



Western Suffolk BOCES  
Organizational Meeting - Central Administrative  
Offices  
July 11, 2023

- 1 Roll Call – (Attendees Noted by District Clerk)
- 2 Call to Order and Pledge of Allegiance - (District Clerk)
- 3 Administration of Oath of Office to Chief Operating Officer for the 2023-2024 School Year
- 4 Administration of Oath of Office to District Superintendent for the 2023-2024 School Year
- 5 Administration of Oath of Office to Newly Elected Board Members – Mrs. Michele Kustera, Mrs. Jeannette Santos and Mr. Peter Wunsch
- 6 Election of Officers for 2023-2024 School Year – President and Vice President/Administration of Oaths
- 7 Appointment of Officers for 2023-2024 School Year
- 8 Other Appointments
- 9 Approval of Excess Fidelity Limits - All Western Suffolk BOCES Employees Covered for \$2,000,000
- 10 Designation of Depositories for 2023-2024 School Year
- 11 Approval for Re-adoption of Policy #4210 - Cash Management & Investment Policy
- 12 Designation of Official Newspapers for the Agency
- 13 Authorization for Chief Operating Officer to Approve Professional

(Encl. 7)  
7/11/23

Appointment of Officers for 2023-2024 School Year

<u>Appointment of Officers for 2023-2024 School Year</u>		<u>Annual Stipend</u>
1. Clerk	Ms. Joanne Klein	(as per Managerial & Confidential Schedule) +\$10,100
2. Deputy Clerk	Ms. Laura Mercorelli	
3. Treasurer	Ms. Cheryl Bruckner	(as per Managerial & Confidential Schedule) +\$2,800
4. Deputy Treasurer	Ms. Christina Anderson	(as per Managerial & Confidential Schedule) +\$1,500

Other Appointments

Other Appointments

- |   |   |   |
|---|---|---|
| 1. Claims Auditor   | Ms. Mary Ann Mattessich<br>Dr. Hugh Gigante | (as per Managerial & Confidential Schedule)   |
| 2. Counsel  |   |   |
| a) General Counsel  | Van Nostrand & Martin                       | (as per Retainer rate: \$43,260)  |
| b) Labor Relations<br>Counsel   | Lamb & Barnosky, LLP                        | (as per Retainer rate: \$65,000 and contract<br>hourly rate: \$285/hr attorneys & \$180/hr legal<br>assistants/legal interns) |
| 3. Independent Auditors   |   |   |
| a) External Audit of School Fiscal Year 2023-2024<br>(ending 6/30/24) | Bonadio and Co. LLP                         | \$45,300  |
| b) Internal Auditor   | Nawrocki & Smith                            | \$26,000  |

4. Tm0 G9Tc[&f1 0763Tm0 G( )]TJ-0.12 Tc4d0B-reW\*nQEMC /P A MCID 20>BDC q.000011802 0 792 612 reW\*nBT/F1 12 Tf1 0 4 7 12 Tf1 0 4 7 12

(Encl. 8)  
7/11/23

- |   |                      |
|---|----------------------|
| 9. Title IX and Section 504 of the Rehabilitation Act of 1973 Compliance Officer and Anti-Harassment/Non-Discrimination Officer | Dr. Hugh Gigante     |
| 10. Designated Educational Officer  | Ms. Nancy Wilson     |
| 11. Designated Liaison for Education of Homeless Children and Youth   | Ms. Nancy Wilson     |
| 12. Designated Wellness Coordinator   | Ms. LouAnn Criscuolo |
| 13. Extra-Curricular Activities Treasurer   | Ms. Sandra Samuels   |
| 14. Data Protection Officer   | Mr. Russell Dickson  |

(Encl. 9)  
7/11/23

Authorization for Excess Fidelity Limits

**WHEREAS**, there are no statutory requirements for excess fidelity limits for Western Suffolk BOCES staff and,

**WHEREAS**,

**THEREFORE, BE IT RESOLVED**, that excess fidelity limits for all Western Suffolk BOCES employees be authorized for \$2,000,000 during the 2023-2024 school year.

(Encl. 10)  
7/11/23

## **DESIGNATION OF DEPOSITORIES**

**RESOLVED**, that the following banks be designated as depositories for the funds of the Board for the 2023/24 school year as indicated below:

CAPITAL ONE

**INCOME FUNDS**

4210

**Non-Instructional/Business  
Operations**

***Cash Management and Investments***

The objectives of this policy are to safeguard the funds of Western Suffolk BOCES, Second Supervisory District of Suffolk County, to minimize risk to these funds, to ensure that cash is available as required to finance operations and to insure a competitive rate of return on cash balances, while conforming with all applicable federal and state legal requirements.

In accordance with these objectives, the Treasurer is authorized to invest and/or deposit the funds of Western Suffolk BOCES in the following instruments:

Demand Deposits, Certificates of Deposit, Savings Accounts or Money Market Savings Accounts of a bank or trust company

Direct obligations of the United States Government

Direct obligations of the State of New York

Revenue notes or Tax Anticipation Notes of other School Districts (with the approval of the Comptroller of the State of New York)

Repurchase Agreements involving the purchase and sale of Treasury bonds, bills or notes which are direct obligations of the United States.

Irrevocable letters of credit issued by a Federal Home Loan Bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized rating organization.

All investments and deposits of funds shall, to the extent possible, be placed through solicitation of at least three (3) quotations.

In addition, the following conditions shall prevail:

Collateral securities meeting the requirements of the Comptroller shall be required for all deposits discussed above. Collateral shall be delivered to a custodial bank or deposited into a segregated account at the time of deposit of Western Suffolk BOCES funds and shall not be transferred or substituted without the authorization of the

All instructions and agreements between Western Suffolk BOCES and its depository banks, custodial banks and trading partners shall be in written form.

Repurchase agreements shall be permissible only with banks and dealers published by the Federal Reserve System. Repurchase agreements shall not exceed a term of more than thirty (30) days. The substitution of securities shall not be permitted.

All repurchase agreements must be entered into subject to a Master Repurchase Agreement.

Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States. In the event of a repurchase agreement, the Treasurer's report to the Board will provide detailed information regarding such investments.

The written contracts, agreements or forms shall be reviewed by counsel prior to implementation.

The independent auditors shall audit the investments and investment proceeds of the Board of Cooperative Educational Services, Western Suffolk BOCES, Second Supervisory District for compliance with the provisions of this investment policy.

Monthly reports of investments shall be submitted to the Board at each monthly meeting.

Within 120 days of the end of the fiscal year, the District Superintendent shall have prepared and submitted to the Board of Cooperative Educational Services an annual investment report.

General Municipal Law Section 39  
Educational Law Section 1604-a and  
1723(a)





(Encl. 13)  
7/11/23

Authorization for Chief Operating Officer to Approve Professional Conferences

**THEREFORE, BE IT RESOLVED**, authorization for Chief Operating Officer to approve, at his discretion, attendance of members of the Western Suffolk BOCES staff at professional conferences and membership in professional organizations during the 2023-2024 school year with expenses to be paid by BOCES.

(Encl. 14)  
7/11/23

Authorization for Board President and Chief Operating Officer to Approve

(Encl. 15)  
Organization Meeting

## WESTERN SUFFOLK BOCES

### 2023-24 Petty Cash

<u>Custodian</u>	<u>Initial Amount</u>
Christina Anderson	\$100.00
Nancy Kelsey	\$100.00
Nancy Wilson	\$100.00
LouAnn Criscuolo	
JEA-DH	\$50.00
JEA-MEL	\$65.00
Taukomas	\$30.00
WT-DH	\$90.00
Brennan	\$50.00
Manor Plains	\$15.00
Total	\$600.00

(Encl. 16)  
7/11/23

**Approval for Board Memberships 2023-24**

1) Nassau-



(Encl 3:)  
9133145

**4420**  
**Page 1 of 2**

***WS BOCES Personal Property/Capital  
Assets Accountability – Inventories***

as is necessary to communicate this policy to all officers and employees of WSBOCES including but not limited to, the publication of this policy in WSBOCES Policy Manual. This policy will be included on the agenda of faculty and administrative meetings at least annually. The District Superintendent is responsible for and shall take such action as is necessary for the enforcement of this policy.

#### 11. Review and Amendment of the Policy

- a) **Review.** WSBOCES shall review its policy on personal property accountability annually at the Organizational meeting and make amendments it deems necessary.
- b) **Amendments.** WSBOCES shall submit its amended policy, within 30 days of its adoption, to the Commissioner of Education for approval.

#### References:

- [Regulations of the Commissioner of Education § 170.3](#)
- [NYS Education Law §1950 \(18\)](#)
- [Board Policy 4310 – Purchasing](#)
- [Board Policy 4423– Acceptance of Gifts, Grants & Bequests to WSBOCES](#)

Adopted: 12/10/1996 (Replacing: 4420; 4421; 4422)

Modified and Adopted: 2/4/1997

Modified and Adopted: 2/2/1998

Modified and Adopted: 4/2/1998

Readopted at the Annual Organizational Meeting 1999-2006, 2008

Modified and Adopted: 3/13/2007

Modified and Adopted: 4/2/2009

Readopted Annually at Organizational Meeting 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017

Amended: 7/10/2018

Readopted: 7/9/19, 7/14/20, 7/13/21, 7/12/22, 7/11/23



4423

4423

### ***Acceptance of Gifts, Grants and Bequests to WSBOCES***

It shall be the policy of the Board that all donations of equipment, materials, and property shall be presented to the Board for acceptance.

1. The Board may accept gifts and donations of real and personal property for the benefit of Western Suffolk BOCES if the Board believes the donation adds to the value of WSBOCES and enhances the educational outcomes of WSBOCES.
2. The Board is not required to accept all gifts and a donation offered, and accepts gifts and donations solely at its discretion. Furthermore, the Board will not accept any gift, grant, or bequest which constitutes a conflict of interest and/or gives the appearance of impropriety.
3. The Board authorizes the District Superintendent, Chief Operating Officer, Chief Financial Officer or designee to receive gifts of real and/or personal property if the donor requires immediate delivery of the property. The District Superintendent, Chief Operating Officer, Chief Financial Officer, or designee is also authorized to sign any required agreements for the receipt of such real and/or personal property and will report such receipt to the Board at its next regular meeting. A resolution ratifying the actions of the District Superintendent, Chief Operating Officer, Chief Financial Officer, or designee shall be presented to the Board for its consideration and action.
4. At the same time, the Board will safeguard WSBOCES, its employees, and students from commercial exploitation, from special interest groups, and the like.
5. The Board will not accept any gifts or grants which will place encumbrances on future Boards or result in unreasonable additional or hidden costs to WSBOCES.
6. It shall be the policy of the Board not to appraise the items being donated. In accordance with Internal Revenue Service Publication 526, the donor shall be responsible for determining the value of non-cash contributions.
7. The Board is prohibited, in accordance with the New York State Constitution, from making gifts/charitable contributions with WSBOCES funds.
8. Gifts and/or grants of money to WSBOCES shall be accounted for under the appropriate