



Western Suffolk BOCES

July 8, 2025

Meeting Type: Regular Meeting

Date: Tuesday, July 8, 2025

Start Time: 5:30 p.m.

Location: Central Administrative Offices

Roll Call – (Attendees Noted by District Clerk)

Present were:

Board Members

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

Student Ex Officio Board Members

- Emmalee Gallo
- Jeffrey Lopez

BOCES Staff

- Michael Flynn (Chief Operating Officer)

- April Poprilo (District Superintendent)
- Warren Taylor (Chief Financial Officer)
- Dr. Hugh Gigante (Exec. Dir. – Personnel)
- Nancy Fischetti (Public Relations Director)
- Joanne Klein (District Clerk)
- Nancy Kelsey (Exec. Dir. Career and Tech. Education)
- Nancy Wilson (Exec. Dir. – Special Education)
- Alison Quinlan (Asst. Dir. – Special Education)
- Lorraine Hein (Director of Business)
- Staff Members

Call to Order/Pledge of Allegiance (Board President)

The Regular Meeting was called to order at 7:19 p.m. by Board President, Mr. Sales.

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 – June 10, 2025

The minutes of the Regular Meeting of June 10, 2025 were approved on motion of Mr. Wunsch and seconded by Mr. Scheid.

Approval of Minutes Regular Meeting – June 24, 2025

The minutes of the Regular Meeting of June 24, 2025 were approved on motion of Mr. Wunsch and seconded by Mr. Scheid.

PROGRAM PRESENTATIONS

Administration of Oath of Office – Student Ex Officio Board Members

The Oath of Office of the Student Ex Officio Board Member was administered by Mrs. Klein to Emmalee Gallo for the 2025-26 school year.

The Oath of Office of the Student Ex Officio Board Member was administered by Mrs. Klein to Jeffrey Lopez for the 2025-26 school year.

Opening of Extended School Year Program and Regional Summer School

Mrs. Kelsey reported to the Board regarding the end of the school year in the Division of CTE. Mrs. Kelsey discussed that the adult programs continue all year and they never stop.

Ms. Wilson reported to the Board regarding the end of the school year in the Division of Special Education. Additionally, Ms. Wilson spoke regarding the start of the Extended School Year program.

Mrs. Poprilo reported to the Board regarding the work the Division of Instructional Support Services has done. Mrs. Poprilo discussed the opening of the Regional Summer School program. This program includes 12 participating school districts with 2,500 students enrolled.

Treasurer's Report

The Board acknowledged receipt of the Treasurer's Report indicating balances in the various financial accounts as of May 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 June 2, 2025 to June 25, 2025 for expenditures totaling \$47,064,850.35. (Copies incorporated with the official minutes of this meeting.)

EXECUTIVE OFFICER'S REPORTS

District Superintendent – Comments/Events

Mrs. Poprilo discussed the following updates from NYSED:

- Board of Regents – State Aid
- Diploma Assessment Requirement Update
- NYS Inspires – Graduation Measures Update
- NYS – JUUL Settlement and Funding to BOCES
- Regional Summer School (RSS) Information – Instructional Support Services

Chief Operating Officer Report – Comments/Events

Mr. Flynn acknowledged the Award of Grants for 2024-25.

Mr. Flynn discussed and updated the Board on the following topics:

- Summary Status of Dickinson, Lincoln and Forest Avenue
- September Student Enrollment Projections
- Memorandum to Component District Superintendents regarding Special Education Enrollment

Chief Financial Officer – Update of Capital Projects

Mr. Taylor updated the Board regarding the Report of Capital Projects. Mr. Taylor also spoke regarding the specifications for Caleb Smith to expand the program.

ITEMS FOR BOARD ACTION

Business Administration Matters

Approval of Budget Adjustments July - 2024-25

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

Distance Learning
WIOA, Title II ESOL/CIVICS
Services Other BOCES

Services Other BOCES
Teacher Center

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

Approval of Budget Adjustments July - 2025-26

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

Center for Learning Technology
Outdoor Learning Lab
Center for Learning Technology

Model Schools
Health and Safety/Risk Management
Summer Handicapped Related Services

(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. Herz moved, seconded by Mrs. Santos, and the Board voted unanimously to approve awards to the lowest bidders meeting specifications as listed on the schedule dated July 8, 2025.

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

Approval of Capital Projects [R]

On motion by Mrs. Herz, seconded by Mrs. Santos, the Board voted unanimously for Approval of Capital Projects as follows:

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

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

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

WHEREAS, the following projects in the total amount of \$201,680 should be funded in the Capital Projects Fund:

<u>Project Name</u>	<u>Location</u>	<u>Estimated Cost</u>
Renovations to Caleb Smith OLL/Phase II *(H910)	Caleb Smith	\$201,680
Total		\$201,680

*additional funding for projects previously approved

THEREFORE, BE IT RESOLVED that the amount of \$640,920 hereby transferred to the Capital Fund from the following sources:

<u>Source of Funds</u>	<u>Amount</u>
Roof Replacement at Taukomas *(H909)	\$201,680
Total	\$201,680

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

Personnel

Instructional Personnel

Mr. Wunsch moved and Mr. Scheid 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 10-page Instructional Report dated July 8, 2025 (Encl. 9.2.1) is incorporated with the official minutes of this meeting.

Supplementary Services

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

All items listed on the 20-page Supplementary Services Report dated July 8, 2025 (Encl. 9.2.2) is incorporated with the official minutes of this meeting.

Non-Instructional Personnel

Mr. Wunsch moved and Mr. Scheid 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 4-page Non-Instructional Report dated July 8, 2025 (Encl. 9.2.3) is incorporated with the official minutes of this meeting.

Other Action Items

Approval of Disposition of Surplus Property [R]

The Board voted unanimously to approve the Disposition of Surplus Property on motion of Mr. Wunsch, seconded by Mrs. 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 Dignity Act Coordinators [R]

On motion of Mrs. Herz, seconded by Mrs. Santos, the Board voted unanimously for Approval of Dignity Act Coordinators as follows:

WHEREAS, the Dignity for All Students Act (L.2010, Ch. 482) and Commissioner's Regulations [Section 100.2(jj)] require school districts and BOCES to annually appoint Dignity Act Coordinators (DAC) in each school; and

WHEREAS, the role of the Dignity Act Coordinator is described in Policy 6211 (Code of Conduct); and

WHEREAS, all schools are required to have at least one staff member at every school be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex; and

WHEREAS, the Executive Directors have recommended the following be named DAC in the below named schools;

THEREFORE, BE IT RESOLVED that the following individuals are recommended for appointment as the Dignity Act Coordinators (DAC) for 2025-26:

Program	Recommended Staff
Special Education Division wide	Alison Quinlan, Principal
James E. Allen Elementary School	Lori Manno, Teacher Coordinator
Chestnut Hill Elementary Annex	Theresa Popofsky, Teacher Coordinator
Forest Avenue Elementary	Kimberly Alvarado, Assistant Principal
James E. Allen Jr/Sr High School	Jillian Rega, Teacher Coordinator
Brennan Middle/High School	Anthony Letterel, Assistant Principal
James E. Allen Alternative School	Robert Caravello, Principal
Manor Plains High School	Elizabeth Gilmartin, Assistant Principal
Itinerant Program	Maryann Sullivan, Assistant Principal
Alternate Learning Center (ALC)	Robert Caravello, Principal
Wilson Tech, Dix Hills	Jennifer Paterson, Principal
Wilson Tech, Northport	Stephanie Engelmann, Principal
Wilson Tech, Huntington	Joseph Stango, Principal
Wilson Tech, Aviation Facility	Lisa Romanowski, Principal

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

Approval for Dual Enrollment Agreement with St. Joseph's University [R]

On motion of Mrs. Herz, seconded by Mrs. Santos, the Board voted unanimously for Approval for Dual Enrollment Agreement with St. Joseph's University as follows:

WHEREAS, an agreement between Western Suffolk BOCES and St. Joseph's University has been developed for the purpose of Dual Credit Courses for the Wilson Tech Medical Assisting program for Western Suffolk BOCES students participating in St. Joseph's University educational programs;

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

THEREFORE, BE IT RESOLVED that the Chief Operating Officer be authorized to execute said collaborative agreement with St. Joseph's University. This agreement will commence on July 1, 2025 and will continue until July 1, 2026 and will automatically be renewed each year unless terminated at either party's request.

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

Authorization for Board Members to Attend a Conference [R]

On motion of Mrs. Herz, seconded by Mrs. Santos, the Board voted unanimously for Authorization for Board Members to Attend a Conference as follows:

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

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

THEREFORE, BE IT RESOLVED the following Board Members are authorized to attend the conference noted below:

Debbie Adams-Kaden

NYSSBA's Annual Convention
New York City, New York
October 23 - 25, 2025

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

Authorization for Affiliation Agreement with St. Joseph's University [R]

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

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

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

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

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

Authorization for Affiliation Agreement with SUNY Old Westbury [R]

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

WHEREAS, an agreement between Western Suffolk BOCES and SUNY Old Westbury has been developed for the purpose of providing a placement site for students from SUNY Old Westbury to fulfill their psychology program, and

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

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

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

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

On motion of Mrs. Herz, seconded by Mrs. Santos, 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 Angela Turchiano 18 Melvin Avenue Farmingdale NY 11738 to donate one (1) 2000 Chevrolet Impala, Vin Number 2G1WH55K3Y9203565 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 this donation, 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 supply and equipment as listed above.

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

OLD BUSINESS

Personnel Matter

On motion of Mrs. Adams-Kaden, seconded by Mrs. Cunningham, the Board voted to un-table (Encl. 10.1). Mr. Wunsch opposed.

On motion of Mrs. Adams-Kaden, seconded by Mrs. Cunningham, the Board voted to approve Instructional Personnel matters, agenda items 10.1 as follows:

All Instructional personnel matters listed on the 1-page Instructional Report dated July 8, 2025 (Encl. 10.1) is incorporated with the official minutes of this meeting. Mr. Wunsch opposed.

NEW BUSINESS

Read & Adopt Policy #6211 – Code of Conduct

On motion of Mr. Wunsch, seconded by Mrs. Cunningham, as per Policy #1410 the Board unanimously agreed to waive the first read and voted unanimously to adopt Policy #6211 – Code of Conduct.

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

Executive Session

At 8:05 p.m. there being no further business items for discussion, a motion was made by Mrs. Herz, seconded by Mrs. Cunningham to go into Executive Session to discuss the performance of a particular employee.

At 8:50 pm a motion was made by Mrs. Herz, seconded by Mrs. Cunningham to closed Executive Session and move to the Regular Meeting.

ADJOURNMENT

At 8:51 p.m. there being no further business items for discussion, the meeting was adjourned on motion by Mrs. Herz and seconded by Mrs. Santos.

UPCOMING EVENTS

DATE	EVENT	ATTENDEES
8/13/25	SCOPE Annual Dinner Meeting, Bourne Mansion, Oakdale, Wednesday, 5:00 pm	D. Adams-Kaden, M.E. Cunningham, M. Flynn, J. Santos, B. Sales
9/17/25	N-SSBA's Annual Resolutions Dinner Meeting - Wednesday, September 17, 2025 - 6:00pm	B. Sales
10/23/25 - 10/25/25	NYSSBA Annual Convention and Education Expo, NYC, NY, Thursday – Saturday	D. Adams-Kaden, M. Flynn
10/27/25	REFIT Annual Dinner Meeting, Monday, 6:00 pm Millerage Inn Jericho, NY	D. Adams-Kaden, M. Flynn, J. Santos

Enclosures:

Save-the-Date, N-SSBA's Annual Resolutions Dinner Meeting
Child Abuse & Neglect Memo
EAP Pathways, July 2025
EAP Pathways for Supervisors, July 2025
NYSSBA Update, June 22, 2025



Joanne Klein
District Clerk