



**September 9, 2025**

Meeting Type: Regular Meeting

Date: Tuesday, September 9, 2025

State 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

**Ex Officio Student Board Members**

- Emmalee Gallo
- Jeffrey Lopez

**BOCES Staff**

- Michael Flynn (Chief Operating Officer)

- April Poprilo (District Superintendent) (via videoconferencing)
- Dr. Hugh Gigante (Exec. Director Personnel)
- Warren Taylor (Chief Financial Officer)
- Nancy Fischetti (Public Relations Director)
- Joanne Klein (District Clerk)
- Diana Santiago (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 5:30 p.m. by Board President, Mr. Sales.

#### **EXECUTIVE SESSION**

At this time a motion to move into Executive Session to discuss ongoing negotiations and the performance of a particular employee was made by Mrs. Cunningham, seconded by Mr. Wunsch. At 6:57 p.m. the Board unanimously agreed to adjourn Executive Session and move into the Regular Meeting on motion made by Mrs. Cunningham, seconded by Mr. Wunsch.

#### **REGULAR MEETING**

The Regular meeting of the Board resumed at 7:02 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. Mike Porcelli from CUNY introduced himself to the Board.

#### **Approval of Minutes Regular Meeting – August 5, 2025**

The minutes of the Regular Meeting of August 5, 2025 were approved unanimously on motion of Mr. Wunsch and seconded by Mrs. Santos.

#### **Approval of Minutes Regular Meeting – August 26, 2025**

The minutes of the Regular Meeting of August 26, 2025 were approved unanimously on motion of Mr. Wunsch and seconded by Mrs. Santos.

### **Program Presentation**

Mr. Flynn discussed and mentioned BOCES runs an extensive Regional Summer School program.

#### Regional Summer School

Mr. Alex Mesimeris gave a presentation to the Board regarding the 2025 Regional Summer School program.

The Board held a discussion regarding the Regional Summer School program.

### Opening of School Update

Mr. Flynn then introduced Ms. Nancy Wilson, Executive Director, Special Education. Ms. Wilson updated the Board regarding the opening of school. Ms. Wilson stated everything went well and there was positive energy throughout the division. The students were excited to begin their new school year. Our buildings had a strong start and we were well-staffed and I visited the various sites and the level of dedication and support has shifted. The Forest Avenue School opening was a bit challenging. It is never easy to have staff to go to a new site and they are off to a really strong start.

Mrs. Santos mentioned on behalf of the Board we would like to thank all of the staff with the help that they gave you.

Mr. Flynn introduced Mrs. Diana Santiago, Executive Director, Career and Technical Education. Ms. Santiago mentioned the CTE Division had a very busy summer. Enrollment is up by 300 students this year.

### Western Suffolk BOCES 2024/25 Accomplishments

Mr. Flynn highlighted for the Board the 2024/25 Accomplishments report included in the Board packet. Mrs. April Poprilo, District Superintendent, Mrs. Diana Santiago, Executive Director, CTE and Ms. Nancy Wilson, Executive Director, Special Education discussed and highlighted the 2024/25 Accomplishments related to student achievement, curriculum, staff development, communications, component school district relations and facilities accomplishments pertaining to their respective divisions.

### **Treasurer's Report**

The Board acknowledged receipt of the Treasurer's Report indicating balances in the various financial accounts as of July 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 July 30, 2025 to August 29 2025 for expenditures totaling \$19,392,033.82. (Copies incorporated with the official minutes of this meeting.)

## **EXECUTIVE OFFICER'S REPORTS**

### District Superintendent – Comments/Events

Mrs. Poprilo discussed the following topics:

1. Board of Regents Update
  - NYS Inspires – Portrait of a Graduate
2. NYSED
  - FAPE 22 Update
  - Regional Planning Update

The Board held a discussion regarding the FAPE 22.

### Chief Operating Officer Report – Comments/Events

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

- Opening of School

### Award of Grants

Mr. Flynn acknowledged the Award of Grants for the 2024-25 and 2025-26 school year.

### Chief Financial Officer – Update of Capital Projects

Mr. Taylor summarized the Report of Capital Projects that included 24 projects in design, two at NYSED, 13 in bid process and 16 projects in progress and six are substantially completed, six have been completed and nine are to be set to begin.

### Ex Officio Student Board Members

The two Ex Officio Student Board members held a discussion regarding the cell phone ban in schools.

## **ITEMS FOR BOARD ACTION**

### **Business Administration Matters**

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

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

Services Other BOCES  
Creating Health Schools & Communities – Town of Hempstead  
Creating Health Schools & Communities – Town of Islip  
Creating Health Schools & Communities – Town of Babylon

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

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

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

Center for Learning Technology	School Improvement for Standards Implementation
Planning	Special Education
Center for Learning Technology	Maintenance and Operations
Distance Learning	Center for Learning Technology
Supplemental Services	Internal Computer Services
SLS – Operating Aid	SLS – Supplementary Aid
SLS – Aid for Automation	

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

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

The members of the Board reviewed the bid analysis presented. Mrs. Adams-Kaden moved and Mrs. Herz seconded, and the Board voted to approve awards to the lowest bidders meeting specifications as listed on the schedule dated September 9, 2025.

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

## **Personnel**

### **Instructional Personnel**

Mrs. Santos moved, 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 6-page Instructional Report dated September 9, 2025 (Encl. 9.2.1) is incorporated with the official minutes of this meeting.

### **Supplementary Services**

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

All items listed on the 7-page Supplementary Services Report dated September 9, 2025 (Encl. 9.2.2) is incorporated with the official minutes of this meeting.

### **Non-Instructional Personnel**

Mrs. Santos moved, 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 5-page Non-Instructional Report dated September 9, 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 Mrs. Herz, seconded by Mr. Wunsch as follows:

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

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

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

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

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

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

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

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

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

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

Brian J. Sales

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

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

**2025 NYSSBA Annual Business Meeting Designation of Voting Delegate [R]**

On motion of Mrs. Herz, seconded by Mr. Wunsch, the Board voted unanimously for 2025 NYSSBA Annual Business Meeting Designation of Voting Delegate as follows:

BE IT RESOLVED that Mary Ellen Cunningham, Board Vice President of the Western Suffolk BOCES Board of Education, has been designated as the voting delegate for the Annual Business Meeting of the New York State School Boards Association to being held on 4:00 p.m. on Thursday, October 16, 2025.

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

**2025 Annual Meeting Reform Educational Financing Inequities Today Designation of Voting Delegate [R]**

On motion of Mrs. Herz, seconded by Mr. Wunsch, the Board voted unanimously for 2025 REFIT Annual Business Meeting Designation of Voting Delegate as follows:

BE IT RESOLVED that Jeannette Santos, Board Trustee of the Western Suffolk BOCES Board of Education, has been designated as its voting delegate for the Annual Meeting of the Reform Educational Financing Inequities Today to be held at 6:00 p.m. on Monday, October 27, 2025.

(Listing referred to is designated as Encl. 9.3.4 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 Mr. Wunsch, 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 Business and Hospitality Management 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 August 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. 9.3.5 and is incorporated with the official minutes of this meeting.)

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

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



WHEREAS, Western Suffolk BOCES has received an offer from Delta, JFK International Airport, Terminal 4, Room 181-025, Jamaica NY 11430 to donate one (1) Aileron for CRJ Aircraft to be used by the students attending the Programs at Wilson Tech Republic 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. 9.3.6 and is incorporated with the official minutes of this meeting.)

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

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

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

WHEREAS, due to the lack of space in current locations for the 2025/2026 school year and beyond, BOCES has explored the rental of a portion of an Elwood school to meet the needs of the special education enrollment;

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

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

WHEREAS, no lease or other contract for the occupancy of such land, classrooms, offices or buildings shall be

enforceable against the board of cooperative educational services unless and until the same shall have been approved in writing by the commissioner; and

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

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

THEREFORE, BE IT RESOLVED, due to the lack of available space in current facilities 2025/2026 school year and beyond, it is in the best interests of BOCES to seek suitable land, classrooms, and offices upon which to maintain and conduct such cooperative educational and services; and

IT IS FURTHER RESOLVED, that the Board President, be and is hereby expressly authorized and empowered to execute a lease with Elwood UFSD for a portion of the school to meet the needs of the special education enrollment for the 2025/2026 and beyond, subject to the approval of the commissioner of Education and on such terms and conditions as are authorized by Education Law sec. 1950(4)(p).

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

## **OLD BUSINESS**

## **NEW BUSINESS**

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

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

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

### **Read and Adopt Policy #5152.1 Attachment A**

On motion of Mr. Scheid seconded by Mrs. Cunningham, the Board, as per Policy #1410, voted unanimously and agreed to waive the first read of the Policy #5152.1 – Non-Represented Staff (Unit VI) and simultaneously agreed

to adopt the revised policy.

(Listing referred to is designated as Encl. 11.2 and is incorporated with the official minutes of this meeting.)

### **ADJOURNMENT**

At 8:35 p.m. there being no further business items for discussion, the meeting was adjourned on motion by Mrs. Herz and seconded by Mr. Wunsch.

### **UPCOMING EVENTS**

DATE	EVENT	ATTENDEES
9/17/25	N-SSBA's Annual Resolutions Dinner Meeting - Wednesday, September 17, 2025 - 6:00pm Registration; 6:30 pm Program Begins Fox Hollow, Woodbury, NY	M. Flynn, B. Sales, J. Santos
10/22/25	Nancy Kelsey Retirement Party, Wednesday, October 22, 2025, 5:00 pm – 8:00 pm Stonebridge Country Club 2000 Raynors Way Smithtown, NY	J. Santos
10/23/25 - 10/25/25	NYSSBA Annual Convention and Education Expo, NYC, NY, Thursday – Saturday	D.Adams-Kaden, M. Flynn, B. Sales
10/27/25	REFIT Annual Dinner Meeting, Monday, 6:00 pm Millerage Inn Jericho, NY	D.Adams-Kaden, M. Flynn, J. Santos

**Enclosures:**

WS BOCES Fall Bulletin, *September 2025*  
Memorandum from Guercio & Guercio, *August 19, 2025*  
Memorandum from Guercio & Guercio, *August 22, 2025*  
Memorandum from Guercio & Guercio, *September 3, 2025*  
NYSSBA Update, *August 10, 2025*  
NYSSBA Update, *September 1, 2025*  
NYSSBA Area Director Update, *August 2025*  
Separation Notice



Joanne Klein, District Clerk