risk pertaining to its financial operations. It gives BOCES's administration the information necessary to help optimize its overall performance. The report identifies, expresses, and prioritizes the key program risks so that BOCES' administration can focus on those areas most critical to its success. This analysis is used to define BOCES' risk profile. It will provide an overview of the key risks facing BOCES' financial operations.

In accordance with the laws of New York, 2005, Chapter 263, all School Districts and BOCES were required to establish an internal audit function no later than July 1, 2006 and be in operation no later than December 31, 2006. This function should include, at a minimum, the development of a risk assessment of BOCES operations, including but not limited to the following:

- A review of financial policies, procedures and practices.
- An annual review and update of such risk assessment.
- Annual testing and evaluation of one or more areas of BOCES' internal controls.
- Preparation of reports which analyze significant risk assessment findings.
- Recommended changes for strengthening controls and reducing identified risk; and specifying time frames for implementation of such recommendations.

Pursuant to Section 170.12 – Regulations of the Commissioner of Education – School District Financial Accountability, each BOCES must prepare a corrective action plan, approved by the Board of Education in response to the findings of final reports issued by the internal auditor. This plan should include expected dates of implementation and should be filed with the New York State Education Department.

**INTERNAL AUDIT OBJECTIVES**

The objectives of our engagement are as follows:

- Develop an understanding of the critical business processes of BOCES within each functional area.
- Identify key risks based on the understanding of the business processes and stated business rules.
- Identify stated controls that are currently in place to address those risks and ascertain if they are operating effectively.
- Recommend improvements in internal controls.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**SCOPE AND METHODOLOGY**

The Board of Education has engaged Nawrocki Smith LLP as BOCES' internal auditor as of August 2022. In compliance with New York State Laws, we have performed a risk assessment with respect to policies, procedures, and internal controls pertaining to BOCES' financial operations. Our risk assessment was performed to assess risk areas within BOCES and determine an internal audit plan for the fiscal year 2022/2023 and thereafter. This risk assessment will be updated annually to reflect any changes in the current risk environment and the existing internal audit plan.

Our risk assessment consisted of the following methodology:

- Perform interviews with administration and other appropriate personnel.
- Document procedures within key Functional Areas.
- Identify key controls and perform audit tests of those controls.
- Assess the effectiveness of the key controls.
- Identification and review of organization structure.
- Analysis of risks that are a threat to the achievement of objectives.
- Create a risk profile and internal audit plan.

In addition to the above procedures, we have also evaluated and considered the following within our overall risk assessment:

- BOCES policies and procedures.
- Recent focus of State Comptroller Audits.
- Board of Education/Audit Committee Meetings.
- Materiality to Financial Statements.
- Changes in Management or key personnel.
- Financial reports provided to the Board.
- External auditor management letters.
- BOCES corrective action plans.
- Organizational chart and job descriptions.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**INTERNAL AUDIT INITIAL RISK ASSESSMENT SUMMARY**

We have analyzed twenty-one (21) Business Process areas within BOCES and have developed an internal audit plan based on our initial assessment of each area. Each of the twenty-one (21) Business Processes contains multiple business process categories for which an extensive cycle analysis will be performed during the proposed time period noted within the risk rating and internal audit plan. The plan, as presented, will be revised each year based on an annual risk assessment update and events/requests which impact the priority of future internal audit services.

The results of our initial risk assessment are summarized below and, in the tables presented on pages 5 through 7. We have utilized a “Low,” “Moderate,” and “High” control risk rating assessment scale:

**CURRENT YEAR RATINGS**

| <b><u>Rating</u></b> | <b><u>2022/2023</u></b> |
|----------------------|-------------------------|
| High                 | - 0.00%                 |
| Moderate             | 18 19.78%               |
| Low                  | 73 80.22%               |
| <b>Total</b>         | <b>91 100.00%</b>       |

(\*) Refer to pages 5 through 7 for business process rating changes.

Our December 2022 initial risk assessment contains nine (9) recommendations, as follows:

| <b><u>Business Process</u></b> | <b><u>Recommendation(s)</u></b> |
|--------------------------------|---------------------------------|
| Revenue & Cash Management      | 1                               |
| Payroll                        | 2                               |
| Human Resources                | 2                               |
| Facilities Maintenance         | 1                               |
| Cybersecurity                  | 1                               |
| Student Data Management        | 1                               |
| Safety & Security              | 1                               |
| <b>Total</b>                   | <b>9</b>                        |

Based on the work performed and discussion with BOCES, we have summarized below the areas we recommend BOCES consider for selecting one (1) or more intensive cycle analysis to be performed during the fiscal year 2022/2023 and thereafter.

| <b>2022/2023 (Commence in Feb 23)</b> | <b>2023/2024 (*) Commence in July 23, (**) Commence in December 23</b> |
|---------------------------------------|--|
| • Payroll Cycle                       | • Human Resources Cycle (*)  |
| • User Permissions Analysis           | • Cybersecurity (NIST Gap Analysis - Monitoring) (*)                   |
| • Safety & Security Cycle             | • External Audit Corrective Action Plan Monitoring (**)                |
|                                       | • Annual Risk Assessment Update as of December 2023 (**)               |
|                                       | • Other Internal Audit Services at the request of BOCES                |

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**RISK RATING AND INTERNAL AUDIT PLAN**

|                                      |                                    |
|--------------------------------------|------------------------------------|
| √ = Internal Audit Services Provided | X = Proposed Business Cycle Review |
| ★ = Business Cycle Review Complete   | T = Proposed Key Control Testing   |

|   | Business Process          | Business Process Categories              | RISK     |         | YEAR OF SERVICE |            |
|---|---------------------------|--|----------|---------|-----------------|------------|
|   |                           |  | Inherent | Control | 22-23           | Subsequent |
|   |                           |  |          | 22-23   |                 |            |
| 1 | Governance and Planning   | 1 Governance Environment                 | H        | L       |                 | X          |
|   |                           | 2 Control Environment / Policies & Proc. | H        | L       |                 | X          |
| 2 | Budget Development        | 3 Budget Development                     | H        | L       |                 | X          |
|   |                           | 4 Budget Monitoring & Reporting          | H        | L       |                 | X          |
| 3 | Accounting & Reporting    | 5 Financial Accounting and Reporting     | H        | L       |                 | X          |
|   |                           | 6 External/Internal/Claims Auditing      | H        | L       |                 | X          |
|   |                           | 7 Fund Balance Management                | H        | L       |                 | X          |
| 4 | Revenue & Cash Management | 8 State Aid                              | H        | L       |                 | X          |
|   |                           | 9 Out of District Tuition/Reimb. Exp.    | M        | M       |                 | X          |
|   |                           | 10 Use of Facilities                     | L        | L       |                 | X          |
|   |                           | 11 Donations                             | M        | M       |                 | X          |
|   |                           | 12 Vending Machines                      | H        | L       |                 | X          |
|   |                           | 13 Cash Receipts                         | H        | M       |                 | X          |
|   |                           | 14 Cash & Investment Management          | H        | L       |                 | X          |
|   |                           | 15 Petty Cash                            | L        | L       |                 | X          |
|   |                           | 16 Bank Reconciliations                  | H        | M       |                 | X          |
|   |                           | 17 Online Banking                        | H        | L       |                 | X          |
|   |                           | 18 Accounts Receivable                   | H        | M       |                 | X          |
| 5 | Grants                    | 19 General Processing                    | H        | L       |                 | X          |
|   |                           | 20 Grant Application                     | M        | L       |                 | X          |
|   |                           | 21 Allowable Costs & Expenditures        | H        | L       |                 | X          |
|   |                           | 22 Monitoring                            | M        | L       |                 | X          |
|   |                           | 23 Reporting                             | H        | L       |                 | X          |
| 6 | Payroll                   | 24 Payroll Disbursements                 | H        | L       | X               |            |
|   |                           | 25 Overtime Reporting                    | H        | L       | X               |            |
|   |                           | 26 Payroll Accounting & Reporting        | H        | L       | X               |            |
|   |                           | 27 Payroll Tax Filings                   | H        | M       | X               |            |
|   |                           | 28 Payroll Reconciliation                | H        | M       | X               |            |
| 7 | Human Resources           | 29 Employment Requisition/Hiring         | H        | M       |                 | X          |
|   |                           | 30 Personnel Evaluation                  | H        | L       |                 | X          |
|   |                           | 31 Termination                           | H        | L       |                 | X          |
|   |                           | 32 Employee Attendance                   | H        | M       |                 | X          |



**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**Risk Rating and Internal Audit Plan (Continued)**

|                                      |                                    |
|--------------------------------------|------------------------------------|
| √ = Internal Audit Services Provided | X = Proposed Business Cycle Review |
| ★ = Business Cycle Review Complete   | T = Proposed Key Control Testing   |

|           | Business Process                           | Business Process Categories                 | RISK     |         | YEAR OF SERVICE |            |
|-----------|--|---|----------|---------|-----------------|------------|
|           |  |   | Inherent | Control | 22-23           | Subsequent |
|           |  |   |          | 22-23   |                 |            |
| <b>8</b>  | <b>Benefits</b>                            | 33 Eligibility                              | H        | L       |                 | X          |
|           |  | 34 Benefit Calculations                     | H        | L       |                 | X          |
|           |  | 35 Patient Protection & Affordable Care Act | H        | L       |                 | X          |
|           |  | 36 Retiree Benefits                         | H        | L       |                 | X          |
|           |  | 37 ERS/TRS                                  | H        | L       |                 | X          |
| <b>9</b>  | <b>Purchasing and Related Expenditures</b> | 38 PO System & Vendor Database              | H        | L       |                 | X          |
|           |  | 39 Purchasing Process                       | H        | L       |                 | X          |
|           |  | 40 Payment Processing                       | H        | L       |                 | X          |
|           |  | 41 Employee Reimbursements                  | H        | L       |                 | X          |
|           |  | 42 Credit Cards                             | H        | L       |                 | X          |
| <b>10</b> | <b>Facilities Maintenance</b>              | 43 Facilities Maintenance/Work Orders       | H        | L       |                 | X          |
|           |  | 44 Staff Supervision                        | M        | L       |                 | X          |
|           |  | 45 Preventive Maintenance                   | M        | M       |                 | X          |
|           |  | 46 Coordination with Outside Vendors        | M        | L       |                 | X          |
| <b>11</b> | <b>Capital Projects</b>                    | 47 Construction Planning & Monitoring       | H        | L       |                 | X          |
|           |  | 48 Capital Project Funding & Payments       | M        | L       |                 | X          |
|           |  | 49 Recordkeeping & Reporting                | M        | L       |                 | X          |
| <b>12</b> | <b>Fixed Assets</b>                        | 50 Inventory/ Capitalization Policy         | H        | L       |                 | X          |
|           |  | 51 Acquisition and Disposal                 | H        | L       |                 | X          |
|           |  | 52 Inventory Process & Recordkeeping        | H        | L       |                 | X          |
| <b>13</b> | <b>Food Service</b>                        | 53 Sales Cycle and System                   | M        | L       |                 | X          |
|           |  | 54 Inventory and Purchasing                 | M        | L       |                 | X          |
|           |  | 55 Free & Reduced Meals                     | M        | L       |                 | X          |
|           |  | 56 Federal and State Reimbursement          | H        | L       |                 | X          |
|           |  | 57 Financial Reporting & Monitoring         | H        | L       |                 | X          |
| <b>14</b> | <b>Extraclassroom Activity Fund</b>        | 58 General Controls                         | H        | L       |                 | X          |
|           |  | 59 Revenue                                  | H        | L       |                 | X          |
|           |  | 60 Expenditures                             | M        | L       |                 | X          |
|           |  | 61 Reporting                                | M        | L       |                 | X          |

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**Risk Rating and Internal Audit Plan (Continued)**

|                                      |                                    |
|--------------------------------------|------------------------------------|
| √ = Internal Audit Services Provided | X = Proposed Business Cycle Review |
| ★ = Business Cycle Review Complete   | T = Proposed Key Control Testing   |

|    | Business Process            | Business Process Categories          | RISK     |         | YEAR OF SERVICE |            |
|----|-----------------------------|--------------------------------------|----------|---------|-----------------|------------|
|    |                             |                                      | Inherent | Control | 22-23           | Subsequent |
|    |                             |                                      |          | 22-23   |                 |            |
| 15 | Information System          | 62 Governance                        | H        | L       |                 | X          |
|    |                             | 63 Inventory                         | H        | L       |                 | X          |
|    |                             | 64 Network Security                  | H        | L       |                 | X          |
|    |                             | 65 Application Security              | H        | L       | X               |            |
|    |                             | 66 Physical Security                 | H        | M       |                 | X          |
|    |                             | 67 Disaster Recovery                 | H        | L       |                 | X          |
| 16 | Cybersecurity               | 68 General Controls                  | H        | M       |                 | X          |
|    |                             | 69 Information & Asset Security      | H        | M       |                 | X          |
|    |                             | 70 Vulnerability Assessment          | H        | M       |                 | X          |
|    |                             | 71 Incident Response & Recovery      | H        | M       |                 | X          |
| 17 | Student Data Management     | 72 Registration & Enrollment         | H        | L       |                 | X          |
|    |                             | 73 Student Attendance                | H        | L       |                 | X          |
|    |                             | 74 Student Performance               | H        | M       |                 | X          |
|    |                             | 75 Student Eligibility               | H        | L       |                 | X          |
| 18 | Pupil Personnel Services    | 76 Budgeting and Planning            | H        | L       |                 | X          |
|    |                             | 77 STAC Reimbursement                | H        | L       |                 | X          |
|    |                             | 78 Medicaid Reimbursement            | H        | L       |                 | X          |
|    |                             | 79 RFP and Contracts                 | H        | L       |                 | X          |
| 19 | Transportation              | 80 Fleet Inventory and Maintenance   | H        | L       |                 | X          |
|    |                             | 81 Bus Routing and Planning          | H        | L       |                 | X          |
|    |                             | 82 Labor and Supervision             | H        | L       |                 | X          |
|    |                             | 83 Contract Management               | H        | L       |                 | X          |
|    |                             | 84 Federal and State Reimbursement   | H        | L       |                 | X          |
| 20 | Safety & Security           | 85 Plan Development & Strategy       | H        | M       |                 | X          |
|    |                             | 86 Building Access & Security System | H        | M       |                 | X          |
|    |                             | 87 Compliance and Incident Reporting | H        | L       |                 | X          |
|    |                             | 88 Safety & Security Monitoring      | H        | L       |                 | X          |
| 21 | Insurance / Risk Management | 89 General                           | H        | L       |                 | X          |
|    |                             | 90 Policy Management                 | H        | L       |                 | X          |
|    |                             | 91 Claims Reporting                  | H        | L       |                 | X          |

**Inherent Risk** - Inherent risk pertains to the overall BOCES industry. Inherent risk is the risk of a material misstatement that may occur assuming the absence of internal controls.

**Control Risk** - Control risk pertains specifically to Western Suffolk BOCES. Control risk is the risk that a material misstatement will not be detected and corrected by Management's internal controls on a timely basis.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**NEXT STEPS**

Our future audits in selected areas noted above will include an in-depth evaluation and validation testing of key controls to ensure the operating effectiveness of these controls. Upon completion of our evaluation of the selected areas, we will be providing BOCES with a report containing observations and recommendations to improve the internal control environment, as well as a narrative of the procedures and key controls within those procedures.

The following sections of this report provide a summary of our initial observations and recommendations pertaining to each area within the financial and operational aspects of BOCES. These observations and findings are based upon the procedures performed as noted within the “Scope and Methodology” section of this report.

**1. GOVERNANCE AND PLANNING**

The objective of our risk assessment within governance and planning is to assess whether controls are in place to ensure that BOCES’ goals and objectives are effectively and efficiently met, laws and regulations are complied with, resources are adequately safeguarded, and efficiently used, and reliable data is obtained, maintained, and accurately and fairly disclosed in reports. We interviewed key personnel and reviewed pertinent documentation to assess that this functional area has the proper internal controls.

**Summary of Controls**

- BOCES is governed by seven (7) Board of Education members. All members have completed the required six hours of training on fiscal oversight, accountability, and fiduciary responsibilities.
- The official minutes of the Board of Education indicate for each meeting the time of convening, members present and absent, others present, and late arrivals or early departures. The official minutes record the “yes” or “no” votes on each resolution. The official minutes are currently up to date and are written in a clear and concise manner. The BOCES Clerk maintains a supplemental file to support and reference the minutes. The official minutes indicate the required Board of Education action on the appointment and resignation of employees.
- The Board of Education has adopted a code of ethics that is provided to officers and employees at new hire orientation.
- BOCES maintains an organizational chart for Administration, Special Education, Career & Technical Education, and Instructional Support Services to indicate the responsible parties.
- The Business Office maintains job descriptions indicating the documentation and decision flow by each responsible party.
- BOCES has a policy manual available on its website. The policies include business management functions and responsibilities. When applicable, the policies contain legal references on which the policies are based. BOCES subscribes to the New York State School Board Association to obtain updates on required fiscal management policies on an ongoing basis.
- The Business Office has developed formal documented guidelines for its staff in human resources, payroll, purchasing, and accounts payable.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**Observations/Recommendations**

➤ *No recommendations at this time.*

**2. BUDGET DEVELOPMENT**

The objective of our risk assessment within the budget development area is to assess whether proper internal controls are in place and to understand how BOCES monitors the current year's budget, develops next year's budget and the methodology for forecasting and monitoring fund balance. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has the proper internal controls.

**Summary of Controls**

- Variances between the actual and budgetary general fund revenue and expenditures during fiscal years 2019/2020 through 2021/2022 are summarized as follows:

| <i>General Fund</i> | <i>Revenue (GF)</i> |                     |                     | <i>Expenditures (GF)</i> |                     |                     |
|---------------------|---------------------|---------------------|---------------------|--------------------------|---------------------|---------------------|
|                     | <b>2019/2020</b>    | <b>2020/2021</b>    | <b>2021/2022</b>    | <b>2019/2020</b>         | <b>2020/2021</b>    | <b>2021/2022</b>    |
| Budget              | 209,389,977         | 212,183,000         | 245,827,105         | 216,703,385              | 218,544,106         | 245,105,202         |
| Actual              | 194,168,100         | 191,946,659         | 211,354,245         | 180,622,409              | 187,605,472         | 205,412,045         |
| <b>Difference</b>   | <b>(15,221,877)</b> | <b>(20,236,341)</b> | <b>(34,472,860)</b> | <b>(36,080,976)</b>      | <b>(30,938,634)</b> | <b>(39,693,157)</b> |
| <i>% Difference</i> | -7.84%              | -10.54%             | -16.31%             | -19.98%                  | -16.49%             | -19.32%             |

(GF) – General Fund

*Source: Financial Statements: Schedule of Revenues, Expenditures and Changes in Fund Balance Budget and Actual – General Fund For The Years Ended June 30, 2020 through 2022*

- The “Schedule of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual – General Fund For The Years Ended June 30, 2022” of the audited financial statements indicated a variance between the budgetary and actual expenditures (GF) of \$39,693,157, or 19.32%, attributed to savings in programs including occupational instruction, instruction for special education, general instruction, and instruction support.
- The Business Office prepares expenditure projections beginning in December of each year. The Business Office utilizes the WinCap Budget Module to prepare the BOCES’s budget each year.
- The Business Office has established internal controls to prevent over-commitment of budgetary expenditures within its WinCap financial application system.
- We have conducted key control testing in the area of budget transfers and based on the testing procedures performed, we confirmed that the budget transfers were properly supported and approved.

**Observations/Recommendations**

➤ *No recommendations at this time.*

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

### **3. ACCOUNTING AND REPORTING**

The objective of our risk assessment within the Accounting and Reporting area is to assess whether proper internal controls are in place to assist that BOCES' financial position is properly disclosed and reported. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has the proper internal controls.

#### **Summary of Controls**

- The BOCES's general fund revenue over expenses decreased by \$929,955, from \$3,952,688 in 2019/2020 to \$3,022,733 in 2021/2022. The BOCES's general fund balance fluctuated and ranged from \$24,556,593 in 2019/2020 to \$26,895,629 in 2021/2022. The following table summarizes the net change in fund balance during the period analyzed:

| <b><u>General Fund</u></b>                               | <b><u>2019/2020</u></b> | <b><u>2020/2021</u></b> | <b><u>2021/2022</u></b> |
|--|-------------------------|-------------------------|-------------------------|
| <b>Total Revenues</b>                                    | <b>194,168,100</b>      | <b>191,946,659</b>      | <b>211,354,245</b>      |
| <i>Change From Prior Year</i>                            | <i>N/A</i>              | <i>(2,221,441)</i>      | <i>19,407,586</i>       |
| <i>% Change From Prior Year</i>                          | <i>N/A</i>              | <i>-1.16%</i>           | <i>9.18%</i>            |
| <b>Total Expenditures</b>                                | <b>180,622,409</b>      | <b>187,605,472</b>      | <b>205,412,045</b>      |
| <i>Change From Prior Year</i>                            | <i>N/A</i>              | <i>6,983,063</i>        | <i>17,806,573</i>       |
| <i>% Change From Prior Year</i>                          | <i>N/A</i>              | <i>3.72%</i>            | <i>8.67%</i>            |
| <b>Total Other Uses Interfund Transfers Out</b>          | <b>9,593,003</b>        | <b>5,024,884</b>        | <b>2,919,467</b>        |
| <i>Change From Prior Year</i>                            | <i>N/A</i>              | <i>(4,568,119)</i>      | <i>(2,105,417)</i>      |
| <i>% Change From Prior Year</i>                          | <i>N/A</i>              | <i>-90.91%</i>          | <i>-72.12%</i>          |
| <b>Excess (Deficiency) Of Revenues Over Expenditures</b> | <b>3,952,688</b>        | <b>(683,697)</b>        | <b>3,022,733</b>        |
| <i>Change From Prior Year</i>                            | <i>N/A</i>              | <i>(4,636,385)</i>      | <i>3,706,430</i>        |
| <i>% Change From Prior Year</i>                          | <i>N/A</i>              | <i>678.13%</i>          | <i>122.62%</i>          |
| Beginning Fund Balance                                   | 20,603,905              | 24,556,593              | 23,872,896              |
| <b>Ending Fund Balance</b>                               | <b>24,556,593</b>       | <b>23,872,896</b>       | <b>26,895,629</b>       |
| <i>Change From Prior Year</i>                            | <i>N/A</i>              | <i>(683,697)</i>        | <i>3,022,733</i>        |
| <i>% Change From Prior Year</i>                          | <i>N/A</i>              | <i>-2.86%</i>           | <i>11.24%</i>           |

*Source: Financial Statements: Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds For The Years Ended June 30, 2020 through 2022*

- The Business Office maintains up-to-date journals and ledgers for all BOCES funds.
- The Business Office has implemented within WinCap system controls to confirm that encumbrances are placed prior to the release of a purchase order; thus, the system prevents the release of a purchase order if the appropriation is insufficient. Salaries and known contracts are encumbered at the beginning of the year.
- The Board of Education receives the following monthly reports: BOCES Treasurer reports, budget status reports, appropriation and revenue status reports, and claims audit reports.
- BOCES has contracted with an independent auditor to review and provide an opinion on the annual financial statements. The external auditor presents an annual report to the Board of Education indicating the audit procedures and a summary of the audit results for the year. The Board of Education reviews and accepts the Annual Financial Report. The External Auditor's annual financial statement audits are posted on BOCES' website.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

- The prior internal auditor conducted an audit of BOCES' internal controls over adult education during the fiscal year 2021/2022. BOCES issued its responses and corrective action plan to the audit recommendations.
- BOCES' Claims Auditor reviews the claims and the warrants on a weekly basis. The review function of the accounts payable checks, supporting documentation, and check registers is documented and provided in a monthly summary to the Board of Education.
- We conducted key control testing in the area of journal entries and noted that the journal entries were properly documented and reviewed by the Business Office.
- BOCES is currently exploring the capabilities of the WinCap application to document the request and approval of journal entries and maintain supporting documentation within the system.

**Observations/Recommendations**

- *No recommendations at this time.*

**4. REVENUE AND CASH MANAGEMENT**

The objective of our risk assessment within the Revenue and Cash Management area is to assess whether controls are in place so that revenue and cash are properly safeguarded. This area includes revenue from services, cash receipts, wire transfers, investments, and petty cash. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has the proper internal controls, such as adequate separation of duties, ongoing monitoring of functions, adequate security, and timely reconciliations.

**Summary of Controls**

- The BOCES's total governmental fund revenue increased by \$17,186,145, from \$194,168,100 in 2019/2020 to \$211,354,245 in 2021/2022, as follows:

| <b><u>Revenues</u></b>                         | <b><u>2019/2020</u></b> |                | <b><u>2020/2021</u></b> |                | <b><u>2021/2022</u></b> |                |
|--|-------------------------|----------------|-------------------------|----------------|-------------------------|----------------|
| Charges for Services                           | 4,695,383               | 2.42%          | 3,577,196               | 1.86%          | 3,660,412               | 1.73%          |
| Charges to Components                          | 179,586,270             | 92.49%         | 176,903,805             | 92.16%         | 190,040,532             | 89.92%         |
| Charges to Other BOCES                         | 8,637,817               | 4.45%          | 7,878,542               | 4.10%          | 9,596,675               | 4.54%          |
| Interest and Earnings                          | 372,948                 | 0.19%          | 63,230                  | 0.03%          | 452,397                 | 0.21%          |
| Rental Property                                | 68,500                  | 0.04%          | 3,500                   | 0.00%          | 33,500                  | 0.02%          |
| Sales of Property and Compensation<br>for Loss | 102,155                 | 0.05%          | 135,348                 | 0.07%          | 61,298                  | 0.03%          |
| Miscellaneous                                  | 705,027                 | 0.36%          | 2,951,370               | 1.54%          | 6,942,577               | 3.28%          |
| Federal Sources                                | -                       | 0.00%          | 433,668                 | 0.23%          | 566,854                 | 0.27%          |
| <b>Total Revenues</b>                          | <b>194,168,100</b>      | <b>100.00%</b> | <b>191,946,659</b>      | <b>100.00%</b> | <b>211,354,245</b>      | <b>100.00%</b> |
| <i>Change from Prior Year</i>                  | <i>N/A</i>              |                | <i>(2,221,441)</i>      |                | <i>19,407,586</i>       |                |
| <i>% Change from Prior Year</i>                | <i>N/A</i>              |                | <i>-1.16%</i>           |                | <i>9.18%</i>            |                |

*Source: Financial Statements: Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds  
For the Years Ended June 30, 2020 through 2022*

- The Business Office monitors revenue during the budget process and presents related information within the revenue status reports to the Board of Education.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

- The Business Office issues invoices to 18 Component District, Other BOCES, and non-component districts for tuition, special education, communications, professional development, and information technology services. Accounts receivable increased by \$17,252,769, or 36.86%, from \$46,801,975 in 2019/2020 to \$64,054,744 in 2021/2022. The following table summarizes BOCES' receivables during the fiscal years ending June 30, 2020 through 2022:

| <b><u>Receivables - General Fund</u></b> | <b><u>2019/2020</u></b> | <b><u>2020/2021</u></b> | <b><u>2021/2022</u></b> |
|--|-------------------------|-------------------------|-------------------------|
| Due from School Districts                | 18,180,236              | 18,775,213              | 26,659,448              |
| Due from Other Funds                     | 14,713,600              | 12,864,640              | 7,413,515               |
| State and Federal Aid                    | 12,707,234              | 18,561,505              | 17,738,793              |
| Accounts Receivable                      | 484,145                 | 449,220                 | 634,094                 |
| Lease Receivable                         | -                       | -                       | 10,910,617              |
| Other Receivables                        | 680,751                 | 660,469                 | 684,910                 |
| Due from Other Governments               | 36,009                  | 104,653                 | 13,367                  |
| <b>Total Receivables</b>                 | <b>46,801,975</b>       | <b>51,415,700</b>       | <b>64,054,744</b>       |
| <i>Change from Prior Year</i>            | <i>N/A</i>              | <i>4,613,725</i>        | <i>12,639,044</i>       |
| <i>% Change from Prior Year</i>          | <i>N/A</i>              | <i>8.97%</i>            | <i>19.73%</i>           |

*Source: Financial Statements: Balance Sheet Governmental Funds For The Years Ended June 30, 2020 through 2022*

- BOCES utilizes an online application to process building usage requests. Internal and external groups are required to fill out an application and provide an insurance certificate for use after school hours. The application is reviewed and approved by applicable Administrators. BOCES charges fees for expenses to be incurred, which are communicated to user groups and listed on the permit prior to the actual usage of the facility. The Business Office tracks the building usage billings and receipts.
- The Board of Education accepts and approves monetary and tangible donations. The approval of donations is documented within the Board of Education minutes. The Business Office records monetary donations in WinCap and tangible donations in BOCES' property ledger, when applicable.
- Cash receipts are recorded and deposited as needed during a business week. If the funds are not deposited the same day as received, the Business Office maintains the money in a locked safe until deposited.
- Cash receipts are recorded directly in WinCap in numeric sequence, including voids. BOCES Treasurer and Account Clerk reconcile the cash receipts to the actual deposits during the bank reconciliation process.
- Responsibilities for cash receipt functions are segregated from cash disbursement duties.
- BOCES places a restrictive endorsement on incoming checks as soon as they are received.
- The Board of Education approves all depository banks utilized by BOCES at the reorganizational meeting.
- The Board of Education has approved petty cash funds of \$100. When the accounts require replenishment, the Business Office prepares a standard petty cash voucher for each receipt. The Chief Financial Officer reviews and signs off the petty cash voucher before forwarding it to the Accounts Payable Clerk for processing. The Claims Auditor reviews the payments for accuracy.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

- We have conducted key control testing in the bank reconciliation area. Based on the testing procedures performed, we noted that the bank reconciliations were performed monthly, on a timely basis, and reported the deposits in transit and outstanding checks.
- BOCES has established a process whereby outstanding checks are reviewed and followed up semi-annually.
- BOCES deposits are secured by collateral through the BOCES' bank institutions. The Treasurer prepares a collateral analysis of the secured amounts.
- The Business Office has established dual controls in preparing and releasing bank wire transfers.

**Observations/Recommendations**

1. We have conducted key control testing in the cash receipts area. Based on the testing procedures performed, we noted one instance where a cash receipt was not deposited within one week of receipt.
  - *We recommend that all cash receipts be deposited within two (2) business days. This helps to ensure the accuracy of bank account balances and minimizes the possibility of theft or misplacement of cash or checks.*

**5. GRANTS**

The objective of our risk assessment within the Grants area is to assess the internal controls and assist BOCES so that federal and state revenue are properly safeguarded, and related expenditures are incurred for approved grant purposes. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has the proper internal controls.

**Summary of Controls**

- The following table summarizes the budgetary and actual grants revenue as reported on the Federal and State Grant Status Report from the New York State Education Department during the fiscal year 2021/2022:

| <b><u>Project Number</u></b> | <b><u>Project Description</u></b>    | <b><u>Budget Total</u></b> | <b><u>Paid To Date</u></b> | <b><u>Difference</u></b> |
|------------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------|
| 0040-22-2084                 | WIOA Title 2 - ESOL/Civics           | 101,440                    | 250,000                    | 148,560                  |
| 0317-22-1040                 | School Library SYS Supplemental Aid  | 47,768                     | 47,768                     | -                        |
| 0364-22-0040                 | SLS Aid for Automation               | 10,948                     | 10,948                     | -                        |
| 0365-22-0040                 | School Library Systems Aid           | 109,477                    | 109,477                    | -                        |
| 0425-22-0105                 | Teacher Centers                      | 123,225                    | 123,225                    | -                        |
| 0480-22-0002                 | BOCES Recovery High Schools          | 83,245                     | 332,981                    | 249,736                  |
| 0527-22-0043                 | My Brother's Keeper - FAM & COM/FCEP | 75,000                     | 300,000                    | 225,000                  |
| 0568-22-0113                 | Smart Start Computer Science         | 471,996                    | 471,996                    | -                        |
| 0572-22-0001                 | Teacher Diversity Pipeline Pilot PRG | 94,622                     | 94,622                     | -                        |
| 2338-22-3096                 | WIOA, Title 2, Adult Education & LIT | 104,876                    | 250,000                    | 145,124                  |
| 2338-22-3231                 | WIOA, Title 2, Adult Education & LIT | 72,371                     | 125,000                    | 52,629                   |
| 2338-22-3233                 | WIOA, Title 2, Adult Education & LIT | 50,512                     | 125,000                    | 74,488                   |
| 8000-22-0014                 | Perkins IV/CTEIA - Basic Grant       | 226,937                    | 437,423                    | 210,486                  |
| 8000-22-9035                 | Perkins IV/CTEIA - Basic Grant       | 48,140                     | 105,856                    | 57,716                   |
| <b>Total</b>                 |                                      | <b>1,620,557</b>           | <b>2,784,296</b>           | <b>1,163,739</b>         |

*Source: Federal and State Grant Status Report from the New York State Education Department*



**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

- Program Administrators prepare the following documents when applying for grants:
  - Form FS-10 – Proposed Budget for a Federal or State Project
  - Narratives
  - Data Related To BOCES’ Demographics
  - Assurances
  - Curriculum Documentation And Plans
- The Principal Account Clerk reviews grant applications for accuracy and enters budgets in WinCap.
- The Program Administrators and the Senior Account Clerk periodically monitor the actual costs and compare them to estimated costs.
- Grant applications are reviewed and approved by the District Superintendent and submitted in a timely manner. BOCES receives grant award notices.
- Deposits from grant funding are traced to the bank statements.
- The Senior Account Clerk maintains the following documentation within each grant file:
  - Budget Report and Budget Amendments
  - Form FS-25 – Request for Funds for a Federal or State Project
  - Form FS-10F – Final Expenditure Report for a Federal or State Project
  - Correspondence to Business Office and Payroll
  - Reports from WinCap indicating revenues and expenditures
- BOCES has developed written policies and procedures to ensure that purchases and salary codes under federal awards comply with the requirement of the Uniform Grant Guidance.
- Payroll certifications for employees whose salary is paid, in full or in part, from grants are maintained on file.

**Observations/Recommendations**

- *No recommendations at this time.*

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

## **6. PAYROLL**

The objective of our risk assessment within payroll was to determine if the internal controls are adequate to properly safeguard assets and that employees are paid accurately. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has the proper internal controls.

### **Summary of Controls**

- The Payroll Office maintains supporting documentation to ensure that payment is made for services rendered and maintains employee authorizations to support deductions from payroll checks.
- The Payroll Office verifies that all employees are placed on the payroll and that all retired, resigned, and leave of absence employees are removed from payroll upon receipt of the Board of Education agenda and the retirement or resignation letter.
- Paystubs are issued through the web-portal WinCap Web for contractual employees. The Payroll Office distributes paystubs for non-contractual employees to the Buildings. Unclaimed paystubs are mailed to employees.
- Payroll comparison reports are reviewed and approved by the Payroll Office, Chief Financial Officer, and Chief Operating Officer prior to disbursements.
- Hourly employees are required to utilize timesheets to document their working hours and attendance. The respective building Principal reviews and approves the timesheets and forwards them to the Division Director for review and approval prior to submitting them to the Payroll Office for processing.
- The Personnel Office issues annual salary notices through the web-portal WinCap Web.
- We conducted key control testing in the area of payroll disbursements. Based on the testing procedures performed, we verified that the pay rates agreed to Board approved rates, salary notices, and employee contracts and that the Payroll Office had a direct deposit authorization on file for select employees.

### **Observations/Recommendations**

2. BOCES has established a process whereby the Chief Operating Officer and Chief Financial Officer certify BOCES' payroll. Also, Principals and Division Directors review and approve timesheets for hourly employees. However, the Administrators and Principals that have direct supervision over their hourly and salaried employees do not certify their departmental payroll register.
  - *Payroll registers should be certified by the Administrator or Principal having direct supervision over specific departments or individual employees. The certification should indicate that the services were performed by the persons listed on the payroll and that the days and hours worked are accurate and justified. It is recommended that the BOCES develop a building-level payroll certification process and forward these certifications to the Chief Operating Officer and Chief Financial Officer to review and certify the complete payroll certification. Reviewing the building level payroll register will help detect unusual or inaccurate payments requiring further verifications before checks are distributed.*

*Subsequent to our review, BOCES is in the process of exploring options to implement this*

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

*recommendation.*

3. The Principal Payroll Clerk prepares and submits Form 941 – Employer’s Quarterly Federal Tax Return and Form NYS 45 Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return. Although the Treasurer and Claims Auditor review the forms for accuracy and completeness, the review function is not documented.
  - *The Treasurer and Claims Auditor should document their review of Form 941 – Employer’s Quarterly Federal Tax Return and Form NYS 45 Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return by initialing and dating a control form and submitting it to the Chief Financial Officer prior to submission. This will increase BOCES oversight over the reporting of wages and withholdings reported to the state and federal government.*

## **7. HUMAN RESOURCES**

The objective of our risk assessment in the Human Resources areas was to determine if the internal controls over personnel are adequate, that duties are properly separated and that employees are paid accurately and in accordance with board approval. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has the proper internal controls.

### **Summary of Controls**

- The Human Resources Department posts new positions internally and externally through OLAS. Building level Administrators interview the candidates and make recommendations to the Superintendent. The Board of Education approves the appointment, which is documented in the meeting minutes. The Human Resource Department processes the hiring documentation and enters the new employee demographic information into WinCap.
- The Human Resources Department maintains a confidential personnel file for each former and current employee.
- Instructional employees are evaluated in accordance with APPR guidelines. Non-instructional employees receive a formal evaluation from their immediate Supervisor. Formal annual evaluation results are reviewed and signed by each employee, if required by respective employment agreements.
- Employees who wish to retire or resign are required to notify the Human Resources Department in writing. The Payroll Department prepares the final payout calculation based on the employees’ leave accrual balances and related bargaining unit agreements, if applicable. The Business Office reviews the calculations for accuracy prior to processing.
- The Human Resources Department is in the process of switching to a new software platform that will automate processes and checklists when onboarding and offboarding employees at BOCES.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**Observations/Recommendations**

4. New York State Education Law §3002 requires all teachers to swear an oath to support the constitution of the United States of America and the constitution of the State of New York. In addition, New York State Civil Service Law §62 requires all employees, excluding labor class, to swear an oath to support the constitution of the United States of America and the constitution of the State of New York.

➤ *We recommend that BOCES requires all employees to sign the oath of allegiance upon hire. This will ensure that the oath and acknowledgment are maintained on file for all employees within BOCES.*

5. The Human Resources Department utilizes three (3) independent systems (Frontline Absence Management System, WinCap Web, and manual sign-in sheets) to track employee attendance and requests for leave days. The employee attendance information maintained in Frontline Absence Management and WinCap Web systems is reviewed by the applicable Supervisors prior to being uploaded into the WinCap human resource module. The manual sign-in sheets vary and are stand-alone methods developed by various departments to track employee attendance. Although there are validation controls exist to assess the accuracy of the attendance information entered manually in WinCap, the utilization of multiple systems results in duplicate data entry processes between the Departments and the Human Resources Department, increases the risk of not tracking attendance in real-time as well as increases the risk of clerical errors resulting in inaccurate data.

➤ *The Human Resources Department should explore the full capabilities of the existing employee attendance management software or a timeclock system to implement a process whereby all employees document their leave requests and time of entrance and exit from the BOCES/District. Using a standardized employee attendance management software or timeclock system will provide improved control over the days and hours worked by employees. Electronic employee attendance can also reduce the manual processing of payroll data if the applications are compatible. These controls will assist employees in obtaining pre-approval from their building-level supervisors for their vacation, personal business, maternity, military, jury duty, extended sick, and conference leave day requests in a consistent manner. Furthermore, these electronic platforms will assist BOCES in detecting unapproved leave requests and providing effective operating planning.*

*Subsequent to our review, BOCES is in the process of exploring options to implement this recommendation.*

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

## **8. BENEFITS**

The objective of our risk assessment with the Benefits area was to determine if the internal controls over benefits are adequate so that duties are properly separated, and that employee fringe and Medicare benefits are paid accurately and in accordance with their bargaining unit agreements. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has proper internal controls.

### **Summary of Controls**

- BOCES offers health insurance coverage to all full-time employees. Depending on the bargaining unit agreement, BOCES employees are offered vision, dental, life insurance, and long-term disability.
- The Benefits Office utilizes an online portal called Benefitfocus to process benefit information for newly hired employees, changes in the number of dependents, changes in the eligibility status, and retirees. In the event of a change in the eligibility status, the employee is required to provide supporting documentation such as a marriage certificate, birth certificate, divorce decree, and social security numbers.
- The Benefits Department records eligibility data for single or family coverage within WinCap. Additionally, the Benefits Office transmits online or through facsimile the eligibility data to the insurance carriers.
- The Benefits Department removes any benefit payables applicable to an employee on leave of absence. The Benefits Department sends notifications to the insurance carriers of the cancellation of benefits.
- The Benefits Department calculates the benefits payable based on the notifications submitted by the employees, the bargaining unit agreements, and the individual employment agreements. Each month the Benefits Office compares billings and employee listings provided by the insurance carriers to BOCES' payroll deductions and benefits listings within WinCap.
- BOCES distributes Healthcare Exchange Notifications to all employees indicating the availability of the federal mandated health insurance exchanges. BOCES provides this notification to all new hires as part of the orientation process.
- The Payroll Office and Business Office analyze BOCES' compliance with the Patient Protection and Affordable Care Act (ACA).
- The Payroll Office and Business Office track instructional and non-instructional employee retirement benefits within WinCap. The Payroll Office reconciles Teacher Retirement System (TRS) monthly and Employee Retirement System (ERS) annually to the WinCap employee payroll deduction.

### **Observations/Recommendations**

- *No recommendations at this time.*

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

## **9. PURCHASING AND RELATED EXPENDITURES**

The objective of our risk assessment within the Purchasing area is to assess that BOCES' assets are properly safeguarded and that laws and regulations are followed. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has the proper internal controls.

### **Summary of Controls**

- The Purchasing Office advertises the need for goods and services and requests prospective vendors submit their bids before a selected due date. At the bid opening, the Purchasing Office announces vendor services and price proposals and documents the bid results.
- BOCES has a purchasing policy that contains the required elements of General Municipal Law. In addition, BOCES utilizes state and county contracts to reduce the cost of bidding. The Purchasing Office obtains written quotes for purchases not subject to the bid process.
- BOCES utilizes the purchase requisition module within WinCap to generate purchase orders. The Purchasing Agent approves all requisitions and purchase orders.
- The Purchasing Office has established a process of obtaining Form W9 - Request for Taxpayer Identification Number and Certification prior to entering or changing vendor information in the WinCap vendor database. Annually, the Business Office analyzes the vendor database and deactivates unused vendors from WinCap.
- BOCES has separated the functions of ordering (Building Level Secretaries), approving requisitions (Department Heads and Building Administrators), approving purchase orders (Purchasing Agent), receiving (Receiving staff), invoice processing (Business Office), and voucher preparation (Business Office) to create appropriate separation of duties.
- The Business Office maintains vendor files and applicable payments in alphabetical and numerical order, respectively.
- The Claims Auditor reviews claims prior to the release of payment on a weekly basis.
- The Business Office secures blank check stock in a locked closet to prevent misuse.
- BOCES has a policy in place regarding the authorization and reimbursement of expenditures. BOCES utilizes a Conference Request form for employees to document their requests, which is approved by their respective direct Supervisor, Executive Director, and District Superintendent prior to a conference. For reimbursement purposes, BOCES employees are required to submit to the Business Office supporting documentation such as invoices and proof of attendance.
- BOCES has implemented positive pay as a check fraud detection service to monitor checks processed for payment and match them against BOCES' bank accounts. This affords BOCES the opportunity to reject unauthorized payments before incurring a loss.
- We conducted key control testing in the cash disbursement area. We verified that the accounts payable vouchers included the required documentation (e.g., quotes or pricing sheets) and verified the accuracy of the invoice rates.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**Observations/Recommendations**

- *No recommendations at this time.*

**10. FACILITIES MAINTENANCE**

The objective of our risk assessment within Facilities was to determine if the internal controls are adequate so that duties are properly separated, and the facilities maintenance is properly managed. We interviewed key personnel and reviewed pertinent documentation to assess whether the functional area has proper internal controls.

**Summary of Controls**

- BOCES utilizes SchoolDude as a work order system to log, track and monitor the status of periodic maintenance or repair requests. A work order is initiated by the requestor through the system and forwarded to the Facilities Director and Supervisors, indicating the reasons for maintenance or repair. The Facilities Director and Supervisors forward the request to a maintenance staff member assigned to perform the work. The maintenance staff member updates the SchoolDude work order system upon assignment and completion of the work. Spot checks and visual inspections on big projects to assess the completion of work orders are conducted.
- The Facilities Department secures its vehicles after business hours on BOCES premises within gated areas where cameras are installed. Vehicles are equipped with GPS.
- The Facilities Department provides safety training through Global Compliance Network (GCN) training modules on fire and building safety, privacy, sexual harassment, hazard communication, emergency response, mental illness, ethics, and bloodborne pathogen.
- The Facilities Department personnel are responsible for securing their equipment and storing hazardous materials.

**Observations/Recommendations**

6. The Facilities Department is in the process of developing a formal preventative maintenance schedule for BOCES vehicles or equipment with SchoolDude.
  - *The Facilities Department should finalize its preventative maintenance program to enhance the monitoring of equipment service failures and manufacturers' maintenance requirements and warranties. This will assist the Facility Department in improving its controls over the timely completion of the scheduled routine service calls and ensure that preventative maintenance inspections are completed in a timely manner. Furthermore, the District should consider maintaining separate account codes for ad-hoc and preventive maintenance expenses in WinCap to assist the Facilities Department in identifying the equipment that needs replacement during the budgetary process.*

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

## **11. CAPITAL PROJECTS**

The objective of our risk assessment was to determine if the internal controls over Capital Projects are adequate so that duties are properly separated and the capital projects are properly managed. We interviewed key personnel and reviewed pertinent documentation to assess whether the functional area has proper internal controls.

### **Summary of Controls**

- BOCES reported the following capital fund project expenditures for the year ended June 30, 2022:

| <b>Projects</b> | <b>Original Budget</b> | <b>Revised Budget</b> | <b>Prior Years</b> | <b>Current Year</b> | <b>Total</b> | <b>Unexpended Balance</b> |
|-----------------|------------------------|-----------------------|--------------------|---------------------|--------------|---------------------------|
| 106             | 42,250,631             | 44,365,241            | 25,305,914         | 5,289,661           | 30,595,575   | 13,769,666                |

*Source: Schedule of Project Expenditures – Capital Projects Fund For The Year Ended June 30, 2022*

- BOCES maintains a Building Survey Conditions Report every five (5) years.
- Construction projects receive Board of Education approval prior to commencement. The Business Office, Facilities Department, and Architect meet during the initial stages of project development and regularly thereafter. The Architect submits project plans to the State in a timely manner.
- During the construction phases, the Chief Financial Officer, Director of Facilities Support, Architect, and Construction Manager, when applicable, monitor the capital project status. Any change orders are reviewed and approved by the Board of Education. Invoices are reviewed by the Architect, Construction Manager, and Director of Facilities Support prior to submitting them to the Business Office for payment processing.
- Upon completion of the capital project, the Architect submits the Substantial Completion Form and the Business Office files the final cost reports to the State.
- The Business Office, Facilities Department, and Architect maintain all capital project related documents within each file.

### **Observations/Recommendations**

- *No recommendations at this time.*



**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**12. FIXED ASSETS**

The objective of our risk assessment within the Fixed Assets area is to assess whether controls are in place to properly safeguard capital assets from loss and maintain their value. A capital asset policy should clearly state BOCES' objectives and procedures to safeguard BOCES assets. The policy should state when periodic inventories should be conducted, how assets are recorded and maintained, how assets will be physically identified as belonging to BOCES, and procedures for the disposal of assets. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has proper internal controls.

**Summary of Controls**

- BOCES reported the following capital asset balances for the fiscal years 2019/2020 through 2021/2022:

| <b><u>Capital Assets</u></b>                | <b><u>2019/2020</u></b> | <b><u>2020/2021</u></b> | <b><u>2021/2022</u></b> |
|---|-------------------------|-------------------------|-------------------------|
| Land  | 817,707                 | 817,707                 | 817,707                 |
| Buildings and Improvements                  | 98,814,567              | 103,543,443             | 102,816,291             |
| Furniture and Equipment                     | 57,509,158              | 75,046,119              | 86,135,551              |
| <b>Subtotal</b>                             | <b>157,141,432</b>      | <b>179,407,269</b>      | <b>189,769,549</b>      |
| <b>Less: Accumulated Depreciation</b>       | 73,060,098              | 85,301,628              | 92,178,241              |
| <b><u>Lease Assets</u></b>                  |                         |                         |                         |
| Land  | -                       | -                       | 22,993,624              |
| Equipment                                   | -                       | -                       | 3,107,796               |
| <b>Subtotal</b>                             | <b>-</b>                | <b>-</b>                | <b>26,101,420</b>       |
| <b>Less: Lease Accumulated Amortization</b> | -                       | -                       | 3,358,584               |
| <b>Total Net Capital Assets</b>             | <b>84,081,334</b>       | <b>94,105,641</b>       | <b>120,334,144</b>      |

*Source: Financial Statements for Years Ended June 30, 2020 through 2022.*

- The Board of Education approves all fixed asset disposals.
- BOCES has a capitalization policy of \$1,000 or more for financial statement reporting purposes. The Information Technology Department also monitors all computer equipment that is less than \$1,000.
- The Business Office utilizes an inventory application, ID-ware, to record the purchases and disposals of fixed assets. Fixed assets are recorded at historical costs and depreciated on a straight-line basis. The Receiving Department updates BOCES' property ledger throughout the year based on the expenditures reports applicable to equipment codes generated by WinCap.
- The Receiving Department has established procedures to conduct fixed asset inspections annually on a rotating basis throughout the BOCES.
- BOCES has contracted with CBIZ to perform inventory valuations every three (3) to five (5) years. The most recent appraisal was conducted in August 2021.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

**Observations/Recommendations**

- *No recommendations at this time.*

**13. FOOD SERVICE**

The objective of our risk assessment in the Food Service area was to determine if the internal controls for BOCES' school lunch program are adequate to safeguard assets. The school lunch program primarily serves the student population breakfast and lunch programs. Any profit generated from the program is used to improve the school lunch program. In addition, any program expenditures are governed by the Commissioner of Education regulations and the dietary requirements of the USDA. Funding for the school lunch program is derived from meal sales and NYSED reimbursements. The accounting records of the school lunch program must reflect all receipts and disbursement activities and the financial activities should be reported to the Board of Education. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has proper internal controls.

**Summary of Controls**

- BOCES's school lunch program had a positive fund balance during fiscal years 2019/2020 through 2021/2022 as follows:

| <b><u>Food Service Program Revenues</u></b>   | <b><u>2019/2020</u></b> | <b><u>2020/2021</u></b> | <b><u>2021/2022</u></b> |
|---|-------------------------|-------------------------|-------------------------|
| State Sources   | 12,054                  | 66,374                  | 14,295                  |
| Federal Sources   | 387,944                 | 427,303                 | 696,208                 |
| Sales - School Lunch  | 159,356                 | 48,371                  | 57,003                  |
| Miscellaneous   | -                       | 1,973                   | 2,176                   |
| <b>Total Revenue</b>  | <b>559,354</b>          | <b>544,021</b>          | <b>769,682</b>          |
| <b><u>Food Service Program Expenditures</u></b>                                       |                         |                         |                         |
| School Lunch Program  | 1,498,900               | 1,479,696               | 1,470,365               |
| <b>Total Expenditure</b>  | <b>1,498,900</b>        | <b>1,479,696</b>        | <b>1,470,365</b>        |
| <b>Excess (Deficiency) of Revenue over Expenditures</b>                               | <b>(939,546)</b>        | <b>(935,675)</b>        | <b>(700,683)</b>        |
| Excess (Deficiency) of Revenues and Other Sources<br>over Expenditures and Other Uses | 12,405                  | 207,814                 | 294,972                 |
| Fund Balance - Beginning of the Year  | 169,754                 | 182,159                 | 389,973                 |
| <b>End of the Year</b>  | <b>182,159</b>          | <b>389,973</b>          | <b>684,945</b>          |

*Source: Financial Statements: Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds –  
For The Years Ended June 30, 2020 through 2022*

- The increase in the school lunch fund balance was attributed mainly to the increase in federal reimbursement during the fiscal years 2020/2021 and 2021/2022.
- BOCES has a self-operated school lunch program. The Cook Managers prepared food order forms and inventory removal forms weekly. The Food Service Supervisor receives and submits food supply orders as needed on a weekly basis. The Account Clerk updates inventory as "Inventory Removal Forms" are received from the buildings on a weekly basis.
- The Board of Education has adopted a school lunch/nutrition and Wellness policy.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

- BOCES utilizes the NutriKids POS system at all cafeterias to record sales and meal counts. The POS system improves confidentiality control over meal participants. Deposits are recorded by the Business Office and verified in the NutriKids POS system by the Treasurer.
- The Food Service Supervisor assigns the cashiers and cooks to conduct a double count verification of cash deposits. Additionally, overages/shortages are investigated.
- BOCES claims federal and state aid for its lunch programs. The Child Nutrition Office prepares monthly operating statements and reports them to the State through the State's website.
- The Child Nutrition Office has in place processes for notification, application, and approval for free or reduced-priced meals. The Child Nutrition Office conducts an income verification of a sample of applications in accordance with State regulations.
- The Cook Managers are responsible for reporting the inventory removed from their buildings on an "Inventory Removal Form" and submitting that form to the Child Nutrition Office weekly. Upon receipt, the account Clerk will remove their inventory from the Perpetual Inventory Program.

**Observations/Recommendations**

- *No recommendations at this time.*

**14. EXTRACLASSROOM ACTIVITY FUND**

The objective of our risk assessment within the Extraclassroom Activity Fund is to assess whether BOCES personnel and students have controls in place safeguarding club assets. BOCES should have policies and procedures administering the operations of the extraclassroom activity fund. The responsibility of the Central Treasurer involves the preparation of activity fund checks, recording receipts and disbursements, preparing bank deposits, reconciling bank statements, and providing the Board, at least quarterly, a statement of each fund's activity.

**Summary of Controls**

- BOCES has established one (1) extraclassroom activity account (Skills USA) at its four (4) campuses to maintain student activities and funds.
- The extraclassroom activity club designates a Student Treasurer annually.
- Club Advisors and Club Officers are trained in accounting, recordkeeping, and reviewing extraclassroom activities.
- Cash from events is recorded on a formal deposit form and then brought to the Central Treasurer to be double counted. Deposits are made on a daily basis, if possible. If not, deposits are kept overnight in a locked safe and deposited by the Courier the following business day.
- Profit and loss statements are prepared and submitted to the Principals to review and approve their requests for fundraising events.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

- The Business Office is responsible for monitoring the activities of the extraclassroom accounts to ensure compliance with the guidelines.
- BOCES Treasurer issues monthly reports indicating the receipts, disbursements, and balances for each Campus to the Board of Education.

**Observations/Recommendations**

- *No recommendations at this time.*

**15. INFORMATION SYSTEMS**

The objective of our risk assessment within Information Technology was to determine if the internal controls over information technology are in place for BOCES' network system. Strong internal controls for a network system include proper separation of duties, appropriate permissions to the respective modules within the computer system, and assurance of the accuracy of data generated from the system. There should also be a Board policy addressing computer controls for information technology. This policy would address the appropriate permissions, remote access, daily offsite backup, and disaster recovery plan. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has proper internal controls.

**Summary of Controls**

- The Information Technology Department has oversight of creating, modifying, and deleting user accounts in BOCES' active directory. The Information Technology Director has oversight over the user accounts in WinCap and the assignment of access to individuals based on their job duties and responsibilities.
- The Information Technology Department is responsible for maintaining BOCES' information system governance security, network security, and financial application security.
- The Information Technology Department utilizes web-filtering, firewall, malware, intrusion detection, and antivirus applications to protect and secure BOCES' network from unauthorized users or malicious external threats.
- The Information Technology Department maintains daily backups of the data maintained within the Active Directory, WinCap, NutriKids, and Email that are saved onto BOCES servers. The Information Technology Department maintains offsite backups via cloud storage and receives daily reports on the status of the backup procedures. The Information Technology Department performs monthly restoration procedures on random files to assess the adequacy of its backup procedures.
- The Information Technology Department has developed a Disaster Recovery Plan. As part of the Disaster Recovery Plan, BOCES has an agreement with WinCap to run accounts payable and payroll disbursements.
- The Information Technology Department maintains an electronic entrance log, and video cameras to monitor access to the server room. The server room is temperature-controlled and the servers are secured on racks raised from the floor.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

- Wireless access points at the building level are password-protected and encrypted to secure the District's network from unauthorized users.
- The Information Technology Department has established protocols to prevent department level Administrators and Clerical employees from saving data on their desktops or laptops, which reduces the risk of losing sensitive data if the hard drives are stolen or damaged.
- All requests for new or revised user permissions within WinCap are role-based and pre-approved by the Chief Financial Officer.

**Observations/Recommendations**

*We have reviewed the policies, procedures, and internal controls pertaining to the District's information technology cycle. Due to the potential sensitive nature of this information, we have discussed our observations and recommendations with the Management team.*

**16. CYBERSECURITY**

The objective of our risk assessment in this area was to determine if the internal controls over cybersecurity are adequate and that developed cybersecurity procedures are in place so that the data of the organization is protected and prevents interruption in the day-to-day operations of the organization. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has proper internal controls.

**Summary of Controls**

- BOCES has a Board-approved information security breach and notification policy to address events of Personal Identifiable Information ("PII") compromises or breaches.
- BOCES stores personal identifiable information ("PII") in various applications that are password protected. The Information Technology Department has developed controls for users to change their passwords periodically.
- The Information Technology Department has implemented an intrusion detection system (IDS) to inspect inbound and outbound network activity and identify suspicious patterns that may indicate a network or system attack from unauthorized users attempting to break into or compromise BOCES' network. The Information Technology Department utilizes CyberHat, Microsoft, and firewall logs to monitor unusual traffic in emails and in the Active Directory.
- The Information Technology Department provides formal training regarding cybersecurity, social engineering, protecting personally identifiable information, and social media guidelines and related risks for new and existing BOCES employees.
- BOCES is in the process of contracting with a third-party consultant to conduct penetration tests to identify potential vulnerabilities within the BOCES network.

**Observations/Recommendations**

7. BOCES has entered into confidentiality agreements with third-party contractors who receive PII to

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

protect student data. The relevant agreements and parent bill of rights are posted on the BOCES' website. However, BOCES has not obtained a Service Organization Control ("SOC") audit reports or other assurance reports from its vendors regarding their internal controls surrounding the services provided.

- ***BOCES should request, obtain, and review its vendors' SOC report and validate that it addresses BOCES' data management privacy and security needs during the purchasing process. A SOC report provided to BOCES by an independent auditor is intended to provide BOCES assurance on the service providers' internal controls over student data management services.***

***We have reviewed the policies, procedures, and internal controls pertaining to the District's information technology cycle. Due to the potential sensitive nature of this information, we have discussed our observations and recommendations with the Management team.***

## **17. STUDENT DATA MANAGEMENT**

The objective of our risk assessment was to determine whether BOCES adequately controls access to student data management. Strong internal controls for student data management systems include proper separation of duties, appropriate permissions to the respective modules within the computer system, and assurance of the accuracy of data generated from the system. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has proper internal controls.

### **Summary of Controls**

- BOCES utilizes SchoolTool to register students within BOCES. Parents meet with the District Registrar and provide proof of residence, including birth certificates, immunization records, and transcripts. The District Registrar reviews the documents and imports the student's demographic data into SchoolTool.
- The Main Offices at each building utilize SchoolTool to track student attendance and monitor exception reports for students who are chronically absent.
- SchoolTool is also an electronic grade book system that maintains student class rosters in which teachers input student grades and track academic progress. SchoolTool is also utilized to track students' grades (input by District staff), monitor student performance, generate student report cards, and maintain permanent student records (i.e., transcripts).

### **Observations/Recommendations**

8. BOCES has not developed a procedure, form, or audit log review process. Currently, BOCES relies on emails to request a change in student grades subsequent to the lockout date of a marking period. The failure to document approvals and the reasons for necessary modifications in student grades increases the risk that such changes are not properly authorized and supported, which places the integrity of the student's permanent record at risk.
  - ***BOCES should develop a standardized process and request form for all requests and approvals of a student grade change. Requests to make grade changes should be in writing directly to a Principal detailing the reason for needing to change, or record, a grade after the lockout date. Upon approval, the form should be forwarded to the department level Clerical Staff to make the***

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

*appropriate changes. This control will ensure that documentation is retained to show who authorized the grade change and the reason for the change. Audit logs should be reviewed periodically to confirm appropriateness and reported to the applicable Department Head.*

## **18. PUPIL PERSONNEL SERVICES**

The Pupil Personnel Service (PPS) environment is ever-changing as demands for services are rising, as are the costs associated with such services. As a result, BOCES are finding it more and more difficult to monitor spending and properly budget for subsequent years' financial requirements. Strong internal controls within this area offer increased assistance for future budget monitoring and planning. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has proper internal controls.

### **Summary of Controls**

- The Special Education Department and the Business Office have ongoing communications with respect to planning during the budget season. The Special Education Department prepares a detailed breakdown of the students and applicable services provided within BOCES and at separate locations.
- All professional services for special education are subject to the Request for Proposals (RFP) process on an annual basis. The Board of Education approves and awards service contracts.

### **Observations/Recommendations**

- *No recommendations at this time.*

## **19. TRANSPORTATION**

The objective of our risk assessment was to determine if the internal controls for BOCES' transportation program are adequate to safeguard assets. Strong internal controls within this area offer increased assistance for future budget monitoring and planning. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has proper internal controls.

### **Summary of Controls**

- The Transportation Department has outsourced its transportation program for internships, field trips, and charter schools. Fuel purchases and payments are included in the vendor contracts.
- Component School Districts are responsible for developing and managing the bus routes for their students in transporting them to and from the BOCES. Recommendations for efficiencies are made at the building level, if needed.
- Transportation contracts are in compliance with New York State Education Department guidelines, and state and federal regulations. Contracts are filed with New York State Education Department in a timely manner.
- The Transportation Department receives annual driver training and qualification information from the vendors.

**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

- The Transportation Department maintains copies of the drivers' 19A files to review and ensure compliance with DMV 19A file requirements.

**Observations/Recommendations**

- *No recommendations at this time.*

**20. SAFETY & SECURITY**

The objective of our risk assessment was to determine if the internal controls of safety and security are adequate and in place to meet the organizational objectives for continuous business operations and the welfare and safety of the school population. Documented, knowledgeable oversight of security, safety, and compliance can increase BOCES' control over its resources. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has proper internal controls.

**Summary of Controls**

- The Public Relations Director has developed BOCES-wide and building-level safety and security plans to address crisis readiness, such as:
  - Pre-Crisis Information
  - Plans
  - Post Emergency Response
  - Access to Floor Plans
  - Communication Systems
  - Coordination with State-Wide Plan

Building safety and security plans are updated annually.

- The building level Administrators conduct routine compliance checks of security procedures, including fire drills, and communication systems. The results of their compliance checks are forwarded to the Executive Director of Personnel for review.
- Building-level Administrators handle incident reporting. Depending on the severity of each incident, the Public Relations Director and the Chief Operating Officer are involved in addressing any communications to the community and corrective actions.

**Observations/Recommendations**

9. The Technology Department removes building access to former employees upon notice from the Human Resource Department.
  - *BOCES should consider having its internal auditors perform a complete reconciliation of the building access records to the WinCap active employee directory to confirm that only current active employees have access to District buildings.*



**Western Suffolk BOCES**  
**Initial Risk Assessment**  
**As of December 2022**

## **21. INSURANCE / RISK MANAGEMENT**

The objective of our risk assessment was to determine if the internal controls of insurance/risk management are adequate so that risks are mitigated and policies are in place to meet the organizational objectives for continuous business operations. Documented, knowledgeable oversight of insurance/risk management can increase BOCES' control over its resources. We interviewed key personnel and reviewed pertinent documentation to assess whether this functional area has proper internal controls.

### **Summary of Controls**

- BOCES maintains insurance policies with NYSIR regarding general liability, school board legal liability, excess catastrophe, equipment/inland marine, building, and automobile coverage. Additional policies are obtained through brokers based on the operational and program needs of the BOCES. The insurer conducts a risk assessment and walk-through observations to identify BOCES' risk areas and ensure proper insurance coverage.
- The Business Office is responsible for monitoring certificates of insurance. The Business Office and the insurance broker annually review the insurance policies and applicable premium amounts, payouts, and coverage to ensure that BOCES transfers its risk exposure appropriately.
- The Business Office maintains the insurance portfolio and ensures the timely renewal of policies.
- The Business Office has access to the NYSIR's website to submit a claim. The insurance carrier discusses coverage, exclusions, and deductibles with the Business Office. The employees file their claims for workers' compensation with the building level Administration. The Business Office and BOCES' third-party administrator review the causes of the incident and approve or deny the claim. The Business Office and BOCES' third-party administrator maintain copies of the claim and applicable supporting documentation on file.

### **Observations/Recommendations**

- *No recommendations at this time.*

(Encl. 5.2)

2/14/23

Pg. 1 of 8

TENTATIVE BUDGET  
ADMINISTRATION  
2023-24

|                     |                               | 2021-22<br>Actual<br>Expenditures | 2022-23<br>Adopted<br>Budget | 2022-23<br>Projected<br>Expenditures | 2023-24<br>Tentative<br>Budget |
|---------------------|-------------------------------|-----------------------------------|------------------------------|--------------------------------------|--------------------------------|
| A001 ADMINISTRATION |                               |                                   |                              |                                      |                                |
| 100                 | Executive Officer             | 103,289                           | 159,250                      | 50,000                               | 175,000                        |
|                     | Other Admin Personnel         | 478,058                           | 484,534                      | 481,305                              | 488,142                        |
|                     | Non-Certified Personnel       | 1,994,605                         | 2,032,907                    | 2,004,578                            | 2,082,676                      |
| 200                 | Equipment                     | 5,127                             | 2,000                        | 1,562                                | 2,000                          |
| 300                 | Supplies                      | 16,961                            | 18,000                       | 17,566                               | 17,000                         |
| 401                 | Rental of Equipment           | 0                                 | 0                            | 0                                    | 0                              |
| 402                 | Repair of Equipment           | 588                               | 500                          | 375                                  | 500                            |
| 403                 | Maintenance Contracts         | 840                               | 250                          | 400                                  | 250                            |
| 404                 | Consultants                   | 2,861                             | 1,000                        | 1,500                                | 1,000                          |
| 405                 | Conference & Travel           | 15,244                            | 18,000                       | 16,876                               | 20,000                         |
| 406                 | Postage                       | 19,257                            | 23,000                       | 22,326                               | 22,000                         |
| 414                 | Treasurer Bond                | 1,000                             | 1,000                        | 1,000                                | 1,000                          |
| 446                 | Memberships                   | 27,824                            | 30,500                       | 29,035                               | 30,000                         |
| 447                 | Professional Services         | 184,931                           | 210,000                      | 214,500                              | 295,000                        |
| 449                 | Other Expenses                | 31,174                            | 36,000                       | 34,230                               | 35,000                         |
| 525                 | Services from Other BOCES     | 21,668                            | 24,000                       | 22,840                               | 25,000                         |
| 811                 | Teachers' Retirement          | 36,969                            | 37,531                       | 37,531                               | 38,677                         |
| 813                 | Employees' Retirement         | 329,733                           | 320,745                      | 310,663                              | 320,107                        |
| 815                 | Social Security               | 226,997                           | 204,767                      | 204,767                              | 210,055                        |
| 816                 | Health and Dental Insurance   | 430,981                           | 635,000                      | 573,528                              | 600,000                        |
| 817                 | Disability and Life Insurance | 67,630                            | 82,000                       | 75,690                               | 82,000                         |
| 818                 | Compensation Insurance        | 66,285                            | 66,917                       | 66,917                               | 68,645                         |
| 819                 | Unemployment Ins. Reserv.     | 2,222                             | 2,239                        | 2,239                                | 2,284                          |
| 950                 | Charge for Oper-Maint.        | 330,000                           | 340,000                      | 340,000                              | 350,000                        |
| 960                 | Charge for Computer Support   | 170,000                           | 170,000                      | 170,000                              | 180,000                        |
| 960                 | Charge for Staff Development  | 0                                 | 0                            | 0                                    | 0                              |
| 960                 | Charge for Certification      | 6,000                             | 6,500                        | 6,500                                | 7,000                          |
| 960                 | Charge for Employee Assist.   | 1,154                             | 1,500                        | 1,500                                | 1,500                          |
| 960                 | Charge for Central Printing   | 38,000                            | 38,000                       | 38,000                               | 38,000                         |
|                     | TOTAL-ADMINISTRATION          | \$4,609,398                       | \$4,946,140                  | \$4,725,428                          | \$5,092,836                    |
| 820                 | Post-Retirement Benefits      | \$8,558,121                       | \$9,457,556                  | \$9,456,232                          | \$10,369,471                   |
|                     | GRAND TOTAL-ADMINISTRATION    | \$13,167,519                      | \$14,403,696                 | \$14,181,660                         | \$15,462,307                   |

(Encl. 5.2)

2/14/23

Pg. 2 of 8

TENTATIVE BUDGET  
ADMINISTRATION  
2023-24

| A001 ADMINISTRATION                | 2022-23<br>Adopted<br>Budget | 2022-23<br>Projected<br>Expenditures | 2023-24<br>Tentative<br>Budget |
|------------------------------------|------------------------------|--------------------------------------|--------------------------------|
| 100 PERSONNEL                      |                              |                                      |                                |
| District Superintendent (1)        | 159,250                      | 50,000                               | 175,000                        |
| Deputy Superintendent (.4)         |                              |                                      |                                |
| Director of Personnel (.45)        |                              |                                      |                                |
| Chief Financial Officer (1)        |                              |                                      |                                |
|                                    | \$484,534                    | \$481,305                            | \$488,142                      |
| Account Clerks (4)                 |                              |                                      |                                |
| Assistant Director of Business (1) |                              |                                      |                                |
| Claims Auditor (1)                 |                              |                                      |                                |
| Clerk Typists (2)                  |                              |                                      |                                |
| Director of Business (1)           |                              |                                      |                                |
| Executive Secretary (1)            |                              |                                      |                                |
| Personnel Assistant (.5)           |                              |                                      |                                |
| Principal Account Clerk (1)        |                              |                                      |                                |
| Principal Clerks (2)               |                              |                                      |                                |
| Principal Payroll Supervisor (1)   |                              |                                      |                                |
| Purchasing Manager (1)             |                              |                                      |                                |
| Purchasing Technician (4)          |                              |                                      |                                |
| Senior Account Clerks (3.16)       |                              |                                      |                                |
| Senior Clerk Typists (.75)         |                              |                                      |                                |
| Treasurer (1)                      |                              |                                      |                                |
| Part Time Clerical                 |                              |                                      |                                |
|                                    | <u>2,032,907</u>             | <u>2,004,578</u>                     | <u>2,082,676</u>               |
| TOTAL - Personnel                  | \$2,676,691                  | \$2,535,883                          | \$2,745,818                    |

(Encl. 5.2)

2/14/23

Pg. 3 of 8

|                                | 2022-23<br>Adopted<br>Budget | 2022-23<br>Projected<br>Expenditures | 2023-24<br>Tentative<br>Budget |
|--------------------------------|------------------------------|--------------------------------------|--------------------------------|
| 200 Equipment                  |                              |                                      |                                |
| Various Office Equipment Items |                              |                                      |                                |
| TOTAL - 200                    | 2,000                        | 1,562                                | 2,000                          |
| 300 Supplies                   |                              |                                      |                                |
| TOTAL - 300                    | 18,000                       | 17,566                               | 17,000                         |
| 401 Rental of Equipment        |                              |                                      |                                |
| Mailing Meter                  | 0                            | 0                                    | 0                              |
| TOTAL - 401                    | 0                            | 0                                    | 0                              |
| 402 Repair of Equipment        |                              |                                      |                                |
| TOTAL - 402                    | 500                          | 375                                  | 500                            |
| 403 Maintenance Contracts      |                              |                                      |                                |
| Mailing Machine                |                              |                                      |                                |
| Check Signer                   |                              |                                      |                                |
| TOTAL - 403                    | 250                          | 400                                  | 250                            |
| 404 Consultants                |                              |                                      |                                |
| Other                          | 1,000                        | 1,500                                | 1,000                          |
| TOTAL - 404                    | 1,000                        | 1,500                                | 1,000                          |
| 405 Conference & Travel        |                              |                                      |                                |
| Board                          | 3,900                        | 6,586                                | 5,000                          |
| District Superintendent:       |                              |                                      |                                |
| BOCES                          | 3,000                        | 0                                    | 3,000                          |
| SED                            | 4,000                        | 1,300                                | 4,000                          |
| Others                         | 6,000                        | 8,990                                | 8,000                          |
| TOTAL - 405                    | 16,900                       | 16,876                               | 20,000                         |

(Encl. 5.2)

2/14/23

Pg. 4 of 8

|                                    | 2022-23<br>Adopted<br>Budget | 2022-23<br>Projected<br>Expenditures | 2023-24<br>Tentative<br>Budget |
|------------------------------------|------------------------------|--------------------------------------|--------------------------------|
| 406 Postage                        |                              |                                      |                                |
| TOTAL - 406                        | 23,000                       | 22,326                               | 22,000                         |
| 414 Treasurer's Bond               |                              |                                      |                                |
| TOTAL - 414                        | 1,000                        | 1,000                                | 1,000                          |
| 446 Memberships                    |                              |                                      |                                |
| New York State School Board Assoc. | 13,500                       | 12,965                               | 13,000                         |
| Nassau-Suffolk School Board Assoc. | 4,200                        | 3,975                                | 4,200                          |
| Memberships-Other                  | 12,800                       | 12,095                               | 12,800                         |
| TOTAL - 446                        | 30,500                       | 29,035                               | 30,000                         |
| 447 Professional Services          |                              |                                      |                                |
| General & Labor Council            | 105,000                      | 105,000                              | 160,000                        |
| Audit Fees/External & Internal     | 95,000                       | 101,000                              | 125,000                        |
| TPA's/Actuary                      | 10,000                       | 8,500                                | 10,000                         |
| TOTAL - 447                        | 210,000                      | 214,500                              | 295,000                        |
| 449 Other Expenses                 |                              |                                      |                                |
| Staff Meetings & Conferences       | 8,200                        | 7,975                                | 8,200                          |
| Legal Notices & Employment Advert. | 17,200                       | 16,155                               | 16,200                         |
| Fingerprinting                     | 6,000                        | 6,000                                | 6,000                          |
| NYSSBA/BOCES                       | 1,600                        | 1,600                                | 1,600                          |
| Other                              | 3,000                        | 2,500                                | 3,000                          |
| TOTAL - 449                        | 36,000                       | 34,230                               | 35,000                         |
| 525 Services from Other BOCES      |                              |                                      |                                |
| Nassau-Suffolk Salary Survey       | 9,850                        | 9,500                                | 9,900                          |
| State Aid Planning                 | 3,650                        | 3,645                                | 3,800                          |
| Cooperative Purchasing Service     | 4,200                        | 4,100                                | 4,400                          |
| OLAS                               | 3,100                        | 2,800                                | 3,200                          |
| Public Relations                   | 2,000                        | 1,800                                | 2,200                          |
| Policy                             | 800                          | 695                                  | 1,000                          |
| Misc Services                      | 400                          | 300                                  | 500                            |
| TOTAL - 525                        | 24,000                       | 22,840                               | 25,000                         |

(Encl. 5.2)

2/14/23

Pg. 5 of 8

|  | 2022-23<br>Adopted<br>Budget | 2022-23<br>Projected<br>Expenditures | 2023-24<br>Tentative<br>Budget |
|--|------------------------------|--------------------------------------|--------------------------------|
| Employee Fringe Benefits                               |                              |                                      |                                |
| 811 Teachers' Retirement                               | 37,531                       | 37,531                               | 38,677                         |
| 813 Employees' Retirement                              | 320,745                      | 310,663                              | 320,107                        |
| 815 Social Security                                    | 204,767                      | 204,767                              | 210,055                        |
| 816 Health & Dental Insurance                          | 635,000                      | 573,528                              | 600,000                        |
| 817 Disability & Life Insurance                        | 82,000                       | 75,690                               | 82,000                         |
| 818 Workers' Compensation Insurance                    | 66,917                       | 66,917                               | 68,645                         |
| 819 Unemployment Insurance                             | 2,239                        | 2,239                                | 2,284                          |
| TOTAL - EMPLOYEE FRINGE BENEFITS                       | \$1,349,199                  | \$1,271,335                          | \$1,321,768                    |
| 900 Services from Other Western Suffolk BOCES Programs |                              |                                      |                                |
| Maintenance & Operation                                | 340,000                      | 340,000                              | 350,000                        |
| Computer Support                                       | 170,000                      | 170,000                              | 180,000                        |
| Teacher Certification                                  | 6,500                        | 6,500                                | 7,000                          |
| Central Printing                                       | 38,000                       | 38,000                               | 38,000                         |
| Employee Assistance Program                            | 1,500                        | 1,500                                | 1,500                          |
| Staff Development                                      | 0                            | 0                                    | 0                              |
| TOTAL - Services from W. Suff BOCES                    | \$556,000                    | \$556,000                            | \$576,500                      |
| TOTAL - ADMINISTRATION                                 | \$4,945,040                  | \$4,725,428                          | \$5,092,836                    |
| 820 Post-Retirement Benefits                           | \$9,457,556                  | \$9,456,232                          | \$10,369,471                   |

(Encl. 5.2)

2/14/23

Pg. 6 of 8

|  | 2022-23<br>Adopted<br>Budget | 2022-23<br>Projected<br>Expenditures | 2023-24<br>Tentative<br>Budget |
|--|------------------------------|--------------------------------------|--------------------------------|
| A002 CAPITAL                             |                              |                                      |                                |
| 480 Facilities Rentals                   |                              |                                      |                                |
| OCCUPATIONAL EDUCATION                   |                              |                                      |                                |
| Republic Aviation Center                 | 42,000                       | 41,360                               | 44,000                         |
| SPECIAL EDUCATION                        |                              |                                      |                                |
| Alternate Learning Centers               | 17,000                       | 15,000                               | 18,000                         |
| Brennan School                           | 590,000                      | 590,000                              | 590,000                        |
| Lincoln School                           |                              | 257,844                              | 250,000                        |
| Chestnut Hill School                     |                              |                                      | 250,000                        |
| TOTAL - 480 Facilities Rentals           | \$649,000                    | \$904,204                            | \$1,152,000                    |
| 910 Transfer to Capital Projects Fund    | <u>\$ 2,720,000</u>          | <u>\$2,720,000</u>                   | <u>\$ 2,750,000</u>            |
| TOTAL - Facilities Rental & Capital Fund | \$3,369,000                  | \$3,624,204                          | \$3,902,000                    |
| Transfer from COE                        | (150,000)                    | (150,000)                            | (150,000)                      |
| Unexpended Funds<br>(Capital, Programs)  | (500,000)                    | (500,000)                            | (500,000)                      |
| Charges to Component Districts           | \$2,719,000                  | \$2,974,204                          | \$3,252,000                    |

(Encl. 5.2)

2/14/23

Pg. 7 of 8

|                                    | 2021-22<br>Actual | 2022-23<br>Adopted<br>Budget | 2022-23<br>Projected | 2023-24<br>Tentative<br>Budget |
|------------------------------------|-------------------|------------------------------|----------------------|--------------------------------|
| OTHER REVENUES:                    |                   |                              |                      |                                |
| Charges to Non-Component Districts | 160,000           | 160,000                      | 156,000              | 170,000                        |
| Interest on Deposits               | 44,507            | 200,000                      | 200,000              | 215,000                        |
| Rental of Facilities               | 3,500             | 3,500                        | 3,500                | 3,500                          |
| Special Aid Funds                  | 18,790            | 35,000                       | 35,000               | 40,000                         |
| Sale of Equipment                  | 27,001            | 50,000                       | 41,500               | 50,000                         |
| Refunds                            | 87,395            | 40,000                       | 34,520               | 40,000                         |
| Miscellaneous                      | 56,645            | 75,000                       | 73,701               | 80,000                         |
| TOTAL                              | \$397,838         | \$563,500                    | \$544,221            | \$598,500                      |

SUMMARY CALCULATION OF CHARGE TO DISTRICTS

|   |                  |
|---|------------------|
| Total Administrative Budget                   | 15,462,307       |
| Less:   |                  |
| (1) Post-Retirement Benefits                  | (10,369,471)     |
| Other Revenues                                | <u>(598,500)</u> |
| Net Administrative Charge to Districts        | <b>4,494,336</b> |
| Capital & Facility Rental Charge to Districts | <u>3,252,000</u> |
| Total Administrative & Capital Charge         | \$7,746,336      |

(1) Funded from current/prior year charges to all programs



(Encl. 5.2)

2/14/23

Pg. 8 of 8

# TENTATIVE

## Western Suffolk BOCES Allocation of Administrative & Capital Charges\*

|                    | BOCES<br>Admin Charges |                    | BOCES<br>Capital Charges |                     | Total<br>Change   |
|--------------------|------------------------|--------------------|--------------------------|---------------------|-------------------|
|                    | 2022-23                | 2023-24            | 2022-23                  | 2023-24             |                   |
| Amityville         | 163,503                | <b>169,149</b>     | 102,706                  | <b>122,392</b>      | 25,332            |
| Babylon            | 88,547                 | <b>91,509</b>      | 55,622                   | <b>66,214</b>       | 13,555            |
| Cold Spring Hbr    | 95,217                 | <b>97,298</b>      | 59,812                   | <b>70,403</b>       | 12,672            |
| Commack            | 338,598                | <b>346,041</b>     | 212,694                  | <b>250,388</b>      | 45,137            |
| Copiague           | 286,734                | <b>292,141</b>     | 180,115                  | <b>211,387</b>      | 36,678            |
| Deer Park          | 217,383                | <b>223,683</b>     | 136,552                  | <b>161,852</b>      | 31,601            |
| Elwood             | 118,770                | <b>122,749</b>     | 74,606                   | <b>88,819</b>       | 18,192            |
| Half Hollow Hills  | 438,537                | <b>445,910</b>     | 275,471                  | <b>322,650</b>      | 54,552            |
| Harborfields       | 171,484                | <b>175,477</b>     | 107,719                  | <b>126,971</b>      | 23,245            |
| Huntington         | 245,187                | <b>248,892</b>     | 154,017                  | <b>180,093</b>      | 29,781            |
| Kings Park         | 168,990                | <b>170,749</b>     | 106,153                  | <b>123,550</b>      | 19,156            |
| Lindenhurst        | 325,363                | <b>336,976</b>     | 204,380                  | <b>243,828</b>      | 51,062            |
| North Babylon      | 262,774                | <b>272,572</b>     | 165,064                  | <b>197,227</b>      | 41,961            |
| Npt-East Northport | 295,438                | <b>292,366</b>     | 185,582                  | <b>211,549</b>      | 22,894            |
| Smithtown          | 487,840                | <b>500,220</b>     | 306,442                  | <b>361,948</b>      | 67,885            |
| South Huntington   | 328,106                | <b>344,554</b>     | 206,103                  | <b>249,311</b>      | 59,656            |
| West Babylon       | 212,979                | <b>219,512</b>     | 133,785                  | <b>158,834</b>      | 31,583            |
| Wyandanch          | 137,190                | <b>144,533</b>     | 86,177                   | <b>104,581</b>      | 25,747            |
| <b>TOTAL</b>       | <b>\$4,382,640</b>     | <b>\$4,494,336</b> | <b>\$2,753,000</b>       | <b>\$ 3,252,000</b> | <b>\$ 610,696</b> |

\*based on 3-year average of Resident Weighted Average Daily Attendance (RWADA)

**WESTERN SUFFOLK BOCES  
 TREASURER'S REPORT  
 REPORT FOR DECEMBER 2022**

|   | <b>General Fund</b>     | <b>School Lunch Fund</b> | <b>Special Aid Fund</b> | <b>Capital Fund</b>     | <b>Custodial Fund</b>  | <b>Totals</b>           |
|---|-------------------------|--------------------------|-------------------------|-------------------------|------------------------|-------------------------|
| <b>Operating Accounts:</b>  |                         |                          |                         |                         |                        |                         |
| Beginning Balance, December 1, 2022                                 | 724,126.26              | 374,508.05               | 502,828.52              | 382,835.17              | 2,923,999.43           | \$ 4,908,297.43         |
| <b>Receipts:</b>  |                         |                          |                         |                         |                        |                         |
| Districts & BOCES   | 20,630,961.98           |                          | 41,403.00               |                         |                        | 20,672,364.98           |
| Accounts Receivable   | 97,661.49               |                          |                         |                         |                        | 97,661.49               |
| CTE Tuition   | 116,824.23              |                          |                         |                         |                        | 116,824.23              |
| Due to Other Funds (receipted to be transferred)                    | 41,403.00               |                          | -                       |                         |                        | 41,403.00               |
| Employee Benefits   | 101,734.71              |                          |                         |                         |                        | 101,734.71              |
| Financial Aid   | 106,533.00              |                          |                         |                         |                        | 106,533.00              |
| Food Service Sales  | -                       | 14,477.31                |                         |                         |                        | 14,477.31               |
| From Other Funds (loans & loan repayments)                          | 1,220,635.27            |                          |                         |                         |                        | 1,220,635.27            |
| Interest  | 6,978.34                | 309.76                   | 7,097.09                | 1,358.61                | 2,522.11               | 18,265.91               |
| Investments Redeemed  | -                       |                          |                         | -                       |                        | -                       |
| Miscellaneous   | 5,949.38                | 3,854.09                 |                         |                         |                        | 9,803.47                |
| Other Governments   | 27,359.00               | 123,586.00               | 2,960,462.21            |                         |                        | 3,111,407.21            |
| Reserves (i.e. Unemployment/Workers Comp.)                          | 2,121.97                |                          |                         |                         |                        | 2,121.97                |
| Section 125 Flexible Plan   |                         |                          |                         |                         | 611,112.41             | 611,112.41              |
| Surplus Funds - Due to School Districts                             | 5,358.23                |                          |                         |                         |                        | 5,358.23                |
| <b>Total Receipts</b>   | <b>\$ 22,363,520.60</b> | <b>\$ 142,227.16</b>     | <b>\$ 3,008,962.30</b>  | <b>\$ 1,358.61</b>      | <b>\$ 613,634.52</b>   | <b>\$ 26,129,703.19</b> |
| <b>Disbursements:</b>   |                         |                          |                         |                         |                        |                         |
| Appropriations Expense  | 9,404,152.13            | 68,368.77                | 278,131.67              | 88,160.03               | 588,084.98             | 10,426,897.58           |
| Due to Other Funds (receipted and transferred)                      | 41,403.00               |                          |                         |                         | -                      | 41,403.00               |
| Invested  |                         |                          |                         |                         |                        | -                       |
| Payroll   | 7,074,519.88            | 72,153.50                | 328,081.34              |                         |                        | 7,474,754.72            |
| Section 125 Flexible Plan   |                         |                          |                         |                         |                        | -                       |
| To Other Funds (loans & loan repayments)                            |                         | 120,635.27               | 1,100,000.00            | -                       | -                      | 1,220,635.27            |
| <b>Total Disbursements</b>  | <b>\$ 16,520,075.01</b> | <b>\$ 261,157.54</b>     | <b>\$ 1,706,213.01</b>  | <b>\$ 88,160.03</b>     | <b>\$ 588,084.98</b>   | <b>\$ 19,163,690.57</b> |
| <b>Ending Balance from Operating Accounts, December 31, 2022</b>    | <b>\$ 6,567,571.85</b>  | <b>\$ 255,577.67</b>     | <b>\$ 1,805,577.81</b>  | <b>\$ 296,033.75</b>    | <b>\$ 2,949,548.97</b> | <b>\$ 11,874,310.05</b> |
| <b>Investment Accounts:</b>   |                         |                          |                         |                         |                        |                         |
| Investment Account Balance as of December 1, 2022                   | 22,299,609.53           |                          |                         | 13,418,633.24           |                        | 35,718,242.77           |
| New Investments   |                         |                          |                         |                         |                        | -                       |
| Investment Earnings   | 78,433.05               |                          |                         | 42,684.62               |                        | 121,117.67              |
| Redeemed Investments  | -                       |                          |                         |                         |                        | -                       |
| <b>Ending Balance From Investment Accounts, December 31, 2022</b>   | <b>\$ 22,378,042.58</b> | <b>\$ -</b>              | <b>\$ -</b>             | <b>\$ 13,461,317.86</b> | <b>\$ -</b>            | <b>\$ 35,839,360.44</b> |
| <b>Total Ending Balance for All Accounts as of Dcember 31, 2022</b> | <b>\$ 28,945,614.43</b> | <b>\$ 255,577.67</b>     | <b>\$ 1,805,577.81</b>  | <b>\$ 13,757,351.61</b> | <b>\$ 2,949,548.97</b> | <b>\$ 47,713,670.49</b> |

COLLATERAL COVERING DEPOSITS AS OF December 31, 2022

| FUND                | TYPE of ACCOUNT           | BANK            |                        |                   |  |  |
|---------------------|---------------------------|-----------------|------------------------|-------------------|--|--|
| <b>GENERAL</b>      | N.O.W. Account            | CHASE           | \$ 6,561,058.37        |                   |  |  |
|                     | Net Payroll Account       | CHASE           | -                      |                   |  |  |
|                     | Clearing Account          | CHASE           | 6,513.48               |                   |  |  |
|                     | Certificate(s) of Deposit | CHASE           | -                      |                   |  |  |
|                     | Investment Money Market   | CHASE           | <u>9,680.12</u>        |                   |  |  |
|                     |                           | Total           | \$ 6,577,251.97        | \$5,881,575.70    |  |  |
| <b>RESERVES</b>     | Investment Money Market   | TD Bank         | \$ 2,293,445.79        |                   |  |  |
|                     | Certificate(s) of Deposit | TD Bank         | <u>20,074,916.67</u>   |                   |  |  |
|                     |                           | Total           | \$ 22,368,362.46       | \$ 2,807,699.44   |  |  |
| <b>SCHOOL LUNCH</b> | N.O.W. Account            | CHASE           | \$ <u>255,577.67</u>   | \$35,458,578.24 * |  |  |
|                     |                           | Total           | \$ 255,577.67          |                   |  |  |
| <b>SPECIAL AID</b>  | N.O.W. Account            | VALLEY NATIONAL | \$ <u>1,805,577.81</u> | \$ 346,918.84     |  |  |
|                     |                           | Total           | \$ 1,805,577.81        |                   |  |  |
| <b>CAPITAL</b>      | N.O.W. Account            | CHASE           | \$ 296,033.75          |                   |  |  |
|                     | Investment Money Market   | TD Bank         | 3,423,859.53           |                   |  |  |
|                     | Certificate(s) of Deposit | TD Bank         | <u>10,037,458.33</u>   |                   |  |  |
|                     |                           | Total           | \$ 13,757,351.61       |                   |  |  |
| <b>CUSTODIAL</b>    | N.O.W. Account            | CapitalOne      | \$ <u>2,949,548.97</u> |                   |  |  |
|                     |                           | Total           | \$ 2,949,548.97        |                   |  |  |

As of November 30, 2022 - In addition to the FDIC coverage for the first \$250,000.00 on deposit, the following collateral was held in the form of Federal and New York State Obligations, political subdivisions within New York State and Federal Government Securities:

|                        |   |                        |
|------------------------|---|------------------------|
| Segregated Collateral: |   |                        |
|                        | for CHASE book balances totaling                    | <b>\$7,128,863.39</b>  |
|                        | for bank balances totaling                          | \$6,022,901.19         |
|                        | for CapitalOne book balances totaling               | <b>\$2,949,548.97</b>  |
|                        | for bank balances totaling                          | \$2,923,999.43         |
|                        | for TD Bank for book balances totaling              | <b>\$35,829,680.32</b> |
|                        | for bank balances totaling                          | \$35,708,578.24        |
|                        | for Valley National Bank for book balances totaling | <b>\$1,805,577.81</b>  |
|                        | for bank balances totaling                          | \$580,398.85           |

\* Amount available from Standby Letters of Credit totaling \$39,000,0000

Respectfully Submitted,

Christina Anderson

**WESTERN SUFFOLK BOCES  
OCCUPATIONAL EDUCATION DIVISION**

**Extra-Classroom Activity Fund  
For The Month Ending: DECEMBER 2022**

| <u>Location</u>        | <u>DIX HILLS<br/>CAMPUS</u> | <u>HUNTINGTON<br/>CAMPUS</u> | <u>NORTHPORT<br/>CAMPUS</u> | <u>REPUBLIC<br/>CAMPUS</u> | <u>SUB-TOTAL</u>   |
|------------------------|-----------------------------|------------------------------|-----------------------------|----------------------------|--------------------|
| OPENING BALANCE        | \$ 7,224.29                 | \$ 2,934.12                  | \$ 1,030.39                 | \$ 1.70                    | \$ 11,190.50       |
| RECEIPTS               | 1,035.00                    | 5,019.00                     | 265.00                      | 180.00                     | \$ 6,499.00        |
| DISBURSEMENT           | (3,557.29)                  | (2,995.22)                   | (1,213.77)                  | (180.00)                   | \$ (7,946.28)      |
| TRANSFER               | -                           | -                            | -                           | -                          | \$ -               |
| BANK FEES & CHARGES    | (1.22)                      | (1.22)                       | (1.22)                      | (1.22)                     | \$ (4.88)          |
| <b>CLOSING BALANCE</b> | <b>\$4,700.78</b>           | <b>\$ 4,956.68</b>           | <b>\$80.40</b>              | <b>\$0.48</b>              | <b>\$ 9,738.34</b> |

**Bank Reconciliation:**

|                     |                    |
|---------------------|--------------------|
| Bank Balance        | \$ 13,422.60       |
| Deposits in Transit | \$0.00             |
| Outstanding Checks  | (3,684.26)         |
| <b>TOTAL</b>        | <b>\$ 9,738.34</b> |

| <u>Check #</u>      | <u>Amount</u>      |
|---------------------|--------------------|
| 2528                | \$ 400.03          |
| 2529                | \$ 80.00           |
| 2531                | \$ 3,025.00        |
| 2534                | \$ 79.23           |
| 2536                | \$ 100.00          |
| <b>Total Checks</b> |                    |
| <b>Outstanding</b>  | <b>\$ 3,684.26</b> |

**Director:** Nancy Kelsey

**Club Treasurer:** Sandra Samuels

| <b>CHECKS DISBURSEMENT</b> |                    |
|----------------------------|--------------------|
| <b>CHECK #</b>             | <b>AMT</b>         |
| 2514                       | \$ 98.04           |
| 2515                       | \$ 90.00           |
| 2516                       | \$ 1,160.88        |
| 2517                       | \$ 251.10          |
| 2518                       | \$ 224.66          |
| 2519                       | \$ 127.88          |
| 2520                       | VOID               |
| 2521                       | \$ 228.10          |
| 2522                       | \$ 170.14          |
| 2523                       | \$ 560.30          |
| 2524                       | \$ 260.20          |
| 2525                       | \$ 108.00          |
| 2526                       | \$ 57.85           |
| 2527                       | \$ 166.44          |
| 2528                       | \$ 400.03          |
| 2529                       | \$ 80.00           |
| 2530                       | \$ 150.32          |
| 2531                       | \$ 3,025.00        |
| 2532                       | \$ 436.11          |
| 2533                       | \$ 64.00           |
| 2534                       | \$ 79.23           |
| 2535                       | \$ 108.00          |
| 2536                       | \$ 100.00          |
| <b>SUB-TOTAL</b>           | <b>\$ 7,946.28</b> |

**NOTES:**

(Encl. 7)

2/14/23

Page 1 of 2

**Report of the Claims Auditor**

To the Board of Cooperative Educational Services, Second Supervisory District of Suffolk County:

I hereby certify that the checks included in the warrants listed below were duly audited and ordered paid by me

on the dates listed:

**Warrants covering the period January 3, 2023 through February 2, 2023**

| <b>Warrant Number</b> | <b>Date of Warrant</b> | <b>Amount of Warrant</b> | <b>Funds</b> | <b>Amount of Checks/Wires Issued</b> | <b>Amount Approved</b>  | <b>Date Authorized</b> |
|-----------------------|------------------------|--------------------------|--------------|--------------------------------------|-------------------------|------------------------|
| 168                   | 1/3/23                 | \$ 12,877.70             | General      | \$ 12,877.70                         | \$ 12,877.70            | 1/4/23                 |
| 169                   | 1/4/23                 | \$ 2,554,895.26          | General      | \$ 2,554,441.23                      | \$ 2,554,441.23         | 1/5/23                 |
|                       |                        |                          | Federal      | \$ 454.03                            | \$ 454.03               | 1/5/23                 |
| 170                   | 1/6/23                 | \$ 1,121,020.87          | General      | \$ 1,121,020.87                      | \$ 1,121,020.87         | 1/6/23                 |
| 171                   | 1/6/23                 | \$ 374,915.00            | General      | \$ 374,915.00                        | \$ 374,915.00           | 1/6/23                 |
| 172                   | 1/6/23                 | \$ 29,349.57             | General      | \$ 29,349.57                         | \$ 29,349.57            | 1/6/23                 |
| 173                   | 1/11/23                | \$ 1,446,588.39          | General      | \$ 1,296,217.05                      | \$ 1,296,217.05         | 1/12/23                |
|                       |                        |                          | Federal      | \$ 112,028.73                        | \$ 112,028.73           | 1/12/23                |
|                       |                        |                          | School Lunch | \$ 38,342.61                         | \$ 38,342.61            | 1/12/23                |
| 174                   | 1/12/23                | \$ 917.35                | Clearing     | \$ 917.35                            | \$ 917.35               | 1/12/23                |
| 175                   | 1/12/23                | \$ 567,461.08            | Custodial    | \$ 567,461.08                        | \$ 567,461.08           | 1/12/23                |
| 176                   | 1/12/23                | \$ 742.50                | General      | \$ 742.50                            | \$ 742.50               | 1/12/23                |
| 177                   | 1/10/23                | \$ 11,320.38             | General      | \$ 11,320.38                         | \$ 11,320.38            | 1/13/23                |
| 178                   | 1/12/23                | \$ 13,145.54             | General      | \$ 13,145.54                         | \$ 13,145.54            | 1/12/23                |
| 179                   | 1/18/23                | \$ 3,357,202.90          | General      | \$ 3,346,553.99                      | \$ 3,346,553.99         | 1/20/23                |
|                       |                        |                          | Federal      | \$ 10,613.96                         | \$ 10,613.96            | 1/20/23                |
|                       |                        |                          | School Lunch | \$ 34.95                             | \$ 34.95                | 1/20/23                |
| 180                   | 1/19/23                | \$ 1,239,097.24          | General      | \$ 1,239,097.24                      | \$ 1,239,097.24         | 1/20/23                |
| 181                   | 1/17/23                | \$ 15,274.18             | General      | \$ 15,274.18                         | \$ 15,274.18            | 1/20/23                |
| 182                   | 1/20/23                | \$ 1,800.00              | Federal      | \$ 1,800.00                          | \$ 1,800.00             | 1/20/23                |
| 183                   | 1/20/23                | \$ 2,078.00              | General      | \$ 2,078.00                          | \$ 2,078.00             | 1/20/23                |
| 184                   | 1/20/23                | \$ 40,285.96             | General      | \$ 40,285.96                         | \$ 40,285.96            | 1/20/23                |
| 185                   | 1/25/23                | \$ 1,264,599.52          | General      | \$ 1,109,010.05                      | \$ 1,109,010.05         | 1/26/23                |
|                       |                        |                          | Federal      | \$ 89,533.59                         | \$ 89,533.59            | 1/26/23                |
|                       |                        |                          | School Lunch | \$ 19,160.84                         | \$ 19,160.84            | 1/26/23                |
|                       |                        |                          | Capital      | \$ 46,895.04                         | \$ 46,895.04            | 1/26/23                |
| 186                   | 1/26/23                | \$ 16,980.52             | General      | \$ 16,980.52                         | \$ 16,980.52            | 1/27/23                |
| 187                   | 1/31/23                | \$ 38,805.25             | General      | \$ 38,805.25                         | \$ 38,805.25            | 1/31/23                |
| 188                   | 2/1/23                 | \$ 2,486,164.23          | General      | \$ 2,398,075.36                      | \$ 2,398,075.36         | 2/2/23                 |
|                       |                        |                          | Federal      | \$ 81,803.45                         | \$ 81,803.45            | 2/2/23                 |
|                       |                        |                          | School Lunch | \$ 4,983.42                          | \$ 4,983.42             | 2/2/23                 |
|                       |                        |                          | Capital      | \$ 1,302.00                          | \$ 1,302.00             | 2/2/23                 |
| 189                   | 2/1/23                 | \$ 119,401.41            | General      | \$ 119,401.41                        | \$ 119,401.41           | 2/2/23                 |
| 190                   | 2/2/23                 | \$ 1,118,336.06          | General      | \$ 1,118,336.06                      | \$ 1,118,336.06         | 2/3/23                 |
| 191                   | 1/31/23                | \$ 18,293.35             | General      | \$ 18,293.35                         | \$ 18,293.35            | 2/2/23                 |
| <b>TOTAL</b>          |                        | <b>\$ 15,851,552.26</b>  |              | <b>\$ 15,851,552.26</b>              | <b>\$ 15,851,552.26</b> |                        |



(Encl. 8.2.1)

2/14/23

January 25, 2023

**INDIVIDUALLY ADDRESSED TO COMPONENT BOARD PRESIDENTS WITH COPIES TO SUPERINTENDENTS AND DISTRICT CLERKS IN ENGLISH AND SPANISH**

Western Suffolk BOCES will hold its Annual Meeting on **Thursday**, April 13, 2023 and its Budget Vote and Elections will be held in our component school districts on Tuesday, April 25, 2023.

Nominations for candidates to fill three (3) at-large vacancies on the Western Suffolk BOCES Board of Education must be submitted as per the attached procedures by the close of business on Friday, March 17, 2023. The Board vacancies are for two three-year terms and one two-year term.

Please note that Mrs. Jeannette Santos and Mr. Peter Wunsch will be seeking re-election to the Board of Western Suffolk BOCES. The third vacancy on the Western Suffolk BOCES Board is due to the resignation of Mrs. Maryann Zumpano this past Fall 2022.

**Names and addresses of persons nominated by a component school district Board of Education must be received in writing no later than Friday, March 17, 2023. Please mail nominations to:**

Mrs. Joanne Klein, District Clerk  
Western Suffolk BOCES  
507 Deer Park Road  
PO Box 8007  
Huntington Station, NY 11746-9007

Once all nominations have been received, ballots will be sent to each component school district Board of Education. Each school district will submit one ballot for the entire Board regarding the budget vote and election votes.

Thank you for your consideration.

Sincerely,

Joanne Klein  
Clerk of the Board

Enclosure

cc: District Superintendent  
District Clerk

CAPITAL PROJECT UPDATE AS OF FEBRUARY 2023

| Location                 | Project Name                                    | Arch /Eng | Contractor              | Status                                    |
|--------------------------|---|-----------|-------------------------|---|
| <b>Capital Projects:</b> |   |           |                         |   |
| Admin                    | Interior Light Replacement                      | H2M       | Cooper Power & Lighting | Work is substantially complete            |
| Admin                    | Generator                                       | H2M       | Relle                   | Work in progress                          |
| Admin                    | Roof Replacement                                | H2M       |                         | Submitted to SED 11/2022                  |
| Admin                    | Boiler Replacement                              | H2M       |                         | Submitted to SED 11/2022                  |
| Caleb Smith              | Renovations to Caleb Smith OLL                  | H2M       |                         | In design                                 |
| District Wide            | Security Enhancements                           | H2M       |                         | In design                                 |
| District Wide            | Floor Tile Replacement - Phase 3                | H2M       |                         | This phase is in quote process            |
| District Wide            | Air Filter Improvement                          | H2M       | Relle/Hi Tech           | Work in progress                          |
| District Wide            | HALO Sensor Installation                        | H2M       |                         | Submitted to SED 10/2022                  |
| District Wide            | A/C Systems Replacement                         | H2M       |                         | In design                                 |
| JEA DH                   | Bathroom Renovations - Phase I                  | H2M       | Tri State               | Work on this project will begin in Spring |
| JEA DH                   | Bathroom Renovations - Phase II                 | H2M       | Tri State               | Work on this project will begin in Spring |
| * JEA DH                 | Electrical Distribution Panel Replacement       | H2M       | Cooper Power & Lighting | Work on this project will begin in Spring |
| JEA DH                   | A/C Main Panel Controls Retro-commissioning     | H2M       | Cardinal                | Work in progress                          |
| JEA DH                   | Parking Field Lighting                          | M&O       | Wesco Distribution      | Work in progress                          |
| JEA DH                   | Electrical Switchgear upgrade                   | H2M       |                         | Submitted to SED 11/2022                  |
| * JEA DH                 | Interior Door Reconstruction                    | M&O       | Advanced Door Solutions | Work on this project will begin in Spring |
| JEA Mel                  | A/C Systems Replacement                         | H2M       | Cardinal                | Work in progress                          |
| JEA Mel                  | Ceiling Replacement - 600 Wing                  | H2M       | Belfor                  | Work is substantially complete            |
| JEA Mel                  | Parking Field Lighting                          | M&O       | Wesco Distribution      | Work in progress                          |
| JEA Mel                  | Replace Concrete Curbs/Walks                    | M&O       |                         | This project is in quote process          |
| * JEA Mel                | Ceiling Replacement - 200 Garth                 | M&O       |                         | Work is substantially complete            |
| * M&O                    | Interior Lighting                               | H2M       | Wesco Distribution      | Work in progress                          |
| * Republic               | Roof Top Unit Replacement                       | H2M       | Premier Mechanical      | Work on this project will begin in Spring |
| * Republic               | Roof Top Unit Replacement                       | H2M       | Premier Mechanical      | Work on this project will begin in Spring |
| * Taukomas               | A/C Systems Replacement                         | H2M       | Premier Mechanical      | Work on this project will begin in Spring |
| * Taukomas               | Roof Top Units                                  | H2M       | Premier Mechanical      | Work on this project will begin in Spring |
| * Taukomas               | Roof Top Unit Replacement                       | H2M       | Intricate Tech          | Work on this project will begin in Spring |
| Taukomas                 | Roof Top Unit Replacement                       | H2M       | Intricate Tech          | This project is in quote process          |
| Taukomas                 | Electrical Switchgear Replacement               | H2M       |                         | Submitted to SED 11/2022                  |
| WT DH                    | Electrical Switch Gear Upgrades - Career Center | H2M       | LEB Electric            | Work in progress                          |
| WT DH                    | Electrical Switch Gear Upgrades - McGuire 2     | H2M       | LEB Electric            | Work in progress                          |



**CAPITAL PROJECT UPDATE AS OF FEBRUARY 2023**

| Location | Project Name  | Arch /Eng | Contractor              | Status  |
|----------|---|-----------|-------------------------|---|
| WT DH    | Electrical Distribution Panel Replacement-McGuire 2   | H2M       | Cooper Power & Lighting | Work on this project will begin at a date to be set in consultation with the contractor |
| * WT DH  | Roof Replacement - McGuire 2                          | M&O       | Statewide               | This project is complete  |
| WT DH    | Rooftop Unit Replacement - McGuire 2                  | H2M       |                         | Submitted to SED 11/2022  |
| WT DH    | Electrical Switch Gear Upgrades - McGuire 1           | H2M       | LEB Electric            | Work in progress  |
| WT DH    | Electrical/Distribution Panel Replacement - McGuire 1 | H2M       | LEB Electric            | Work in progress  |
| WT DH    | Step-Down Transformer Replacement - McGuire 1         | H2M       | LEB Electric            | Work in progress  |
| WT DH    | Window Replacement - McGuire 1                        | H2M       |                         | Submitted to SED 11/2022  |
| WT DH    | Electrical Switch Gear Upgrades - Jones 1             | H2M       | LEB Electric            | Work in progress  |
| WT DH    | Electrical/Distribution Panel Replacement - Jones 1   | H2M       | LEB Electric            | Work in progress  |
| WT DH    | Electrical Switch Gear Upgrades - Jones 2             | H2M       | LEB Electric            | Work in progress  |
| WT DH    | Roof Replacement - Jones 2 - Phase 2                  | H2M       | Statewide               | Work on this project to begin in Spring   |
| WT DH    | Electrical Distribution Panel Replacement - Jones 2   | H2M       |                         | In design   |
| WT DH    | Replace Concrete Curbs/Walks                          | M&O       |                         | This project is in quote process  |
| * WT DH  | Parking Field Lighting                                | M&O       |                         | This project is complete  |
| WT NP    | A/C Systems Replacement                               | H2M       | Cardinal                | Work in progress  |
| WT NP    | Replace Concrete Curbs/Walks                          | M&O       |                         | This project is in quote process  |
| WT NP    | Paving  | M&O       |                         | This project is in quote process  |

**Major Alterations:**

|              |   |     |                        |                                  |
|--------------|---|-----|------------------------|----------------------------------|
| * Brennan    | Replace Agency File Room Rollup Door                                | M&O | Advance Door Solutions | Work is substantially complete   |
| Brennan      | New Window Treatments in Classrooms and Offices - Perforated Shades | M&O |                        | In design                        |
| Brennan      | Sink Replacements for Room 113,115 & 137                            | M&O |                        | In design                        |
| Brennan      | Replace HS Main Office 114 Doors                                    | H2M |                        | This project is in quote process |
| JEA Mel      | PA System Modifications. Add 8 handsets in 500 wing and OT/PT       | M&O |                        | This project is in quote process |
| JEA Mel      | Playground Replacement  | M&O |                        | This project is in quote process |
| Manor Plains | New Prefab Storage Barn   | H2M | Sheds Unlimited        | Work is substantially complete   |
| Manor Plains | Replace Carpets & Tile in Rms 112,114, & 216-219 & Main & Admin Off | H2M |                        | This project is in quote process |
| Manor Plains | Install Exterior Door in Room 206                                   | M&O |                        | This project is in quote process |
| Manor Plains | Replace Window Treatments throughout Building                       | M&O |                        | In design                        |
| Manor Plains | Install Garage Door between 114 and 116 Serving M&R Program         | M&O |                        | This project is in quote process |
| * Taukomas   | Update Univent Large Conference Room                                | H2M | Hi Tech                | This project is complete         |
| * WT DH      | Re-work Sink Plumbing at Culinary Kitchen (5 Locations)             | H2M |                        | This project is in quote process |

CAPITAL PROJECT UPDATE AS OF FEBRUARY 2023

| Location | Project Name   | Arch /Eng | Contractor        | Status  |
|----------|--|-----------|-------------------|---|
| WT DH    | Replace Window Treatments with New Shade Std - Ext (Bldg. C) | M&O       |                   | In design   |
| WT DH    | Playground Removal at Buildings A and B                      | M&O       | LandTek           | Work on this project will begin at a date to be set in consultation with the contractor |
| WT DH    | Fence Replacement 14 Sections in Rear                        | M&O       | Residential Fence | Work on this project will begin at a date to be set in consultation with the contractor |
| WT NP    | Adult Cosmetology Separation Walls and Door                  | H2M       |                   | Submitted to SED 11/2022  |

\* indicates changed status from prior month

## CAPITAL PROJECT UPDATE AS OF FEBRUARY 2023

| Location                 | Project Name  | Arch<br>/Eng | Contractor              | Status  | Total Budget          |
|--------------------------|---|--------------|-------------------------|---|-----------------------|
| <b>Capital Projects:</b> |   |              |                         |   |                       |
| Caleb Smith              | Renovations to Caleb Smith OLL                      | H2M          |                         | In design                                       | \$ 850,000            |
| District Wide            | Security Enhancements                               | H2M          |                         | In design                                       | \$ 100,000            |
| District Wide            | A/C Systems Replacement                             | H2M          |                         | In design                                       | \$ 257,816            |
| WT DH                    | Electrical Distribution Panel Replacement - Jones 2 | H2M          |                         | In design                                       | \$ 105,477            |
| <i>Projects</i>          |   |              |                         |   | <b>4 \$ 1,313,293</b> |
| Admin                    | Roof Replacement                                    | H2M          |                         | Submitted to SED 11/2022                        | \$ 213,276            |
| Admin                    | Boiler Replacement                                  | H2M          |                         | Submitted to SED 11/2022                        | \$ 125,000            |
| District Wide            | HALO Sensor Installation                            | H2M          |                         | Submitted to SED 10/2022                        | \$ 361,500            |
| JEA DH                   | Electrical Switchgear upgrade                       | H2M          |                         | Submitted to SED 11/2022                        | \$ 368,445            |
| Taukomas                 | Electrical Switchgear Replacement                   | H2M          |                         | Submitted to SED 11/2022                        | \$ 206,010            |
| WT DH                    | Rooftop Unit Replacement - McGuire 2                | H2M          |                         | Submitted to SED 11/2022                        | \$ 185,300            |
| WT DH                    | Window Replacement - McGuire 1                      | H2M          |                         | Submitted to SED 11/2022                        | \$ 629,650            |
| <i>Projects</i>          |   |              |                         |   | <b>7 \$ 2,089,181</b> |
| District Wide            | Floor Tile Replacement - Phase 3                    | H2M          |                         | This phase is in quote process                  | \$ 1,500,000          |
| JEA Mel                  | Replace Concrete Curbs/Walks                        | M&O          |                         | This project is in quote process                | \$ 70,461             |
| Taukomas                 | Roof Top Unit Replacement                           | H2M          | Intricate Tech          | This project is in quote process                | \$ 100,000            |
| WT DH                    | Replace Concrete Curbs/Walks                        | M&O          |                         | This project is in quote process                | \$ 15,000             |
| WT NP                    | Replace Concrete Curbs/Walks                        | M&O          |                         | This project is in quote process                | \$ 10,000             |
| WT NP                    | Paving  | M&O          |                         | This project is in quote process                | \$ 100,000            |
| <i>Projects</i>          |   |              |                         |   | <b>6 \$ 1,795,461</b> |
| * JEA DH                 | Electrical Distribution Panel Replacement           | H2M          | Cooper Power & Lighting | Work on this project will begin in Spring       | \$ 530,070            |
| * JEA DH                 | Interior Door Reconstruction                        | M&O          | Advanced Door Solutions | Work on this project will begin in Spring       | \$ 25,000             |
| WT DH                    | Electrical Distribution Panel Replacement-McGuire 2 | H2M          | Cooper Power & Lighting | Work on this project will begin at a date to be | \$ 220,031            |
| * Taukomas               | Roof Top Unit Replacement                           | H2M          | Intricate Tech          | Work on this project will begin in Spring       | \$ 123,033            |
| * Republic               | Roof Top Unit Replacement                           | H2M          | Premier Mechanical      | Work on this project will begin in Spring       | \$ 138,485            |
| * Taukomas               | A/C Systems Replacement                             | H2M          | Premier Mechanical      | Work on this project will begin in Spring       | \$ 69,675             |
| * Taukomas               | Roof Top Units                                      | H2M          | Premier Mechanical      | Work on this project will begin in Spring       | \$ 250,000            |
| JEA DH                   | Bathroom Renovations - Phase I                      | H2M          | Tri State               | Work on this project will begin in Spring       | \$ 363,317            |
| JEA DH                   | Bathroom Renovations - Phase II                     | H2M          | Tri State               | Work on this project will begin in Spring       | \$ 1,436,683          |
| WT DH                    | Roof Replacement - Jones 2 - Phase 2                | H2M          | Statewide               | Work on this project will begin in Spring       | \$ 667,950            |

CAPITAL PROJECT UPDATE AS OF FEBRUARY 2023

| Location        | Project Name  | Arch /Eng | Contractor              | Status                                    | Total Budget           |
|-----------------|---|-----------|-------------------------|---|------------------------|
| * Republic      | Roof Top Unit Replacement                             | H2M       | Premier Mechanical      | Work on this project will begin in Spring | \$ 245,250             |
| <i>Projects</i> |   |           |                         |   | <b>11 \$ 4,069,494</b> |
| Admin           | Generator   | H2M       | Relle                   | Work in progress                          | \$ 169,000             |
| District Wide   | Air Filter Improvement                                | H2M       | Relle/Hi Tech           | Work in progress                          | \$ 2,605,800           |
| JEA DH          | A/C Main Panel Controls Retro-commissioning           | H2M       | Cardinal                | Work in progress                          | \$ 125,350             |
| JEA DH          | Parking Field Lighting                                | M&O       | Wesco Distribution      | Work in progress                          | \$ 15,000              |
| * M&O           | Interior Lighting                                     | H2M       | Wesco Distribution      | Work in progress                          | \$ 21,800              |
| JEA Mel         | A/C Systems Replacement                               | H2M       | Cardinal                | Work in progress                          | \$ 125,350             |
| JEA Mel         | Parking Field Lighting                                | M&O       | Wesco Distribution      | Work in progress                          | \$ 15,000              |
| WT DH           | Electrical Switch Gear Upgrades - Career Center       | H2M       | LEB Electric            | Work in progress                          | \$ 332,717             |
| WT DH           | Electrical Switch Gear Upgrades - McGuire 2           | H2M       | LEB Electric            | Work in progress                          | \$ 555,000             |
| WT DH           | Electrical Switch Gear Upgrades - McGuire 1           | H2M       | LEB Electric            | Work in progress                          | \$ 481,385             |
| WT DH           | Electrical/Distribution Panel Replacement - McGuire 1 | H2M       | LEB Electric            | Work in progress                          | \$ 555,000             |
| WT DH           | Step-Down Transformer Replacement - McGuire 1         | H2M       | LEB Electric            | Work in progress                          | \$ 185,000             |
| WT DH           | Electrical Switch Gear Upgrades - Jones 1             | H2M       | LEB Electric            | Work in progress                          | \$ 84,063              |
| WT DH           | Electrical/Distribution Panel Replacement - Jones 1   | H2M       | LEB Electric            | Work in progress                          | \$ 105,000             |
| WT DH           | Electrical Switch Gear Upgrades - Jones 2             | H2M       | LEB Electric            | Work in progress                          | \$ 176,063             |
| WT NP           | A/C Systems Replacement                               | H2M       | Cardinal                | Work in progress                          | \$ 54,500              |
| <i>Projects</i> |   |           |                         |   | <b>16 \$ 5,606,028</b> |
| Admin           | Interior Light Replacement                            | H2M       | Cooper Power & Lighting | Work is substantially complete            | \$ 154,621             |
| JEA Mel         | Ceiling Replacement - 600 Wing                        | H2M       | Belfor                  | Work is substantially complete            | \$ 90,500              |
| * JEA Mel       | Ceiling Replacement - 200 Garth                       | M&O       | Belfor                  | Work is substantially complete            | \$ 88,290              |
| * WT DH         | Parking Field Lighting                                | M&O       |                         | This project is complete                  | \$ 10,000              |
| * WT DH         | Roof Replacement - McGuire 2                          | M&O       | Statewide               | This project is complete                  | \$ 106,471             |
| <i>Projects</i> |   |           |                         |   | <b>5 \$ 449,882</b>    |

CAPITAL PROJECT UPDATE AS OF FEBRUARY 2023

| Location                  | Project Name  | Arch /Eng | Contractor             | Status  | Total Budget        |
|---------------------------|---|-----------|------------------------|---|---------------------|
| <b>Major Alterations:</b> |   |           |                        |   |                     |
| Brennan                   | New Window Treatments in Classrooms and Offices - Perforated Shades | M&O       |                        | In design   | \$ 40,000           |
| Brennan                   | Sink Replacements for Room 113,115 & 137                            | M&O       |                        | In design   | \$ 45,500           |
| Manor Plains              | Replace Window Treatments throughout Building                       | M&O       |                        | In design   | \$ 50,000           |
| WT DH                     | Replace Window Treatments with New Shade Std - Ext (Bldg C)         | M&O       |                        | In design   | \$ 30,000           |
| <b>Projects</b>           |   |           |                        |   | <b>4 \$ 165,500</b> |
| WT NP                     | Adult Cosmetology Separation Walls and Door                         | H2M       |                        | Submitted to SED 11/2022  | \$ 90,000           |
| <b>Projects</b>           |   |           |                        |   | <b>1 \$ 90,000</b>  |
| Brennan                   | Replace HS Main Office 114 Doors                                    | H2M       |                        | This project is in quote process  | \$ 50,000           |
| JEA Mel                   | PA System Modifications. Add 8 handsets in 500 wing and OT/PT       | M&O       |                        | This project is in quote process  | \$ 35,000           |
| JEA Mel                   | Playground Replacement  | M&O       |                        | This project is in quote process  | \$ 280,000          |
| Manor Plains              | Replace Carpets & Tile in Rms 112,114, & 216-219 & Main & Admin Off | H2M       |                        | This project is in quote process  | \$ 93,500           |
| Manor Plains              | Install Exterior Door in Room 206                                   | M&O       |                        | This project is in quote process  | \$ 20,000           |
| * WT DH                   | Re-work Sink Plumbing at Culinary Kitchen (5 Locations)             | H2M       |                        | This project is in quote process  | \$ 50,000           |
| Manor Plains              | Install Garage Door between 114 and 116 Serving M&R Prog            | M&O       |                        | This project is in quote process  | \$ 18,500           |
| <b>Projects</b>           |   |           |                        |   | <b>7 \$ 547,000</b> |
| WT DH                     | Fence Replacement 14 Sections in Rear                               | M&O       | Residential Fence      | Work on this project will begin at a date to be set in consultation with the contractor | \$ 20,000           |
| WT DH                     | Playground Removal at Buildings A and B                             | M&O       | LandTek                | Work on this project will begin at a date to be set in consultation with the contractor | \$ 45,000           |
| <b>Projects</b>           |   |           |                        |   | <b>2 \$ 65,000</b>  |
| Manor Plains              | New Prefab Storage Barn   | H2M       | Sheds Unlimited        | Work is substantially complete  | \$ 24,500           |
| Brennan                   | Replace Agency File Room Rollup Door                                | M&O       | Advance Door Solutions | Work is substantially complete  | \$ 38,000           |
| * Taukomas                | Update Univent Large Conference Room                                | H2M       | Hi Tech                | This project is complete  | \$ 110,000          |
| <b>Projects</b>           |   |           |                        |   | <b>3 \$ 172,500</b> |

\* indicates changed status from prior month

(Encl. 9.1.1)

2/14/23

Pg. 1 of 2

Western Suffolk BOCES  
**2022-23 Budget**  
**Budget Adjustment #8**  
**February 2023**

GENERAL FUND

**ADJUSTMENT TO THE ADOPTED BUDGET**

|  |           |                      |  |             |
|--|-----------|----------------------|--|-------------|
|  |           |                      |  | 233,486,543 |
| Revised Budget 1/10/23   |           |                      |  |             |
| <b>EXPLORATORY ENRICHMENT PROGRAM</b>  |           |                      |  |             |
| Increased Revenue  | 70,799    | Other Expenses       |  | 70,799      |
| Increased Participation (Commack, Elwood, Half Hollow Hills, Kings Park, Lindenhurst, S Huntington, W Babylon) required additional contracted services   |           |                      |  |             |
| <b>CENTER FOR LEARNING TECHNOLOGY</b>  |           |                      |  |             |
| Increased Revenue  | 570,615   | Equipment            |  | 479,282     |
|  |           | Software             |  | 41,142      |
|  |           | Other Expenses       |  | 50,191      |
| Increased Participation (Amityville, Copiague, Harborfields, Half Hollow Hills, Kings Park, Lindenhurst, W Babylon) required additional software, equipment, maintenance, and contracted services  |           |                      |  |             |
| <b>SCHOOL IMPROVEMENT FOR STANDARDS IMPLEMENTATION</b>   |           |                      |  |             |
| Increased Revenue  | 47,000    | Other Expenses       |  | 47,000      |
| Increased Participation (Amityville, Smithtown) required additional contracted services  |           |                      |  |             |
| <b>COMMUNITY SCHOOL RESOURCES</b>  |           |                      |  |             |
| Increased Revenue  | 11,150    | Other Expenses       |  | 11,150      |
| Increased Revenue (Hauppauge, S Huntington, Smithtown) required additional contracted services   |           |                      |  |             |
| <b>SERVICES OTHER BOCES</b>  |           |                      |  |             |
| Increased Revenue  | 3,828,100 | Services Other BOCES |  | 3,828,100   |
| Increased Participation (component district requests for services) required additional Services from Other BOCES (BOCES Nassau Occ Ed, Sp Ed, Envir Ed, Arts in Ed, ESL, Comp Serv, Curr Imp, Comp Supp, Planning; BOCES Orange Comp Serv, Records Mgmt; BOCES WSWHE Curr Imp) |           |                      |  |             |

Revised Budget 2/14/23

238,014,207  
(Encl. 9.1.1)  
2/14/23  
Pg. 2 of 2

**BUDGET TRANSFERS GREATER THAN \$25,000**

|                     |        |                                |        |
|---------------------|--------|--------------------------------|--------|
|                     |        | CAREER & TECHNICAL EDUCATION   |        |
| Salaries & Benefits | 40,000 | Contracted Services            | 40,000 |
|                     |        | GENERAL OCCUPATIONAL EDUCATION |        |
| Salaries & Benefits | 50,000 | Field Trips                    | 50,000 |
|                     |        | CENTER FOR LEARNING TECHNOLOGY |        |
| Equipment           | 2197   | Software                       | 56,790 |
| Other Expenses      | 54,593 |                                |        |

SPECIAL AID FUND

**ADJUSTMENT TO THE ADOPTED BUDGET**

Revised Budget 1/10/23

15,470,212

NO CHANGES

Revised Budget 2/14/23

15,470,212

(Encl. 9.1.2)  
2/14/23

## AGENDA OF BID ANALYSES FOR BOARD MEETING HELD ON FEBRUARY 14, 2023

| <b>B#</b> | <b>PROGRAM</b> | <b>BID TITLE</b>   | <b>BID #</b>  | <b>OPENING DATE</b> |
|-----------|----------------|--|---------------|---------------------|
| 1         | Districtwide   | GOOGLE WORKSPACE FOR EDUCATION (OR EQUAL)                  | 23/24-01E3-MB | 01/11/2023          |
| 2         | Districtwide   | TENABLE (OR EQUAL) CLOUD BASED SECURITY SCANNING           | 23/24-02E3-MB | 01/11/2023          |
| 3         | Districtwide   | BLACKPOINT (OR EQUAL) CYBER MANAGED DETECTION AND RESPONSE | 23/24-03E3-MB | 01/11/2023          |
|           |                |  |               |                     |
|           |                |  |               |                     |

BID EXTENSIONS

| <b>B#</b> | <b>PROGRAM</b>      | <b>BID TITLE</b>   | <b>BID #</b>   | <b>OPENING DATE</b> |
|-----------|---------------------|--|----------------|---------------------|
| 4         | Facilities Division | PUBLIC ADDRESS SYSTEM SERVICES<br>(Year two of three-year extension)         | 21/22-70E3I-GK | 09/03/2021          |
| 5         | Facilities Division | FIRE ALARM PANEL MAINTENANCE & REPAIRS<br>(Year one of three-year extension) | 22/23-55E3I-WC | 07/05/2022          |





WESTERN SUFFOLK BOCES  
507 Deer Park Road  
Huntington Station, NY 11746

Reviewed by: M. Bradley  
P. Notarnicola

NEW BUSINESS B-1

**GOOGLE WORKSPACE FOR EDUCATION (OR EQUAL) BID #23/24-01E3-MB**

Bids for GOOGLE WORKSPACE FOR EDUCATION (OR EQUAL) BID #23/24-01E3-MB for the 2023/24 school year were duly received and opened on January 11, 2023. The Empire State Online Bid System notified 209 matching suppliers, 33 invitations to bid were downloaded and 2 responses were received as follows:

CDW Government LLC

Hypertec USA, Inc.

Tabulation of bids and summary of bidders are on file in the Purchasing Office.

**BID AWARD**

**RESOLVED**, that the purchase orders for GOOGLE WORKSPACE FOR EDUCATION (OR EQUAL) BID #23/24-01E3-MB be issued to the following lowest responsible bidder meeting specifications in accordance with the bids and specifications dated December 21, 2022. Funds for the above are within the budget allocation for the 2023/24 school year.

**RECOMMENDATION FOR AWARD**

| AWARDED VENDOR     | ESTIMATED ANNUAL EXPENDITURE |
|--------------------|------------------------------|
| CDW GOVERNMENT LLC | \$350,000                    |

For the purpose of providing Google Workspace for Education (or equal) for Western Suffolk BOCES and all municipal and not-for-profit organizations for the 2023/24 school year.

MOVED BY: \_\_\_\_\_  
February 14, 2023 Board meeting

SECONDED BY: \_\_\_\_\_



WESTERN SUFFOLK BOCES  
507 Deer Park Road  
Huntington Station, NY 11746

Reviewed by: M. Bradley  
P. Notarnicola

NEW BUSINESS B-2

**TENABLE (OR EQUAL) CLOUD BASED SECURITY SCANNING BID #23/24-02E3-MB**

Bids for TENABLE (OR EQUAL) CLOUD BASED SECURITY SCANNING BID #23/24-02E3-MB for the 2023/24 school year were duly received and opened on January 11, 2023. The Empire State Online Bid System notified 157 matching suppliers, 46 invitations to bid were downloaded and 3 responses were received as follows:

CDW Government LLC

MOLA Group Corporation

vPrime Tech Inc.

Tabulation of bids and summary of bidders are on file in the Purchasing Office.

**BID AWARD**

**RESOLVED**, that the purchase orders for TENABLE (OR EQUAL) CLOUD BASED SECURITY SCANNING BID #23/24-02E3-MB be issued to the following lowest responsible bidder meeting specifications in accordance with the bids and specifications dated December 21, 2022. Funds for the above are within the budget allocation for the 2023/24 school year.

**RECOMMENDATION FOR AWARD**

| AWARDED VENDOR     | ESTIMATED ANNUAL EXPENDITURE |
|--------------------|------------------------------|
| CDW GOVERNMENT LLC | \$250,000                    |

For the purpose of providing Tenable (or equal) cloud based security scanning services for Western Suffolk BOCES and all municipal and not-for-profit organizations for the 2023/24 school year.

MOVED BY: \_\_\_\_\_  
February 14, 2023 Board meeting

SECONDED BY: \_\_\_\_\_



WESTERN SUFFOLK BOCES  
507 Deer Park Road  
Huntington Station, NY 11746

Reviewed by: M. Bradley  
P. Notarnicola

NEW BUSINESS B-3

**BLACKPOINT (OR EQUAL) CYBER MANAGED DETECTION AND RESPONSE BID #23/24-03E3-MB**

Bids for BLACKPOINT (OR EQUAL) CYBER MANAGED DETECTION AND RESPONSE BID #23/24-03E3-MB for the 2023/24 school year were duly received and opened on January 11, 2023. The Empire State Online Bid System notified 157 matching suppliers, 20 invitations to bid were downloaded and 4 responses were received as follows:

Artilus Inc. DBA L.I. Computer Networks, Inc.

CDW Government LLC(No Bid)

MOLA Group Corporation

Island Tech Services, LLC

**RECOMMEND NO AWARD**

TO BE RE-BID

MOVED BY: \_\_\_\_\_  
February 14, 2023 Board meeting

SECONDED BY: \_\_\_\_\_



WESTERN SUFFOLK BOCES  
507 Deer Park Road  
Huntington Station, NY 11746

Reviewed by: E. Urban

NEW BUSINESS B-4

EXTENSION

**PUBLIC ADDRESS SYSTEM SERVICES BID#21/22-70E3I-GK**

The above-referenced bid for PUBLIC ADDRESS SYSTEM SERVICES BID#21/22-70E3I-GK was previously awarded at the September 14, 2021 Board meeting. The current contract expires on June 30, 2023 and the specifications provide an option to extend the original contract for three additional years, in one-year increments (year two of three-year extension).

**EXTENSION OF BID AWARD**

**RESOLVED**, that the contract for PUBLIC ADDRESS SYSTEM SERVICES BID#21/22-70E3I-GK hereby be extended for the 2023/24 school year effective through June 30, 2024.

**RECOMMENDATION FOR EXTENSION OF AWARD**

| AWARDED VENDOR            | ESTIMATED EXPENDITURE |
|---------------------------|-----------------------|
| SYMBRANT TECHNOLOGIES INC | \$18,000              |

For the purpose of providing PUBLIC ADDRESS SYSTEM SERVICES Services for Western Suffolk BOCES for the 2023/24 school year.

MOVED BY: \_\_\_\_\_  
February 14, 2023 Board meeting

SECONDED BY: \_\_\_\_\_



WESTERN SUFFOLK BOCES  
507 Deer Park Road  
Huntington Station, NY 11746

Reviewed by: E. Urban

NEW BUSINESS B-5

**EXTENSION**

**FIRE ALARM PANEL MAINTENANCE & REPAIRS BID #22/23-55E3I-WC**

The above-referenced bid for FIRE ALARM PANEL MAINTENANCE & REPAIRS BID #22/23-55E3I-WC was previously awarded at the September 13, 2022 Board meeting. The current contract expires on June 30, 2023 and the specifications provide an option to extend the original contract for three additional years, in one-year increments (year one of three-year extension).

**EXTENSION OF BID AWARD**

RESOLVED, that the contract for FIRE ALARM PANEL MAINTENANCE & REPAIRS BID #22/23-55E3I-WC hereby be extended for the 2023/24 school year effective through June 30, 2024.

**RECOMMENDATION FOR EXTENSION OF AWARD**

| AWARDED VENDOR                         | ANTICIPATED EXPENDITURE |
|--|-------------------------|
| NATIONAL FIRE & SAFETY SOLUTIONS, INC. | \$54,500                |

For the purpose of providing trash removal services for Western Suffolk BOCES for the 2023/24 school year.

MOVED BY: \_\_\_\_\_  
February 14, 2023 Board meeting

SECONDED BY: \_\_\_\_\_

(Encl. 9.1.3)  
2/14/23

## **WESTERN SUFFOLK BOCES**

### **RESOLUTION TO PARTICIPATE IN SOURCEWELL CONTRACT #070121-CAR FOR HVAC SYSTEMS, INSTALLATION, AND SERVICE WITH RELATED PRODUCTS AND SUPPLIES**

**WHEREAS**, Section 103 of the General Municipal Law permits Western Suffolk BOCES to purchase materials, equipment or supplies, or to contract for services, other than services subject to article nine of the labor law, when available, through the county in which the political subdivision or district is located or through any county within the state subject to the rules established pursuant to subdivision two of §408-a of the county law; provided that the political subdivision or district for which such officer, board or agency acts shall accept sole responsibility for any payment due the vendor or contractor;

**WHEREAS**, Western Suffolk BOCES, based on the authority granted in General Municipal Law, Article 5A (Public Contracts), Section 103, desires to participate in Sourcewell's RFP #070121-CAR for HVAC systems, installation, and service with related products and supplies for the purpose of fulfilling and executing its public governmental purposes, goals, objectives, programs and functions;

**WHEREAS**, Western Suffolk BOCES has reviewed the benefits of participating in this program and an analysis performed, and based on this review which is in accordance with the General Municipal Law, has concluded that participation in the program could result in savings to Western Suffolk BOCES;

**THEREFORE, BE IT RESOLVED**, that Western Suffolk BOCES is authorized to participate in Sourcewell RFP #070121-CAR and that the Board President and/or the Chief Operating Officer or his designee is hereby authorized to execute any and all necessary documents to effectuate participation in the RFP issued by Sourcewell for HVAC systems, installation, and service with related products and supplies.

(Encl. 9.1.4)  
2/14/23

## WESTERN SUFFOLK BOCES

### RESOLUTION TO PARTICIPATE IN SOUTHAMPTON PUBLIC SCHOOLS BIDS FOR: SCHOOL SUPPLIES AND MATERIALS, AND SCIENCE SUPPLIES AND MATERIALS

**WHEREAS**, Section 103 of the General Municipal Law permits Western Suffolk BOCES to purchase apparatus, materials, equipment or supplies or contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies through the use of a contract let by the United States or any agency thereof, any state or any other county, political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; and

**WHEREAS**, Western Suffolk BOCES, based on the authority granted in General Municipal Law, Article 5A (Public Contracts), Section 103, desires to participate in Southampton Public Schools Bids for School Supplies and Materials, 2<sup>nd</sup> extension, Bid #SPS21-001, term 3/1/23 – 2/28/24, and Science Supplies and Materials, 2<sup>nd</sup> extension, Bid #SPS21-002, term 3/1/23 – 2/28/24 for the purpose of fulfilling and executing its public governmental purposes, goals, objectives, programs and functions; and

**WHEREAS**, Western Suffolk BOCES has reviewed the benefits of participating in this program and an analysis is performed, and based on this review which is in accordance with the General Municipal Law, has concluded that participation in the program could result in savings to Western Suffolk BOCES;

**THEREFORE BE IT RESOLVED**, that Western Suffolk BOCES is authorized to participate in Southampton Public Schools Bids and that the Board President and/or the Chief Operating Officer or his designee is hereby authorized to execute any and all necessary documents to effectuate participation in the bids issued by Southampton Public Schools for School Supplies and Materials, 2<sup>nd</sup> extension, Bid #SPS21-001, term 3/1/23 – 2/28/24, and Science Supplies and Materials, 2<sup>nd</sup> extension, Bid #SPS21-002, term 3/1/23 – 2/28/24.

(Encl. 9.1.5)  
2/14/23

**WESTERN SUFFOLK BOCES**

**RESOLUTION FOR APPROVAL OF ENGAGEMENT LETTER**

**BE IT RESOLVED**, that upon the recommendation of the Chief Operating Officer, the Board approves an Engagement letter with Nawrocki Smith dated February 7, 2023 and authorizes the Chief Operating Officer to execute same.



(Encl. 9.1.6)  
2/14/23

**WESTERN SUFFOLK BOCES**

**RESOLUTION TO RETAIN SPECIAL LEGAL COUNCIL**

**WHEREAS**, Western Suffolk BOCES is a party to a certain matter concerning a student attending a BOCES class in the Harborfields School District, and

**WHEREAS**, the BOCES insurer has initially refused to recognize their obligation to provide defense to BOCES during the period covered by the above matter, and

**WHEREAS**, this matter is proceeding ahead in the legal process,

**THEREFORE, BE IT RESOLVED** that Western Suffolk BOCES, at the advice of its general council, retain the firm of Monteiro & Fishman LLP pursuant to their engagement letter dated January 19, 2023.

**INSTRUCTIONAL PERSONNEL MATTERS FOR APPROVAL AT BOCES REGULAR MEETING**

**February 14, 2023**

**A. Resignations**

|                   |  |         |
|-------------------|--|---------|
| Bits, James       | Career & Technical Education/Adult Instructor    | 12/9/21 |
| Melville, Stephen | Career & Technical Education/Floating Substitute | 1/13/23 |
| Thomas, John      | Career & Technical Education/Adult Instructor    | 6/30/23 |

**B. Leave of Absence**

|               |            |                   |
|---------------|------------|-------------------|
| True, Kristen | Child Care | 3/1/23 – 8/31/23  |
| Warman, Loren | Child Care | 3/15/23 – 8/31/23 |

**C. Summary of Instructional Appointments**

| <b><u>Name</u></b> | <b><u>Appointment</u></b> | <b><u>Tenure Area</u></b>                        | <b><u>Date</u></b> | <b><u>Salary</u></b> |
|--------------------|---------------------------|--|--------------------|----------------------|
| Clark, Jaclyn      | Probationary*             | Special Education                                | 2/27/23 – 2/26/27* | \$66,226             |
| Friel, Carisa      | Regular Substitute        | Speech & Hearing Handicapped                     | 2/1/23 – 6/30/23   | \$72,931             |
| Langer, Michael    | Probationary*             | Outdoor Education Special<br>Service Coordinator | 2/15/23 – 2/14/27* | \$65,000             |
| Lyons, Ashley      | Probationary*             | Speech & Hearing Handicapped                     | 2/1/23 – 1/31/27*  | \$64,927             |
| McNicholas, Nicole | Regular Substitute        | Speech & Hearing Handicapped                     | 2/1/23 – 6/30/23   | \$70,494             |
| Minogue, Casey     | Regular Substitute        | School Psychologist                              | 2/6/23 – 6/30/23   | \$70,494             |
| Zamore, Tara       | Probationary*             | Special Education                                | 1/30/23 – 1/29/27* | \$64,927             |

\*The probationary expiration date for all appointments is tentative and conditional only, subject to the applicable provisions of Section 3012 of the Education Law. In order to be granted tenure, the classroom teacher or building principal must receive composite or overall APPR ratings of either effective or highly effective in at least of the three of the four proceeding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period, the employee will not be eligible for tenure at that time.

**Instructional Personnel Matters****February 14, 2023****Page 2****D. Instructional Appointment Detail**

|                                   |   |
|-----------------------------------|---|
| <u>Name</u>                       | Clark, Jaclyn   |
| <u>Type of Appointment</u>        | Probationary*   |
| <u>Tenure Area</u>                | Special Education   |
| <u>Salary</u>                     | \$66,226 – E/2  |
| <u>Effective Date</u>             | 2/27/23   |
| <u>End of Probationary Period</u> | 2/26/27*  |
| <u>Certification</u>              | Students with Disabilities B-2, All Grades, Severe or Multiple Disabilities Annotation, Social Studies, English Language Arts, Early Childhood B-2, Childhood Education 1-6<br>Early Childhood Education B-2  |
| <u>Education</u>                  | St. Joseph’s University, Patchogue, NY MA 2020<br>St. Joseph’s University, Patchogue, NY BA 2018  |
| <u>Experience</u>                 | Nassau BOCES, Garden City, NY Teacher 9/2020 – 1/2023<br>Eastern Suffolk BOCES, Patchogue, NY Teacher 2019 – 2020<br>Comsewogue School District, Port Jefferson, NY Teacher 2018 - 2019   |
| <u>Name</u>                       | Friel, Carisa   |
| <u>Type of Appointment</u>        | Regular Substitute  |
| <u>Tenure Area</u>                | Speech & Hearing Handicapped  |
| <u>Salary</u>                     | \$72,931 – H/1  |
| <u>Effective Date</u>             | 2/1/23 – 6/30/23  |
| <u>Certification</u>              | Speech & Hearing Handicapped  |
| <u>Education</u>                  | St. John’s University, Queens, NY MA 2007<br>Adelphi University, Garden City, NY BA 2004  |
| <u>Experience</u>                 | Western Suffolk BOCES, Dix Hills, NY T&C Speech Teacher 8/2022 – 1/2023<br>Summer School Teacher 2022<br>Up Wee Grow, Inc., South Huntington, NY Speech-Language Pathologist 9/2013 – 6/2022<br>Corinthian Therapy Management Services, Inc., Garden City, NY Speech-Language Pathologist 10/2015 – 6/2020<br>MSKA, LLC., Plainview, NY Speech-Language Pathologist 9/2015 – 10/2017<br>Center for Communication Care, Babylon, NY Speech-Language Pathologist 10/2015 – 6/2020<br>P.S. 81Q, Jean Paul Richter School Ridgewood, NY Speech-Language Pathologist 8/2007 – 8/2013 |

\*The probationary expiration date for all appointments is tentative and conditional only, subject to the applicable provisions of Section 3012 of the Education Law. In order to be granted tenure, the classroom teacher or building principal must receive composite or overall APPR ratings of either effective or highly effective in at least of the three of the four preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period, the employee will not be eligible for tenure at that time.

**Instructional Personnel Matters****February 14, 2023****Page 3****Instructional Appointment Detail - continued**

|                                   |   |
|-----------------------------------|---|
| <u>Name</u>                       | Langer, Michael   |
| <u>Type of Appointment</u>        | Probationary*   |
| <u>Tenure Area</u>                | Outdoor Educational Special Services Coordinator  |
| <u>Salary</u>                     | \$65,000 – Unit VI Unrepresented  |
| <u>Effective Date</u>             | 2/15/23   |
| <u>End of Probationary Period</u> | 2/14/27*  |
| <u>Certification</u>              | Biology 7-12  |
| <u>Education</u>                  | Stony Brook University, Stony Brook, NY MAT 2022<br>Stony Brook University, Stony Brook, NY BA 2020   |
| <u>Experience</u>                 | Middle Country CSD, Selden, NY Biology Teacher 9/2022 – 1/2022<br>Long Island Aquarium, Riverhead, NY Education, Shark Dive Coordinator 2018 - 2022 |

|                                   |  |
|-----------------------------------|--|
| <u>Name</u>                       | Lyons, Ashley  |
| <u>Type of Appointment</u>        | Probationary*  |
| <u>Tenure Area</u>                | Speech & Hearing Handicapped   |
| <u>Salary</u>                     | \$64,927 – E/1   |
| <u>Effective Date</u>             | 2/1/2023   |
| <u>End of Probationary Period</u> | 1/31/2027*   |
| <u>Certification</u>              | Speech & Hearing Handicapped   |
| <u>Education</u>                  | The George Washington University, Washington, D.C. MA 2008<br>James Madison University, Harrisonburg, VA BA 2006   |
| <u>Experience</u>                 | Western Suffolk BOCES, Dix Hills, NY T&C Speech Teacher 8/2022 – 1/31/2023<br>Summer School Teacher 2022<br>O'Brien Speech Language & Learning, Huntington, NY Speech & Language<br>Pathologist 1/2022 – 1/31/2022<br>Rebecca School, New York, NY Speech & Language Pathologist 9/2010 – 1/2022<br>Therapeutic Resources, Astoria, NY Speech & Language Pathologist 9/2009 – 9/2010<br>HeartShare First Step Early Childhood Center, Richmond Hill, NY Speech & Language<br>Pathologist 8/2008 – 9/2010 |

\*The probationary expiration date for all appointments is tentative and conditional only, subject to the applicable provisions of Section 3012 of the Education Law. In order to be granted tenure, the classroom teacher or building principal must receive composite or overall APPR ratings of either effective or highly effective in at least of the three of the four preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period, the employee will not be eligible for tenure at that time.

**Instructional Personnel Matters****February 14, 2023****Page 4****Instructional Appointment Detail - continued**

|                            |   |
|----------------------------|---|
| <u>Name</u>                | McNicholas, Nicole  |
| <u>Type of Appointment</u> | Regular Substitute  |
| <u>Tenure Area</u>         | Speech & Hearing Handicapped  |
| <u>Salary</u>              | \$70,494 – G/1  |
| <u>Effective Date</u>      | 2/1/23 – 6/30/23  |
| <u>Certification</u>       | Speech & Hearing Handicapped  |
| <u>Education</u>           | Adelphi University, Garden City, NY MS 2018<br>St. Joseph's College, Patchogue, NY BA 2016  |
| <u>Experience</u>          | Western Suffolk BOCES, Dix Hills, NY T&C Speech Teacher 9/2022 – 1/31/2023<br>Summer School Teacher 2022<br>Association for Children with Downs Syndrome, Plainview, NY Speech & Language Pathologist 9/2020 – 1/31/2023<br>Alternatives for Children, Dix Hills, NY Speech & Language Pathologist 3/2020 – 5/2020<br>Island Therapies, Deer Park, NY Speech & Language Pathologist 5/2018 – 3/2020 |
| <u>Name</u>                | Minogue, Casey  |
| <u>Type of Appointment</u> | Regular Substitute  |
| <u>Tenure Area</u>         | School Psychologist   |
| <u>Salary</u>              | \$70,494 – G/1  |
| <u>Effective Date</u>      | 1/30/23 – 6/30/23   |
| <u>Certification</u>       | School Psychologist   |
| <u>Education</u>           | Adelphi University, Garden City, NY MA 2022<br>Sacred Heart University, Fairfield, CT BA 2018   |
| <u>Experience</u>          | Wantagh, UFSD, Wantagh, NY Leave Replacement/School Psychologist 5/2022 – present<br>Hagedorn Little Village School, Seaford, NY Aide 11/2020 – 6/2021  |

**Instructional Personnel Matters****February 14, 2023****Page 5****Instructional Appointment Detail - continued**

|                                   |  |
|-----------------------------------|--|
| <u>Name</u>                       | Zamore, Tara   |
| <u>Type of Appointment</u>        | Probationary*  |
| <u>Tenure Area</u>                | Special Education  |
| <u>Salary</u>                     | \$64,927 – E/1   |
| <u>Effective Date</u>             | 01/30/2023   |
| <u>End of Probationary Period</u> | 01/29/2027*  |
| <u>Certification</u>              | Students with Disabilities B-2, Early Childhood Education B-2  |
| <u>Education</u>                  | St. Joseph’s University, Patchogue, NY MA 2023<br>Towson University, Towson, MD BS 2019  |
| <u>Experience</u>                 | Family of Kidz, Garden City, NY – ABA Interventionist 4/2022 - present<br>Comsewogue School District, Port Jefferson Station, NY Aide 11/2021 – 6/2022<br>The Elija School, Levittown, NY Registered Behavior Technician 11/2019 – 11/2021 |

**E. Summary of Instructional Appointment - 200 Day**

|                            |  |
|----------------------------|--|
| <u>Name</u>                | Martin, Maureen  |
| <u>Type of Appointment</u> | 200 Day Program Specialist   |
| <u>Salary</u>              | \$86,000 – Unit VI Unrepresented   |
| <u>Effective Date</u>      | 4/11/23  |
| <u>Certification</u>       | Nursery, Kindergarten & Grades 1-6, Special Education, School District Administrator   |
| <u>Education</u>           | Dowling College, Oakdale, NY Ed. Doctorate 2004<br>Adelphi, Garden City, NY MS 1992<br>St. Joseph’s College, Patchogue, NY BA 1989   |
| <u>Experience</u>          | Riverhead CSD, Riverhead, NY Assistant Director of Special Education and<br>Pupil Personnel Services 2/2022 – 3/2023<br>Long Island University, Brookville, NY Administrator for The Regional Partnership Center/<br>Adjunct Professor 8/2021 – 2/2022<br>Valley Stream CSD, Valley Stream, NY Director of Pupil Services 3/2000 – 7/2021<br>Patchogue-Medford UFSD, Patchogue, NY Chairperson for Special Education 7/2019 – 2/2020<br>Eastern Suffolk BOCES, Patchogue, NY Administrative Coordinator for Special Education 9/2017 – 6/2019<br>Lawrence UFSD, Lawrence, NY CSD Chairperson 2/2017 – 9/2017<br>Islip UFSD, Islip, NY Principal 7/2013 – 7/2016<br>Commack UFSD, Commack, NY Assistant Principal 1999 - 2013 |

\*The probationary expiration date for all appointments is tentative and conditional only, subject to the applicable provisions of Section 3012 of the Education Law. In order to be granted tenure, the classroom teacher or building principal must receive composite or overall APPR ratings of either effective or highly effective in at least of the three of the four preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period, the employee will not be eligible for tenure at that time.

**Instructional Personnel Matters****February 14, 2023****Page 6****Summary of Instructional Appointment - 200 Day continued**

Name Mooney, Stacey  
Type of Appointment 200 Day Program Specialist  
Salary \$83,000 – Unit VI Unrepresented  
Effective Date 3/20/23  
Certification Mathematics 5-9 & 7-12, Pre Kindergarten, Kindergarten & Grades 1-6, School District Leader  
Education CUNY Brooklyn College, Brooklyn, NY MS 2009  
 Loyola University in Maryland, Baltimore, MD BA 2002  
Experience Smithtown CSD, Smithtown, NY Academic Intervention Services for Mathematics 10/2019 – 3/2023  
 New York State Education Department & Questar Assessments, Inc. Albany, NY  
 Standardized State Assessments 6/2021 – present  
 Long Island Tutorial Services & First Class Tutoring, Long Island, NY Private Tutor &  
 Home Instruction 3/2019 – present  
 Junior High School 185 Edward Bleeker Junior High School, Flushing, NY  
 Lead Math Teacher 9/2004 – 12/2018  
 Babylon Christian School, Babylon, NY Teacher 9/2003 – 6/2004

**F. Summary of Floating Substitute Teacher Appointment**

| <u>Name</u>          | <u>Appointment</u>  | <u>Date</u>       | <u>Salary</u> |
|----------------------|---------------------|-------------------|---------------|
| Haralambidis, Louise | Floating substitute | 2/27/23 – 6/30/23 | \$31,280      |

**G. Floating Substitute Teacher Appointment Detail Summary**

Name Haralambidis, Louise  
Type of Appointment Floating Substitute Teacher  
Salary \$31,280/Unit 99 Unrepresented  
Effective Date 2/27/23 – 6/30/23  
Certification School Counselor  
Education Long Island University, Brentwood, NY MA 2017  
 SUNY @ Old Westbury, Westbury, NY BA 2015  
Experience Western Suffolk BOCES, Dix Hills, NY Adult Instructor Counselor 9/20 – 6/22  
 Prato 850, Commack, NY Head Server 2018 – 2019  
 Hudson's Mill, Massapequa, NY Server & Bartender 2013 – 2018  
 West Babylon UFSD, Babylon, NY Intern 2016 – 2017  
 Catholic Charities, Amityville, Meals on Wheels NY 2016  
 Plainview CSD, Plainview, NY Intern 2016  
 Atria Tanglewood, Lynbrook, NY Program Director 2014 – 2016  
 SUNY @ Old Westbury, Westbury, NY Teacher Assistant 2014 - 2015

**Instructional Personnel Matters****February 14, 2023****Page 7****H. Educational Increments/Column Advancements Effective 2/1/23**

| <b><u>Name</u></b> | <b><u>Salary/Column/Step</u></b> |
|--------------------|----------------------------------|
| Giannone, Nicholas | \$64,927 – E/1                   |
| Homan, Christie    | \$76,162 – F/7                   |
| Horn, Julianna     | \$64,927 – E/1                   |
| Hunter, Mary       | \$80,521 – H/6                   |
| Martin, Andrea     | \$67,550 - E/3                   |
| Mills, Mary        | \$74,390 – H/2                   |
| Tardalo, Michele   | \$72,931 – H/1                   |

**Educational Increments/Column Advancements Effective 12/1/22****Amended – updated salary per contract**

| <b><u>Name</u></b> | <b><u>Salary/Column/Step</u></b> |
|--------------------|----------------------------------|
| Amato, Gary        | \$96,027 – H/10                  |

**I. Unit 1 Stipends****Doctorate – as per contract**

Cooperstone, Julie

**Speech Medicaid/Language Coordinator****Oversight of 1-2 Staff - \$1,125**

Briggs, Ashley

**Home Tutoring – as per contract**

Mascola, Amanda

Seddio, Jill

**Mentor Stipends****Returning Mentor – Late Start \$1,000**

Ziegler, Deanna - 31% - Amended

**Returning Mentor – Prior Year - \$1,000**

Savarese, Ralph – 12.5%

Reisinger, Donna – 29%



**Instructional Personnel Matters****February 14, 2023****Page 8**

**J. Unit 6 Stipend**  
**Temporary Additional Duties**  
**Effective 2/15/23**

Anderson, Christina

**K. Adult Instructor**

|                     |                     |  |  |         |
|---------------------|---------------------|--|--|---------|
| Baffa, Megan        | Clinical Instructor |  |  | \$36.47 |
| Masih, Anjna        | Practical Nursing   |  |  | \$44.92 |
| Kilstein, Deborah   | ESL                 |  |  | \$35.21 |
| Michel, Carmite     | ESL                 |  |  | \$35.21 |
| Monsalve, Ruby      | ESL                 |  |  | \$35.21 |
| Rogone, Maureen     | HSE                 |  |  | \$35.21 |
| Van Volkinburg, Zoe | ESL                 |  |  | \$35.21 |

**L. Continuing Occupational Education**

|                     |                                 |  |  |         |
|---------------------|---------------------------------|--|--|---------|
| Catanzaro, Iwona    | Career Pathways/Academic Review |  |  | \$45/hr |
| Celeste, Robert     | Career Pathways/Academic Review |  |  | \$45/hr |
| Dearie, Debra       | Career Pathways/Academic Review |  |  | \$45/hr |
| Dimina, Adam        | Career Pathways/Academic Review |  |  | \$45/hr |
| Kindelmann, Matthew | Career Pathways/Academic Review |  |  | \$45/hr |
| Knecht, Danielle    | Career Pathways/Academic Review |  |  | \$45/hr |
| Nowakowski, Kathryn | Aviation                        |  |  | \$27/hr |
| Miles, Heather      | Career Pathways/Academic Review |  |  | \$39/hr |
| Sanchez, Renee      | Career Pathways/Academic Review |  |  | \$45/hr |
| Silva, Cesar        | Cosmetics                       |  |  | \$31/hr |

**M. Temporary & Casual**  
**Career & Technical Education**

|                  |                         |                  |                         |            |
|------------------|-------------------------|------------------|-------------------------|------------|
| Donovan, Jaclyn  | Virtual Science Teacher | 1/9/23 – 5/1/23  | 80 hrs @ \$71.04 per hr | \$5,683.20 |
| Incagliato, Rory | Breast Ultra Sound      | 1/3/23 – 6/30/23 | 140 hrs @ \$50 per hr   | \$7,000    |

**Instructional Support Services**

|                       |                                      |                   |                        |          |
|-----------------------|--------------------------------------|-------------------|------------------------|----------|
| Klingelhoef, Paula    | Interim Director                     | 2/15/23 – 4/30/23 | 150 hrs @ \$125 per hr | \$18,750 |
| Mesimeris, Alexandros | Regional Summer School Administrator | 2/15/23 – 6/30/23 | 150 hrs @ \$40 per hr  | \$6,000  |
| Schmid, Douglas       | Outdoor Education Administrator      | 3/1/23 – 6/30/23  | 80 hrs @ \$80 per hr   | \$6,400  |

**Instructional Personnel Matters****February 14, 2023****Page 9****Special Education**

|                         |                    |                   |                                      |          |
|-------------------------|--------------------|-------------------|--------------------------------------|----------|
| Bonner, Elizabeth       | Speech Teacher     | 3/1/23 – 6/23/23  | 69 days @ \$325 per day              | \$22,425 |
| Castle, Russell         | Physical Education | 3/1/23 – 6/23/23  | 72 days @ \$325 per day              | \$23,400 |
| Miron-Schwartz, Phyllis | Vision Evaluator   | 2/15/23 – 6/23/23 | 5 evaluations @ \$270 per evaluation | \$1,350  |
| Parsekian, Jacqueline   | Art Instructor     | 3/1/23 – 6/23/23  | 130 hrs @ \$88 per hr                | \$11,440 |
| Seidman, Jessica        | Speech Teacher     | 2/1/23 – 4/14/23  | 42 days @ \$325 per day              | \$13,650 |

(Encl. 9.2.2)

**SUPPLEMENTARY SERVICES FOR APPROVAL AT BOCES REGULAR MEETING****February 14, 2023****I. SERVICES FOR WESTERN SUFFOLK BOCES**

- |  |   |                |
|--|---|----------------|
| <b>A. Rojas, Oswaldo, R.</b>   | 5 days @ \$800 per day                  | \$4,000        |
| <u>Provide Veterinary Services for the Operation of a Vaccination Clinic</u> |   |                |
| CTE – Occupational Education – A101-3127-404-45                              |   |                |
|  |   |                |
| <b>B. Smart Start Grant</b>  | as per contract <b>(Prior Approval)</b> | \$8,775        |
| <u>Participate in the Smart Start Grant</u>                                  |   |                |
| DISS – Smart Start Grant – F940-8140-404-00                                  |   |                |
|  |   |                |
| Krista Bienkowski  | Julie Doohar                            | Kerri McDonald |
|  |   |                |
| <b>C. Xiacon, Inc.</b>   | 16 hours @ \$175 per hour               | \$2,800        |
| <u>Assist with Oracle Forms and DB Migration to Xiacon Cloud</u>             |   |                |
| IT – Internal Computer Services – A712-7711-408-00-135                       |   |                |

**II. SERVICES FOR COMPONENT DISTRICTS**

- |   |                         |         |
|---|-------------------------|---------|
| <b>A. Academic Entertainment</b>  | as per contract         | \$3,590 |
| <u>Provide Various Enrichment Programs</u>                                |                         |         |
| DISS – Exploratory Enrichment Program – A435-5840-404-00                  |                         |         |
|   |                         |         |
| <b>B. Hello Inclusion, LLC</b>  | 10 days @ \$825 per day | \$8,250 |
| <b>(Anderson, Mishka, Ph.D.)</b>  |                         |         |
| <u>Provide Professional Development in the Area of Literacy</u>           |                         |         |
| DISS – School Improvement for Standards Implementation – A506-6211-404-00 |                         |         |

Supplementary ServicesFebruary 14, 2023Page 2**II. SERVICES FOR COMPONENT DISTRICTS (continued)**

|  |  |          |
|--|--|----------|
| <b>C. Brophy, Leslie</b>   | 45 presentations @ \$95 per presentation   | \$4,275  |
| <u>Provide Workshops on NYS Computer Science and Digital Fluency Standards</u> |  |          |
| DISS – Teacher’s Centers – F952-8140-404-00                                    |  |          |
| <b>D. CMG ED Group, LLC</b>  | 4 days @ \$2,000 per day                   | \$8,000  |
| <u>Professional Development for ENL Team</u>                                   |  |          |
| DISS – School Improvement for Standards Implementation – A506-6211-404-00      |  |          |
| <b>E. CoolSpeak, LLC<br/>(Mejia, Ernesto)</b>                                  | 1 presentation @ \$10,000 per presentation | \$10,000 |
| <u>Professional Development in the Area of Community Engagement</u>            |  |          |
| DISS – My Brother’s Keeper Family & Com/FCEP – F954-8140-404-00                |  |          |
| <b>F. Dialed Action Sports, LLC.<br/>(Clark, Chris) (Cunningham, Brian)</b>    | as per contract                            | \$3,000  |
| <u>Provide Various Bike Safety and Motivational Programs</u>                   |  |          |
| DISS – Exploratory Enrichment Program – A435-5840-404-00                       |  |          |
| <b>G. Environmental Centers of Setauket and Smithtown</b>                      | as per contract                            | \$3,000  |
| <u>Provide Various STEM Outreach Programs</u>                                  |  |          |
| DISS – Exploratory Enrichment Program – A435-5840-404-00                       |  |          |
| <b>H. Fisher, Susan</b>  | 18 hours @ \$125 per hour                  | \$2,250  |
| <u>Professional Development in the Area of Social Activism</u>                 |  |          |
| DISS – School Improvement for Standards Implementation – A506-6211-404-00      |  |          |
| <b>I. Groshans, John</b>   | as per contract <b>(Prior Approval)</b>    | \$500    |
| <u>Workshops on Safety Topics</u>  |  |          |
| DISS – School Improvement for Standards Implementation – A506-6261-404-00      |  |          |

**II. SERVICES FOR COMPONENT DISTRICTS (continued)**

|   |   |          |
|---|---|----------|
| <b>J. Health &amp; Safety Connection<br/>(Caputo, Debra M.)</b>                       | 10 days @ \$2,000 per day               | \$20,000 |
| <u>Provide Professional Development in Mental Health and Suicide Prevention</u>       |   |          |
| DISS – School Improvement for Standards Implementation – A506-6261-404-00             |   |          |
| <b>K. Journeys into American Indian Territory<br/>(Vetter, Robert)</b>                | as per contract                         | \$1,578  |
| <u>Provide In School Native American Programs</u>                                     |   |          |
| DISS – Exploratory Enrichment Program – A435-5840-404-00                              |   |          |
| <b>L. Kellum-Bryan, Andrea E.</b>   | 20 hours @ \$125 per hour               | \$2,500  |
| <u>Provide Professional Development in the Area of English Language Arts</u>          |   |          |
| DISS – School Improvement for Standards Implementation – A506-6211-404-00             |   |          |
| <b>M. Kellum-Bryan, Andrea E.</b>   | 20 hours @ \$125 per hour               | \$2,500  |
| <u>Provide a Series of Workshops in Artificial Intelligence and the ELA Classroom</u> |   |          |
| DISS – Teacher's Centers – F952-8140-404-00   |   |          |
| <b>N. Mattesi, Monica</b>   | as per contract                         | \$2,000  |
| <u>Provide Programs in Forensic Science</u>   |   |          |
| DISS – Outdoor Learning Lab – A402-5843-404-00  |   |          |
| <b>O. Moloney, Daniel J.</b>  | as per contract                         | \$2,000  |
| <u>Provide Programs on Cancer Biology</u>   |   |          |
| DISS – Outdoor Learning Lab – A402-5843-404-00  |   |          |
| <b>P. Murphy, Rohan</b>   | as per contract <b>(Prior Approval)</b> | \$4,500  |
| <u>Provide Motivational Programs</u>  |   |          |
| DISS – Exploratory Enrichment Program – A435-5840-404-00                              |   |          |

**Supplementary Services****February 14, 2023****Page 4****II. SERVICES FOR COMPONENT DISTRICTS (continued)**

|           |  |   |          |
|-----------|--|---|----------|
| <b>Q.</b> | <b>The Place for Learning/DBA Long Island Science Center</b><br><u>Provide Science Based Programs to Various School Districts</u><br>DISS – Exploratory Enrichment Program – A435-5840-404-00                      | as per contract                         | \$3,000  |
| <b>R.</b> | <b>Schoepflin, Marianne</b><br><u>Provide Programs on Electrical Engineering</u><br>DISS – Outdoor Learning Lab – A402-5843-404-00   | as per contract                         | \$2,000  |
| <b>S.</b> | <b>Smith, Jennifer/DBA J. Calonita, LLC</b><br><u>Provide a Leadership and Informational Symposium</u><br>DISS – SLS Aid for Automation – F951-8140-404-00   | as per contract                         | \$400    |
| <b>T.</b> | <b>Think Wellness</b><br><b>(Del Giudice, Melissa)</b><br><u>Provide Youth Yoga Programs</u><br>DISS – Exploratory Enrichment Program – A435-5840-404-00   | as per contract <b>(Prior Approval)</b> | \$1,085  |
| <b>U.</b> | <b>Think Wellness</b><br><b>(Del Giudice, Melissa)</b><br><u>Provide Yoga Certification in Mindfulness and Movement for Educators</u><br>DISS – School Improvement for Standards Implementation – A506-6211-404-00 | 50 participants @ \$400 per participant | \$20,000 |
| <b>V.</b> | <b>Walsh, Jeannette</b><br><u>Professional Development in the Area of Literacy</u><br>DISS – School Improvement for Standards Implementation – A506-6211-404-00  | 20 hours @ \$125 per hour               | \$2,500  |
| <b>W.</b> | <b>Yoo, Kathleen M.</b><br><u>Provide Professional Development in the Area of Communication and Persuasive Writing</u><br>DISS – School Improvement for Standards Implementation – A506-6211-404-00                | 5 days @ \$780 per day                  | \$3,900  |

**II. SERVICES FOR COMPONENT DISTRICTS (continued)**

- |  |                          |       |
|--|--------------------------|-------|
| <b>X. <u>Zelda Marshall Occupational Therapist, P.C.</u><br/>(Marshall, Zelda)</b> | 6 hours @ \$125 per hour | \$750 |
| <u>Professional Development in the Area of Occupational Therapy</u>                |                          |       |
| DISS – School Improvement for Standards Implementation – A506-6211-404-00          |                          |       |

**III. SERVICES FOR A SINGLE DISTRICT**

- |  |   |          |
|--|---|----------|
| <b>A. <u>Ava White Tutorials, Inc.</u></b>   | 4 days @ \$3,875 per day                | \$15,500 |
| <u>Professional Development in Foundations for the Amityville School District</u>    |   |          |
| DISS – School Improvement for Standards Implementation – A506-6211-404-00            |   |          |
| <b>B. <u>Be a Hero, LLC</u><br/>(Murphy, Tom)</b>                                    | as per contract                         | \$11,000 |
| <u>Provide an Anti-Bullying Program for the Elwood School District</u>               |   |          |
| DISS – Exploratory Enrichment Program – A435-5840-404-00                             |   |          |
| <b>C. <u>Cold Spring Harbor Laboratory</u></b>                                       | as per contract                         | \$2,750  |
| <u>Provide Two Days of STEM Programs for the Smithtown School District</u>           |   |          |
| DISS – Exploratory Enrichment Program – A435-5840-404-00                             |   |          |
| <b>D. <u>Don't Press Send, Inc.</u><br/>(Schumacher, Kathleen)</b>                   | as per contract                         | \$3,000  |
| <u>Provide Mindful Approach to Social Media for the West Babylon School District</u> |   |          |
| DISS – Exploratory Enrichment Program – A435-5840-404-00                             |   |          |
| <b>E. <u>Gruvman, Edna</u></b>   | as per contract <b>(Prior Approval)</b> | \$150    |
| <u>Provide Yoga Presentations for the South Huntington School District</u>           |   |          |
| DISS – Exploratory Enrichment Program – A435-5840-404-00                             |   |          |

**III. SERVICES FOR A SINGLE DISTRICT (continued)**

|  |   |         |
|--|---|---------|
| <b>F. Horizon Intertainment, LLC</b>   | as per contract <b>(Prior Approval)</b>                 | \$4,700 |
| <u>Provide Motivational Programs for the Smithtown School District</u><br>DISS – Exploratory Enrichment Program – A435-5840-404-00   |   |         |
| <b>G. Jonahs Mission for Kids</b>  | as per contract <b>(Prior Approval)</b>                 | \$1,000 |
| <u>Provide a "You Will Not Walk Alone" Program for the North Babylon School District</u><br>DISS – Exploratory Enrichment Program – A435-5840-404-00                       |   |         |
| <b>H. Maguire, Kayla M.</b>  | 10 sessions @ \$250 per session <b>(Prior Approval)</b> | \$2,500 |
| <u>Professional Development &amp; LGBTQ Presentations for the Huntington School District</u><br>DISS – School Improvement for Standards Implementation – A506-6261 -404-00 |   |         |
| <b>I. Perfect Playcement, LLC<br/>(Leinweaver, Mark)</b>   | 4 presentations @ \$1,000 per presentation              | \$4,000 |
| <u>Provide Character Matters Assemblies for the Smithtown School District</u><br>DISS – Exploratory Enrichment Program – A435-5840-404-00                                  |   |         |



**SUPPLEMENTARY SERVICES REPORT SUMMARY****I. SERVICES FOR WESTERN SUFFOLK BOCES**

- A. Name:** **Rojas, DVM, Dr. Oswaldo R.**  
**Dates:** School Year 2022 – 2023  
**Funding Source:** District Commitment  
**Requested By:** Western Suffolk BOCES  
**Explanation:** Dr. Oswaldo R. Rojas received his Doctor of Medicine degree in Veterinary Medicine and Zootechnic from the University of Guayaquil, Ecuador. He has been employed as a full time veterinary surgeon at the Bide-A-Wee Clinic in Wantagh since 1990.

**II. SERVICES FOR COMPONENT DISTRICTS**

- B. Name:** **Hello Inclusion, LLC**  
**(Anderson, Mishka, Ph.D.)**  
**Dates:** School Year 2022 – 2023  
**Funding Source:** District Commitment  
**Requested By:** Western Suffolk BOCES  
**Explanation:** Dr. Mishka Anderson is a K-12 national and international general/special educator with over twenty years of experience. She holds a BA from New York University, an MSED from Long Island University and a PhD from the University of Texas. She is currently an Adjunct Professor and Field Supervisor at Teachers College, Columbia University & Hunter College. Dr. Anderson is an expert on inclusive practices, co-teaching models, curriculum development, special education, universal design for learning, differentiated instruction, and culturally relevant teaching.

**II. SERVICES FOR COMPONENT DISTRICTS (continued)**

- D. Name:** **CMG Ed Group, LLC**  
**(McDermott, Dr. Carrie)**
- Dates:** School Year 2022 – 2023
- Funding Source:** District Commitment
- Requested By:** Western Suffolk BOCES
- Explanation:** Dr. Carrie McDermott is an Associate Professor and Coordinator of graduate and post graduate TESOL/Bilingual programs at Molloy College. She continues to collaborate with schools as an instructional coach, curriculum developer, and mentor for teachers and administrators.
- E. Name:** **Coolspeak, LLC**  
**(Mejia, Ernesto)**
- Dates:** School Year 2022 – 2023
- Funding Source:** District Commitment
- Requested By:** Western Suffolk BOCES
- Explanation:** Ernesto Mejia earned his BA from Eastern Michigan University in Spanish Literature with a minor in Sociology. He earned his MA from Lewis University.
- J. Name:** **Health & Safety Connection**  
**(Caputo, Debra M.)**
- Dates:** School Year 2022-2023
- Funding Source:** District Commitment
- Requested By:** Western Suffolk BOCES
- Explanation:** Debra Caputo received her BS from Brockport College and her MS from Dowling College. She is a certified Health Educator with over twenty-five years of experience. Ms. Caputo is a member of the National Council for Behavioral Health, she is a Mental Health First Aid Instructor and Chair for the Long Island and New York City Chapters of the American Foundation for Suicide Prevention-Education/Training.

**II. SERVICES FOR COMPONENT DISTRICTS (continued)**

**U. Name:** **Think Wellness, NY**  
**(Del Giudice, Melissa)**  
**Dates:** School Year 2022 – 2023  
**Funding Source:** District Commitment  
**Requested By:** Western Suffolk BOCES  
**Explanation:** Ms. Melissa Del Giudice is certified in over five hundred hours of yoga training, as well as specialty areas like children's yoga and mindfulness. She has worked in various studios across Long Island. Melissa is determined to bring mental and physical wellness to communities all across Long Island.

**W. Name:** **Yoo, Kathleen M.**  
**Dates:** School Year 2022 – 2023  
**Funding Source:** District Commitment  
**Requested By:** Western Suffolk BOCES  
**Explanation:** Ms. Kathleen M. Yoo is recently retired from North Shore School District where she taught grades K-6 over the course of the last 18 years. She has thirty five years of experience in education and expertise in all curriculum content areas in grades Pre-K -5. Additional areas of knowledge include serving as an ICT and ENL General Ed co-teacher. Ms. Yoo has also conducted workshops for faculty on Superintendent's Conference days.

**III. SERVICES FOR A SINGLE DISTRICT**

**A. Name:** **Ava White Tutorials, Inc.**  
**(White, Ava)**  
**Dates:** School Year 2022-2023  
**Funding Source:** District Commitment  
**Requested By:** Western Suffolk BOCES  
**Explanation:** Ava White, M.Ed., W.C.T., W.D.T., is a Wilson Partner & Certified Trainer. Ms. White is the School Director of Ava White Tutorials. She has a BS in Special and Elementary Education from Peabody College. She has a MS in Special Education from the University of Georgia and is also a Wilson Dyslexia Therapist.

**III. SERVICES FOR A SINGLE DISTRICT (continued)**

- F. Name:** Perfect Playcement  
(Leinweaver, Mark)
- Dates:** School Year 2022 – 2023
- Funding Source:** District Commitment
- Requested By:** Western Suffolk BOCES
- Explanation:** Mr. Mark Leinweaver is a MLB Sports Agent who has spent two decades working in sports and with the entertainment & music industry.

(Encl. 9.2.3)

**NON-INSTRUCTIONAL PERSONNEL MATTERS FOR APPROVAL AT BOCES REGULAR MEETING****February 14, 2023****A. Appointments**

| <b><u>Name</u></b>      | <b><u>Title</u></b>    | <b><u>Program/Department</u></b> | <b><u>Effective Date</u></b> | <b><u>Salary</u></b> |
|-------------------------|------------------------|----------------------------------|------------------------------|----------------------|
| (A)Bernard, Jules       | Special Education Aide | Special Education                | 02/27/23                     | \$21,980             |
| (A)Bonderowicz, Wendy   | School Teacher Aide    | Career & Technical Education     | 01/30/23                     | \$21,980             |
| (A)Canturk, Dilek       | Account Clerk          | Instructional Support Services   | 02/13/23                     | \$46,423             |
| (A)Caputo, Lisa         | School Teacher Aide    | Career & Technical Education     | 02/15/23                     | \$21,980             |
| (A)Corbett, Christie    | Account Clerk          | Instructional Support Services   | 02/13/23                     | \$46,423             |
| (A)Garren, Kaitlyn*     | Special Education Aide | Special Education                | 01/17/23                     | \$21,980             |
| (A)Goumaris, Diana      | Special Education Aide | Special Education                | 01/30/23                     | \$21,980             |
| (P)Grasso, Kristen      | Senior Account Clerk   | Maintenance & Operations         | 02/22/23                     | \$62,367             |
| (A)Huners, Hallie       | Special Education Aide | Special Education                | 02/27/23                     | \$21,980             |
| (A)Jean, Jean           | Special Education Aide | Special Education                | 02/27/23                     | \$21,980             |
| (A)Joseph, Romann       | Special Education Aide | Special Education                | 02/27/23                     | \$21,980             |
| (A)Mosca, Crista        | Special Education Aide | Special Education                | 02/27/23                     | \$21,980             |
| (A)Mullan, Dina         | Account Clerk          | Central Administration/Business  | 01/30/23                     | \$46,423             |
| (A)Pierre, Fano         | Special Education Aide | Special Education                | 02/27/23                     | \$21,980             |
| (A)Santopietro, Anthony | Food Service Worker    | Child Nutrition                  | 02/10/23                     | \$18.97/hr.          |
| (A)Scott, Nakeda        | Special Education Aide | Special Education                | 02/27/23                     | \$21,980             |
| (A)Tosini, Tracy*       | Special Education Aide | Special Education                | 02/27/23                     | \$21,980             |

**(A) Permanent Appointment****(P) Permanent Promotion****\*Amended Start Date**

**Non-Instructional Personnel Matters****February 14, 2023****Page 2****B. Resignations**

|                      |                            |                                  |          |
|----------------------|----------------------------|----------------------------------|----------|
| Eydeler, Laura       | Principal Office Assistant | Special Education                | 01/27/23 |
| Governale, Louis     | Special Education Aide     | Special Education                | 02/15/23 |
| Ilse, Bernadette     | Special Education Aide     | Special Education                | 01/17/23 |
| Lalanne Jean, Katcia | Special Education Aide     | Special Education                | 01/09/23 |
| Solorzano, Amanda    | Special Education Aide     | Special Education                | 01/31/23 |
| Zapatero, Marisol    | Principal Office Assistant | Central Administration/Personnel | 03/03/23 |

**C. Leaves of Absence**

|                     |                        |                        |                   |
|---------------------|------------------------|------------------------|-------------------|
| Akter, Tanzina      | Special Education Aide | Child Care             | 03/08/23-08/30/23 |
| Ayub, Shakila       | Special Education Aide | Medical Extension      | 02/01/23-03/07/23 |
| Baffa, Megan        | School Teacher Aide    | Professional           | 02/06/23-08/30/23 |
| Cardinale, Terese   | Special Education Aide | Medical                | 01/17/23-08/30/23 |
| Chiechi, Ann        | Special Education Aide | Medical Extension      | 02/01/23-08/30/23 |
| Cocozzeli, Celeste  | Special Education Aide | Medical                | 02/15/23-08/30/23 |
| Farrukh, Uzma       | Special Education Aide | Medical                | 01/17/23-08/30/23 |
| Kelly, Sydney       | Special Education Aide | Medical                | 02/01/23-08/30/23 |
| Ludemann, Denise    | Special Education Aide | Medical                | 02/08/23-08/30/23 |
| Mattina, Jeanine    | Special Education Aide | Medical                | 01/30/23-08/30/23 |
| McReynolds, Monica  | Special Education Aide | Medical Extension      | 02/01/23-08/30/23 |
| Oliva, Milena       | Special Education Aide | Personal Extension     | 02/01/23-08/30/23 |
| Philip, Rebecca     | Special Education Aide | Professional Extension | 02/01/23-08/30/23 |
| Rahman, Tamanina    | Special Education Aide | Personal Extension     | 02/01/23-08/30/23 |
| Simone, Christopher | Special Education Aide | Personal               | 02/07/23-08/30/23 |
| Walker, Taize       | Special Education Aide | Medical Extension      | 02/01/23-08/30/23 |

**Non-Instructional Personnel Matters****February 14, 2023****Page 3****D. Substitute and Temporary Personnel****Maintenance & Operations****Custodial Worker @ \$18.50 per hour**

Blaschuk, Nicholas

**Special Education****Hourly Aides @ \$20.00 per hour**

Concannon, Annette

McBride, Brianna

Solorzano, Amanda

**Relief Aides @ \$20.00 per hour**

Floyd, Jill

Gladky, James

**Student Workers @ \$16.50 per hour**

Harris, Jonathan

Larkin, Jack

Walsh, Jack

**E. Temporary & Casual****Instructional Support Services**

|           |                                |                   |                              |         |
|-----------|--------------------------------|-------------------|------------------------------|---------|
| Rico, Kim | Classroom Receiving/IC Support | 02/15/23-06/30/23 | 195 hours @ \$20.00 per hour | \$3,900 |
|-----------|--------------------------------|-------------------|------------------------------|---------|

**Special Education**

|                  |          |                   |                              |         |
|------------------|----------|-------------------|------------------------------|---------|
| Blizzard, Sheryl | Clerical | 01/13/23-06/30/23 | 200 hours @ \$22.00 per hour | \$4,400 |
|------------------|----------|-------------------|------------------------------|---------|

|               |          |                   |                              |         |
|---------------|----------|-------------------|------------------------------|---------|
| Light, Doreen | Clerical | 01/26/23-03/30/23 | 100 hours @ \$22.00 per hour | \$2,200 |
|---------------|----------|-------------------|------------------------------|---------|

(Encl. 9.2.4)  
2/14/23

## **WESTERN SUFFOLK BOCES**

### **RESOLUTION AUTHORIZING LEGAL COUNSEL TO COMMENCE ACTION**

Upon recommendation of the Chief Operating Officer and BOCES' labor counsel,

**IT IS HEREBY RESOLVED**, that Lamb & Barnosky, LLP, as BOCES' labor counsel, is hereby authorized to commence an action and/or special proceeding against a former BOCES employee to seek recovery of monies due and owing to BOCES.



(Encl. 9.3.1)

2/14/23

Page 1 of 3

**WESTERN SUFFOLK BOCES**  
**DISPOSITION OF SURPLUS PROPERTY**

**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.

# Surplus Equipment & Supplies

FEBRUARY 14, 2023 BOARD MEETING

| DESCRIPTION  | LOCATION              | VALUE                        |
|--|-----------------------|------------------------------|
| AN OT/PT TRAINING MANNEQUIN, NO TAGS                           | JEA ELEMENTARY        | DISPOSITION TO BE DETERMINED |
| WESTERN PLOW, NO TAGS  | M&O                   | DISPOSITION TO BE DETERMINED |
| 73700 1998 CHEVROLET PICKUP                                    | M&O                   | DISPOSITION TO BE DETERMINED |
| 223792 PICKUP TRUCK DUMP INSERT DUMPER DOG                     | M&O                   | DISPOSITION TO BE DETERMINED |
| 102821 1996 FORD TRACTOR, FORD ENGINE, BLUE                    | M&O                   | DISPOSITION TO BE DETERMINED |
| 140512 1 TON PICKUP, 2006(2007) FORD PICKUP                    | M&O                   | DISPOSITION TO BE DETERMINED |
| 156652 8' WESTERN STAINLESS STEEL SPREADER W/HONDER ENGINE     | M&O                   | DISPOSITION TO BE DETERMINED |
| 15 OT/PT ADAPTIVE WOODEN CHAIR, NO TAGS                        | JEA JR/SR             | DISPOSITION TO BE DETERMINED |
| A SMALL OT/PT TRAMPOLINE, NO TAGS                              | JEA JR/SR             | DISPOSITION TO BE DETERMINED |
| 15 METAL PADDED FOLDING CHAIRS, NO TAGS                        | JEA JR/SR             | DISPOSITION TO BE DETERMINED |
| 2 OT/PT ADAPTIVE WOODEN DESKS, NO TAGS                         | JEA JR/SR             | DISPOSITION TO BE DETERMINED |
| 1 WOODEN RETRIVA FOR TEACHRS DESK, NO TAGS                     | JEA JR/SR             | DISPOSITION TO BE DETERMINED |
| 30 PLASTIC STUDENT CHAIRS, NO TAGS                             | JEA JR/SR             | DISPOSITION TO BE DETERMINED |
| AN OP/PT WALER, NO TAGS  | JEA JR/SR             | DISPOSITION TO BE DETERMINED |
| A SINGER SEWING MACHINE, NO TAGS                               | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |
| A JC PENNY SEWING MACHINE, NO TAGS                             | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |
| A SHARPEE SPRAY GUN, NO TAGS                                   | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |
| 6 FELLOWS 3-BUTTON SCROLL Mouses, NO TAGS                      | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |
| 5 DRAWER LATERAL FILE CABINET (PUTTY COLOR), NO TAGS           | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |
| AN IBM ELECTRIC TYPEWRITER, NO TAGS                            | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |
| AN OLYMPIA ELECTRIC TYPEWRITER, NO TAGS                        | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |
| 12 XEROX STAPLE CARTRIDGES, NO TAGS                            | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |
| 24 KO-REC-TYPE ELECTRONIC PRINTING CALCULATOR RIBBONS, NO TAGS | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |
| 1 GP TECHNOLOGIES PRINT WHEEL TYPEWRITER, NO TAGS              | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |
| 2 PORELON TYPEWRITER CORRECTABLE RIBBONS, NO TAGS              | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |
| 195940 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 135004       | WILSON TECH-DIX HILLS | DISPOSITION TO BE DETERMINED |

## Surplus Equipment & Supplies

|  |                           |                              |
|--|---------------------------|------------------------------|
| 195941 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 512299 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195943 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 709126 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195944 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 845308 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195945 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 570746 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195946 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 884573 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195949 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 376505 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195950 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 925629 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195951 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 261238 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195952 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 735214 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195953 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 538577 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195969 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 845308 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195970 CAMERA-VIDEO, DIGITAL WATCH DOG, DW1550DN, 570746 | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195972 CAMERA-VIDEO, GEOVISION, CMP1228, 751113          | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195973 CAMERA-VIDEO, GEOVISION, CMP1228, 142427          | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195974 CAMERA-VIDEO, GEOVISION, CMP1228, 706418          | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 195975 CAMERA-VIDEO, GEOVISION, CMP1228, 604705          | WILSON TECH-DIX HILLS     | DISPOSITION TO BE DETERMINED |
| 138952 CART-ROLL, SNAP-ON, KRA4008E, L385781C            | WILSON TECH- MANOR PLAINS | DISPOSITION TO BE DETERMINED |
| 121487 CART-SERVER, CAMBRO, MDC24F, N/A                  | WILSON TECH- MANOR PLAINS | DISPOSITION TO BE DETERMINED |
| 138964 WASHER-PRESSURE, M1-T-M, GH1502-OM10, 15040110    | WILSON TECH- MANOR PLAINS | DISPOSITION TO BE DETERMINED |
| 174353 SMARTBOARD, SMART, SB685, C022FW46A0177           | WILSON TECH-NORTHPORT     | DISPOSITION TO BE DETERMINED |
| A BROWN MEDIUM REFRIDGERATOR, SERIAL#24796, BROKEN       | BRENNAN                   | DISPOSITION TO BE DETERMINED |
| AN ALTIMETER INSTRUMENT, NO TAGS                         | WILSON TECH-REPUBLIC      | DISPOSITION TO BE DETERMINED |
| A BATTERY STARTER TESTER, NO TAGS                        | WILSON TECH-REPUBLIC      | DISPOSITION TO BE DETERMINED |
| 174439 COMPUTER, ELITE, 3118-D, NONE                     | WILSON TECH-REPUBLIC      | DISPOSITION TO BE DETERMINED |
| 156185 COMPUTER-MONITOR, DELL, U2410                     | WILSON TECH-REPUBLIC      | DISPOSITION TO BE DETERMINED |
| 139351 SIMULATOR-FLIGHT, , ELITE PI 135                  | WILSON TECH-REPUBLIC      | DISPOSITION TO BE DETERMINED |
| 174436 TELEVISION, SAMSUNG, UN32EH4003F                  | WILSON TECH-REPUBLIC      | DISPOSITION TO BE DETERMINED |
| 174437 TELEVISION, SAMSUNG, UN32EH4003F                  | WILSON TECH-REPUBLIC      | DISPOSITION TO BE DETERMINED |
| 174438 TELEVISION, SAMSUNG, UN32EH4003F                  | WILSON TECH-REPUBLIC      | DISPOSITION TO BE DETERMINED |
| 101659 TESTER-ALTERNATOR, ASSOCIATED EQUIP CORP          | WILSON TECH-REPUBLIC      | DISPOSITION TO BE DETERMINED |
| 68210 TESTER-ALTERNATOR, OTC, 3329, 8500A                | WILSON TECH-REPUBLIC      | DISPOSITION TO BE DETERMINED |

(Encl. 9.3.2)  
2/14/23

## **WESTERN SUFFOLK BOCES**

### **AUTHORIZATION FOR ARTICULATION AGREEMENT WITH DUTCHESS COMMUNITY COLLEGE**

**WHEREAS**, an agreement between Western Suffolk BOCES and Dutchess Community College has been developed for the purpose of providing a program for Western Suffolk BOCES students studying Aircraft/Drone Technology;

**WHEREAS**, said agreement would be beneficial to the students participating;

**THEREFORE, BE IT RESOLVED** that the Chief Operating Officer be authorized to execute said agreement with Dutchess Community College. This agreement will become effective January 2023.

(Encl. 9.3.3)  
2/14/23

## **WESTERN SUFFOLK BOCES**

### **AUTHORIZATION FOR ARTICULATION AGREEMENT WITH HELENE FULD COLLEGE OF NURSING**

**WHEREAS**, an agreement between Western Suffolk BOCES and Helene Fuld College of Nursing has been developed for the purpose of providing a program for Western Suffolk BOCES students studying Licensed Practical Nursing;

**WHEREAS**, said agreement would be beneficial to the students participating;

**THEREFORE, BE IT RESOLVED** that the Chief Operating Officer be authorized to execute said agreement with Helene Fuld College of Nursing. Either party may terminate this agreement by providing notice by the month of June. Such termination shall not affect the students presently enrolled pursuant to this agreement.

(Encl. 9.3.4)  
2/14/23

## **WESTERN SUFFOLK BOCES**

### **RESOLUTION FOR AUTHORIZATION FOR ARTICULATION AGREEMENT WITH JEFFERSON COMMUNITY COLLEGE**

**WHEREAS**, an agreement between Western Suffolk BOCES and Jefferson Community College has been developed for the purpose of providing Veterinary Medical Assisting Program courses for Western Suffolk BOCES students participating in Jefferson Community College educational programs; and

**WHEREAS**, said agreement would be beneficial to the students participating;

**THEREFORE, BE IT RESOLVED** that the Chief Operating Officer be authorized to execute said agreement with Jefferson Community College. This agreement will become effective on February 14, 2023 and remain in effect for five years.

(Encl. 9.3.5)

2/14/23

Page 1 of 2

## **WESTERN SUFFOLK BOCES**

### **ADOPTION OF WESTERN SUFFOLK BOCES SCHOOL CALENDAR 2023/2024**

**WHEREAS**, the Western Suffolk BOCES School Calendar for 2023/2024 has been reviewed with the component school district Superintendents of Schools; and

**WHEREAS**, the Superintendents of Schools have accepted this BOCES calendar;

**THEREFORE, BE IT RESOLVED** that the Western Suffolk BOCES School Calendar for 2023/2024 as presented to the Board is hereby approved for adoption.

## Western Suffolk BOCES School Calendar 2023-2024

### JULY 2023

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
| 3  | 4  | 5  | 6  | 7  |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 |    |    |    |    |

July 4 Independence Day

### AUGUST 2023

| M  | T  | W  | T    | F  |
|----|----|----|------|----|
|    | 1  | 2  | 3    | 4  |
| 7  | 8  | 9  | 10   | 11 |
| 14 | 15 | 16 | 17   | 18 |
| 21 | 22 | 23 | 24   | 25 |
| 28 | 29 | 30 | {31} |    |

(+1)  
Aug 31 Staff Conference

### SEPTEMBER 2023

| M  | T   | W   | T  | F   |
|----|-----|-----|----|-----|
|    |     |     |    | {1} |
| 4  | {5} | (6) | 7  | 8   |
| 11 | 12  | 13  | 14 | 15  |
| 18 | 19  | 20  | 21 | 22  |
| 25 | 26  | 27  | 28 | 29  |

(17+2)  
Sept 1&5 Staff Conference  
4 Labor Day  
6 First Day of School  
25 Yom Kippur

### OCTOBER 2023

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  |
| 9  | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 |    |    |    |

(21)  
October 9 Columbus Day

### NOVEMBER 2023

| M  | T   | W  | T  | F  |
|----|-----|----|----|----|
|    |     | 1  | 2  | 3  |
| 6  | {7} | 8  | 9  | 10 |
| 13 | 14  | 15 | 16 | 17 |
| 20 | 21  | 22 | 23 | 24 |
| 27 | 28  | 29 | 30 |    |

(17+1)  
November 7 Supt's Conference Day  
10 Veterans Day Observed  
22-24 Thanksgiving Recess

### DECEMBER 2023

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

(16)  
December 25 Christmas  
25-29 Winter Recess

### JANUARY 2024

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  |
| 8  | 9  | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 |    |    |

(21)  
Jan 1 New Year's Day  
15 Martin L. King, Jr. Day

### FEBRUARY 2024

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    | 1  | 2  |
| 5  | 6  | 7  | 8  | 9  |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 |    |

(16)  
February 19 Presidents Day  
19-23 Mid-Winter Recess

### MARCH 2024

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

(19)  
March 28-29 Spring Recess I

### APRIL 2024

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  |
| 8  | 9  | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 |    |    |    |

(16)  
April 1 Spring Recess I  
22-26 Spring Recess II

### MAY 2024

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    | 1  | 2  | 3  |
| 6  | 7  | 8  | 9  | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

(20)  
May 24-28 Memorial Day Recess

### JUNE 2024

| M  | T  | W    | T  | F  |
|----|----|------|----|----|
| 3  | 4  | 5    | 6  | 7  |
| 10 | 11 | 12   | 13 | 14 |
| 17 | 18 | 19   | 20 | 21 |
| 24 | 25 | (26) | 27 | 28 |

(17)  
June 19 Juneteenth  
26 Regents Rating Day  
26 Last Day of School

**TOTAL 180 + 4**

Schools Closed { } Staff Conference

May 28 & 24, 2024 & March 28, 2024 may be utilized as a school day if needed due to emergency school closings. The Board of Education reserves the right to revise this calendar if emergency school closings during the year require additional school days beyond those specified.

Adopted: 2/14/23



(Encl. 9.3.6)

2/14/23

## **WESTERN SUFFOLK BOCES**

### **ACCEPTANCE OF DONATED EQUIPMENT & SUPPLIES**

**WHEREAS**, Western Suffolk BOCES has received an offer from the Northeast Beef Promotion Initiative, 205 South Juliana Street, Bedford, PA 15522 to donate fifty (50) pounds of fresh veal to be used for the students in the Culinary Programs at the Wilson Tech Dix Hills Campus; and

**WHEREAS**, Western Suffolk BOCES students would benefit from this donation; and

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

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

(Encl. 11.1)  
2/14/23

**Western Suffolk BOCES  
Second Supervisory District**

**REVISED**

**Board of Education Meeting Dates  
2022-23 Calendar**

|  |  |
|--|--|
| <b>July 12, 2022<br/>Organizational/Regular<br/>Meetings</b> | <b>January 10, 2023</b>  |
| <b>August 9, 2022</b>  | <b>February 14, 2023</b>   |
| <b>September 13, 2022</b>                                    | <b>March 14, 2023</b>  |
| <b>October 11, 2022</b>                                      | <b><u>Thursday</u>, April 13, 2023<br/>Annual/Regular Meetings</b> |
| <b>November 8, 2022</b>                                      | <b>May 9, 2023</b>   |
| <b>December 13, 2022</b>                                     | <b>June 13, 2023<br/>June 27, 2023</b>                             |

**NOTE: Tuesday, April 25, 2023** - Annual BOCES Administrative Budget /Election of Board Members  
Vote held in Component School Districts.

On occasion it becomes necessary in order to avoid conflict with other scheduled events, to reschedule the meeting to an alternate date. In such event, a notice of change will be publicized.

(Encl. 11.2)  
2/14/23

**Western Suffolk BOCES  
Second Supervisory District**

**PROPOSED CALENDAR**

**Board of Education Meeting Dates  
2023-24 Calendar**

|  |  |
|--|--|
| <b>July 11, 2023<br/>Organizational/Regular<br/>Meetings</b> | <b>January 9, 2024</b>                               |
| <b>August 8, 2023<br/>August 29, 2023</b>                    | <b>February 13, 2024</b>                             |
| <b>September 12, 2023</b>                                    | <b>March 12, 2024</b>                                |
| <b>October 10, 2023</b>                                      | <b>April 9, 2024<br/>Annual/Regular<br/>Meetings</b> |
| <b>November 14, 2023</b>                                     | <b>May 14, 2024</b>                                  |
| <b>December 12, 2023</b>                                     | <b>June 11, 2024<br/>June 25, 2024</b>               |

**NOTE: Tuesday, April 16, 2024** - Annual BOCES Administrative Budget /Election of Board Members  
Vote held in Component School Districts.

On occasion it becomes necessary in order to avoid conflict with other scheduled events, to reschedule the meeting to an alternate date. In such event, a notice of change will be publicized.