



**December 9, 2025**

Meeting Type: Regular Meeting

Date: Tuesday, December 9, 2025

Start Time: 5:30 p.m. Eastern Standard Time

Location: Central Administrative Office

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

Present were:

**Board Members**

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

**Ex Officio Student Board Members**

- Jeffrey Lopez

**BOCES Staff**

- Michael Flynn (Chief Operating Officer)
- April Poprilo (District Superintendent) (via videoconferencing)
- Warren Taylor (Chief Financial Officer)
- Lorraine Hein (Director of Business)

- Christina Anderson (Asst. Director of Business)
- Joanne Klein (District Clerk)
- Nancy Fischetti (Public Relations Director)
- Diana Santiago (Exec. Dir. – Career and Tech. Education)
- Carolyn Reilly (Principal)
- Nancy Wilson (Exec. Dir. – Special Education)
- Alison Quinlan (Asst. Dir. – Special Education)
- Staff Members

### **Call to Order (Board President)**

The Regular Meeting was called to order at 5:31 p.m. by Board President, Mr. Sales.

### **EXECUTIVE SESSION**

At this time a motion to move into Executive Session to discuss the performance of a particular person was made by Mrs. Cunningham, seconded by Mrs. Adams-Kaden. At 7:07 p.m. the Board unanimously agreed to adjourn Executive Session and move into the Regular Meeting on motion made by Mrs. Cunningham, seconded by Mrs. Adams-Kaden.

At this time Mr. Wunsch left the meeting.

### **REGULAR MEETING/Pledge of Allegiance**

The Regular meeting of the Board resumed at 7:11 p.m. Mr. Sales led the audience in the Pledge of Allegiance.

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

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

### **Approval of Minutes Regular Meeting – November 12, 2025**

The minutes of the Regular Meeting of November 12, 2025 were approved unanimously on motion of Mr. Scheid and seconded by Mrs. Cunningham.

### **Program Presentation**

Report of the Independent Auditor

- WS BOCES Financial Statements
- Required Communication
- Extraclassroom Activity Funds

Mr. Taylor, Chief Financial Officer introduced Ms. Christina Anderson, Assistant Business Director, who introduced Mr. Timothy Doyle, Partner and Joseph Heroux, Principal of Bonadio & Co., LLP. Mr. Doyle and Mr. Heroux presented the Financial Statements, Required Communication and Extraclassroom Activity Funds results to the Board. Additionally, Mr. Heroux discussed the WS BOCES Financial Statements, Extraclassroom Activity Funds and the Required Communication Report with the Board. Mr. Heroux explained there was nothing major or unusual in the reports.

Mr. Sales thanked the Independent Auditors, Mr. Taylor and his staff.

#### Internal Audit Report

The Audit Committee Meeting was held and Internal Auditor Darin Iacobelli of Nawrocki Smith presented the draft “Annual Risk Assessment Update and the Report on Internal Controls of the Food Services Cycle” to the Audit Committee.

Mr. Iacobelli discussed both reports.

Christina Anderson, Lorraine Hein and the Board held a discussion regarding these two reports.

It was recommended the Board accept the report. The Correction Action Plan was presented and the Board will act on this tonight.

Mr. Sales and the Board thanked Mr. Iacobelli.

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

The Board acknowledged receipt of the Treasurer’s Report indicating balances in the various financial accounts as of October 31, 2025. (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 November 1, 2025 to November 30, 2025 for expenditures totaling \$18,290,943.81. (Copies incorporated with the official minutes of this meeting.)

## **EXECUTIVE OFFICER'S REPORTS**

### Ex Officio Student Board Members

Jeffrey Lopez spoke regarding the following events:

- Emily Gallo was unable to attend the meeting tonight.
- All campuses have been collecting items for families in need.
- WTDH Culinary Students donated 100 pies to a soup kitchen and after the holidays the students will hold a pet toy drive.

### District Superintendent – Comments/Events

Mrs. Poprilo discussed the following topics:

NYSED Updates:

- Climate Education Follow-up
- Instructional Support Services Event Highlight
- Upcoming Events
- Legislative Priorities for this Year

Mrs. Poprilo commented how wonderful it is to hear the student's community service efforts.

Mrs. Adams-Kaden, Mr. Sales and Mrs. Poprilo held a discussion regarding some of the current events and priorities at NYSED.

### Chief Operating Officer Report – Comments/Events

Annual Board Dinner – Mr. Flynn summarized the Annual Board Dinner held on December 4, 2025. This event was well attended by our component school districts and was a huge success. All 18 component school districts registered to attend and this was the largest attended event since 2016. Mr. Flynn thanked Ms. Santiago and her staff for their hard work on the student displays and presentations, and for preparing and serving a delicious meal.

### Chief Financial Officer – Update of Capital Projects

Mr. Taylor introduced Mrs. Lorraine Hein, who presented the report to the Board. Mrs. Hein discussed the status of

the projects and reported that 21 projects are in design, one has been submitted to NYSED, one project has been at NYSED to HHH, 21 are in the contracting phase, 28 projects are in progress or scheduled, one project has been completed for a total of 72 projects.

## **ITEMS FOR BOARD ACTION**

### **Business Administration Matters**

#### **Approval of Budget Adjustments December 2024-25**

On motion by Mrs. Santos, seconded by Mrs. Herz, the Board voted unanimously for approval of the 2024-25 budget adjustments/transfers for December 2025 in the following programs:

Capital and Facility Rentals

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

#### **Approval of Budget Adjustments December 2025-26**

On motion by Mrs. Santos, seconded by Mrs. Herz, the Board voted unanimously for approval of the 2025-26 budget adjustments/transfers for December 2025 in the following programs:

Occupational Education  
Services Other BOCES

Center for Learning Technology  
Instructional Support

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

#### **Approval of Bid Awards**

The members of the Board reviewed the bid analysis presented by the Chief Operating Officer. Mrs. Santos moved, Mrs. Herz seconded, and the Board voted unanimously to approve awards to the lowest bidders meeting specifications as listed on the schedule dated December 9, 2025.

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

#### **Resolution to Participate in NY/Island Cooperative Bid Program for Time & Material Covering Skilled Trades, Maintenance Services, Athletic Reconditioning, Compliance Services, and Ancillary School Based Services [R]**

On motion by Mrs. Santos, seconded by Mrs. Herz, the Board voted unanimously for Resolution to Participate in

NY/Island Cooperative Bid Program for Time & Material Covering Skilled Trades, Maintenance Services, Athletic Reconditioning, Compliance Services, and Ancillary School Based Services as follows:

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the Western Suffolk BOCES, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the parties hereto desire a municipal cooperative purchasing group to effect economies in the purchasing and making contracts for materials, supplies and public works; and

WHEREAS, the governing bodies of the parties hereto have approved this cooperative purchasing arrangement by appropriate resolution.

BE IT RESOLVED, that the Board of Cooperative Educational Services, Second Supervisory District of Suffolk County, agrees to pay the cost of \$2,100 associated with participation in the NY/Island Cooperative Bid Program; and

NOW, THEREFORE, in consideration of the promises and covenants set forth herein, it is mutually agreed as follows:

1. A municipal cooperative purchasing group to be known as the "NY/Island Cooperative Bid" (Purchasing Group) has been established.
2. Membership in such Purchasing Group shall be available to any school district or municipal Corporation in New York State, which, by appropriate resolution, adopts the provisions of this agreement.
3. The members of the Purchasing Group have adopted such rules, regulations and procedures in the conformity with New York State bidding laws to effectuate the purposes of this Agreement.
4. The Purchasing Group may enter into agreements with contractors to assist the Purchasing Group in carrying out the purposes of this Agreement.
5. The Clarkstown Central School District shall serve as Lead Agency for the Purchasing Group.

6. Educational Data Services will serve as the Administrative Agent for the Purchasing Group to perform those ministerial functions required as per the Lead Agency.

WHEREAS, it would be in the interest of WESTERN SUFFOLK BOCES; To participate in cooperative bids for the purchase of various supplies, services, materials and equipment, as Advertised by and awarded by the Clarkstown Central School District acting as the Lead Agency, as provided by General Municipal Law Section 119-0 and,

WHEREAS, each BOARD retains the legal authority to contract with the successful Vendor(s) and shall not be bound by purchase contracts or other agreements made by the other BOARD(S), therefore

BE IT RESOLVED, that the Board of Cooperative Educational Services, Second Supervisory District of Suffolk County, agrees to pay the cost of \$2,100 associated with participation in the NY/Island Cooperative Bid Program; and

BE IT FURTHER RESOLVED, that WESTERN SUFFOLK BOCES is authorized to participate in NY/Island Cooperative Bid Program For: Time & Material Covering Skilled Trades, Maintenance Services, Athletic Reconditioning, Compliance Services, and Ancillary School Based Services for the attached cooperative bids.

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

#### **Resolution to Accept Reports of the Internal Auditor [R]**

On motion by Mrs. Santos, seconded by Mrs. Herz, the Board voted unanimously for Resolution to Accept Reports of the Internal Auditor as follows:

WHEREAS, the Internal Auditors, NawrockiSmith have submitted the required audit reports for 2024-25: Annual Risk Assessment Report and Report on Internal Controls, Food Service Cycle, and

WHEREAS, the Board has received and reviewed the Corrective Action Plans for each of the reports

THEREFORE, BE IT RESOLVED, that the Board acknowledges receipt of the aforementioned documents and approves the Corrective Action Plans.

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

**Resolution to Accept Report of the Independent Auditor [R]**

On motion by Mrs. Santos, seconded by Mrs. Herz, the Board voted unanimously for Resolution to Accept Report of the Independent Auditor as follows:

RESOLVED, that the independent audit report prepared by Bonadio and Co LLP, covering the fiscal year ending June 30, 2025, has been reviewed by the Board of Western Suffolk BOCES and is hereby accepted, as required by Commissioner's Regulations.

(Listing referred to is designated as Encl. 9.1.6 and is incorporated with the official minutes of this meeting.)

**Personnel****Instructional Personnel**

Mr. Scheid moved and Mrs. Cunningham 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 4-page Instructional Report dated December 9, 2025 (Encl. 9.2.1) is incorporated with the official minutes of this meeting.

**Supplementary Services**

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

All items listed on the 9-page Supplementary Services Report dated December 9, 2025 (Encl. 9.2.2) is incorporated with the official minutes of this meeting.

**Non-Instructional Personnel**

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

All Non-Instructional Personnel matters listed on the 3-page Non-Instructional Report dated December 9, 2025 (Encl. 9.2.3) is incorporated with the official minutes of this meeting.



**Resolution Terminating Unit XII Employee [R]**

On motion by Mr. Scheid, seconded by Mrs. Cunningham, the Board voted unanimously for Resolution Terminating Unit XII Employee as follows:

RESOLVED, upon the recommendation of the Chief Operating Officer, the Board of Education hereby terminates the employment of Employee #18449, in all positions held by the employee, effective at the end of business on December 9, 2025.

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

**Resolution Memorandum of Agreement with Unit I Staff Member [R]**

On motion by Mr. Scheid, seconded by Mrs. Cunningham, the Board voted unanimously for Resolution Memorandum of Agreement with Unit I Staff Member as follows:

BE IT RESOLVED, upon the recommendation of the Chief Operating Officer, the Board of Education hereby approves the Memorandum of Agreement with the Western Suffolk BOCES Faculty Association and the employee identified on Confidential schedule "A", and authorizes the President of the Board of Education and Chief Operating Officer to execute the Memorandum of Agreement.

(Listing referred to is designated as Encl. 9.2.5 and is incorporated with the official minutes of this meeting.)

**Other Action Items****Approval of Disposition of Surplus Property [R]**

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

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

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

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

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

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

**Authorization for Affiliation Agreement with Cummings Family Dentistry [R]**

On motion of Mrs. Herz, seconded by Mr. Scheid, the Board voted unanimously for Authorization for Affiliation Agreement with Cummings Family Dentistry as follows:

WHEREAS, an agreement between Western Suffolk BOCES and Cummings Family Dentistry has been developed for the purpose of providing clinical experience for Western Suffolk BOCES participating in WS BOCES Dental Chairside Assisting Program students;

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

THEREFORE, BE IT RESOLVED, that the Chief Operating Officer of Western Suffolk BOCES is hereby authorized to execute the necessary agreement. This agreement will become effective 7/1/2025 and shall remain in force unless terminated by either party. Either party may terminate this agreement by providing notice of such intention to the other party at least six months in advance. This agreement will be subject to review annually.

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

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

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

WHEREAS, Western Suffolk BOCES has received an offer from Nissan North America, 1 Nissan Way, Franklin, TN 37067 to donate:

- one (1) 2014 Nissan Rogue VIN Number 5N1AT2MV9EC860848
- one (1) 2015 Nissan Altima VIN Number 1N4AL3AP7FC173939

to be used by the students attending the Automotive Technology Program at Wilson Tech, Northport Campus, and

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

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

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

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

**Authorization to Accept a Scholarship Donation - Finkelstein [R]**

On motion of Mrs. Herz, seconded by Mr. Scheid, the Board voted unanimously for Authorization to Accept a Scholarship Donation - Finkelstein as follows:

WHEREAS, in prior action the Western Suffolk BOCES has authorized the establishment of a scholarship program in honor of Sydney Finkelstein; 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 \$800 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.)

**OLD BUSINESS**

**ADJOURNMENT**

At 7:58 p.m. there being no further business items for discussion, the meeting was adjourned on motion by Mrs. Herz and seconded by Mr. Scheid.

**UPCOMING EVENTS**

DATE	EVENT	ATTENDEES
1/22/26	N-SSBA/ NCCSS/ SCSSA Joint Conference, Hilton Long Island/Huntington - Melville, NY, Thursday, 6:00 pm	B. Sales
2/6/26	WS BOCES Legislative Program, Wheatley Heights	
3/6/26	REFIT Legislative Breakfast, Fri., WS BOCES Conference Center, Wheatley Heights 9:00 am to 11:00 am	
3/23/26	SCOPE's 25 <sup>th</sup> Annual School District Awards Dinner. Villa Lombardi's, Holbrook	

**Enclosures:**

Thank You Letter to Diana Santiago, *November 6, 2025*

Thank You Letter to Wilson Tech Dix Hills Staff, *November 13, 2025*

Separation Notices

NYSSBA Update, *November 16, 2025*

NYSSBA Update, *November 23, 2025*

NYSSBA Update, *November 30, 2025*



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Joanne Klein  
District Clerk