MINUTES OF THE REGULAR MONTHLY MEETING
THURSDAY, NOVEMBER 1, 2018

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, November 1, 2018, in the Board Room of the District Offices building on the BOCES campus, Verona, New York. The meeting was called to order at 5:00 p.m. by President Suzanne Carvelli. There was no public participation.


Absent: Herb Bingel – Stockbridge Valley.

Also Present: Jacklin Starks – District Superintendent, Scott Budelmann – Assistant Superintendent for Administrative Services, Patricia Vacca, Assistant Superintendent for Instruction and Catherine M. Quinn – District Clerk.

2018/19-228 Jack Angrisano, Risk Management Specialist, Todd VanDresar, Director of Facilities and Frank Slawiak, Transportation Supervisor were present at the meeting. They provided a shared presentation on the current BOCES safety and security initiatives. They responded to questions throughout their presentation.

2018/19-229 A motion was made by Isbell and seconded by Costello to amend the board agenda to include updated personnel reports. There were 8 ayes and 0 nays. The motion carried.

2018/19-230 A motion was made by Engelbrecht and seconded by Baron to approve the minutes of the regular monthly meeting held on October 4, 2018. There were 8 ayes and 0 nays. The motion carried.

2018/19-231 A motion was made by Gustin and seconded by Isbell to approve the September 2018 Treasurer’s Report as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

2018/19-232 A motion was made by Gustin and seconded by Engelbrecht to approve the monthly Claims Audit Report as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

2018/19-233 A motion was made by Engelbrecht and seconded by Isbell to award the Catalog Printing bid #18-10-001 to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note the bid from The Courier Printing Corp. was rejected for failure to meet specifications for timely delivery. There were 8 ayes and 0 nays. The motion carried.
A motion was made by Engelbrecht and seconded by Isbell to declare the equipment list, as attached to the official minutes, as excess or obsolete. There were 8 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Isbell to approve a contract with Appetegy. The contract provides website solution services to enhance school district communications to participating RIC districts. There were 8 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Isbell to approve a contract with SysCloud, Inc. The contract provides software for cloud security and back up to participating RIC districts. There were 8 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Isbell to approve a renewal agreement with the Oneida Indian Nation for services provided through Staff & Curriculum Development and Early Childhood Education for the 2018-19 school year. There were 8 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Isbell to approve the agreement with the Herkimer Central School District for a multi-year (CoSer 505) request as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Isbell to approve the agreement with the New Hartford Central School District for a multi-year (CoSer 505) request as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

A motion was made by Baron and seconded by Sherwood to create the position of Teacher Aide (12). These positions are in anticipation of future vacancies within the Alternative & Special Education, Early Childhood Education and Career & Technical Education divisions. There were 8 ayes and 0 nays. The motion carried.

A motion was made by Baron and seconded by Sherwood to approve the recommended resignations as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

A motion was made by Baron and seconded by Sherwood to approve the recommended leaves of absence as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

Upon the recommendation of District Superintendent Starks, a motion was made by Baron and seconded by...
Sherwood to approve the recommended professional appointments as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

2018/19-244 Upon the recommendation of District Superintendent Starks, a motion was made by Baron and seconded by Sherwood to approve the recommended civil service appointments as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

2018/19-245 A motion was made by Baron and seconded by Sherwood to approve the recommended continuing education appointments as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

2018/19-246 A motion was made by Baron and seconded by Sherwood to approve the recommended miscellaneous appointments as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

2018/19-247 A motion was made by Baron and seconded by Sherwood to approve the recommended consultants as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

2018/19-248 A motion was made by Baron and seconded by Sherwood to approve the recommended performing arts contracts as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

2018/19-249 A motion was made by Baron and seconded by Sherwood to approve the recommended Internship / Fieldwork Experience as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

2018/19-250 Upon the recommendation of District Superintendent Starks, a motion was made by Isbell and seconded by Costello to grant tenure to Shannon Gracey, School Guidance Counselor – Alternative & Special Education, effective January 11, 2019, upon satisfactory completion of her probationary period. There were 8 ayes and 0 nays. The motion carried.

2018/19-251 The Board conducted the first reading of Policy 0015 – Equal Opportunity and Non-Discrimination (recommended for deletion). No action was taken at this time.

2018/19-252 The Board conducted the first reading of Policy 0015 – Non Discrimination in Public Accommodations. No action was taken at this time.

2018/19-253 The Board conducted the second reading of Policy 3016 – Non-Negotiating Employee Performance Evaluation & Salaries. A hold was recommended (no action) on Policy
A motion was made by Baron and seconded by Isbell to approve new Policy 5020 – Madison-Oneida BOCES Campus Safety & Security. There were 8 ayes and 0 nays. The motion carried.

A motion was made by Baron and seconded by Isbell to approve Policy 5046 – Transportation of Students as revised. There were 8 ayes and 0 nays. The motion carried.

A motion was made by Baron and seconded by Isbell to approve Policy 6002 – Employee Use of BOCES Vehicles as revised. There were 8 ayes and 0 nays. The motion carried.

The Board conducted the first reading of Policy 6005 – Prohibition of Discrimination and Harassment (Including Sexual Harassment) in Employment. No action was taken at this time.

A motion was made by Baron and seconded by Isbell to approve Policy 7049 – Concussion Management. There were 8 ayes and 0 nays. The motion carried.

The Board conducted the first reading of Policy 7202 – Prohibition of Discrimination, Harassment and Bullying. No action was taken at this time.

The Board conducted the first reading of Policy 7203 – Non-Discrimination in Educational Services. No action was taken at this time.

The Board moved to the Assistant Superintendent for Instruction Report. The following was discussed: Superintendent Conference Days (information), STARRS Presentation, Mental Health Update (information).


A motion was made by Gustin and seconded by Costello to accept the 2019-20 BOCES Administrative & Capital budgets as presented. There were 8 ayes and 0 nays. The motion carried.
2018/19-264 A motion was made by Gustin and seconded by Costello to approve the Extra Classroom Activity Funds Corrective Action Plan as provided by the Director of Finance. There were 8 ayes and 0 nays. The motion carried.

2018/19-265 A motion was made by Isbell and seconded by Sherwood to approve the State Environmental Quality Review (SEQRA) resolution related to the Rossetti Security Project as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

2018/19-266 A motion was made by Costello and seconded by Sherwood to authorize and expend the sum of $900,605 from the 2018-19 Capital Fund to undertake renovations and improvements to the existing BOCES Facilities including, but not limited to, the relocation of the Rossetti Main Offices and replacement of three Multi-Zone Air Handling Units as part of the Rossetti Security Project. There were 6 ayes and 0 nays. The motion carried.

2018/19-267 A motion was made by Isbell and seconded by Engelbrecht to amend the Project Agreement with King & King for the Rossetti Security Project to include additional language. There were 8 ayes and 0 nays. The motion carried.

2018/19-268 A motion was made by Costello and seconded by Gustin to approve the Project Agreement with King & King for the Rossetti Security Project as amended. There were 8 ayes and 0 nays. The motion carried.

2018/19-269 A motion was made by Gustin and seconded by Costello to approve the following resolution:

IT IS HEREBY RESOLVED, the Board of Education for the Madison-Oneida BOCES, does hereby authorize the District Superintendent to enter into a Municipal Cooperative Agreement with the Madison-Oneida-Herkimer Workers’ Compensation Plan Consortium effective January 1, 2019, by which the Madison-Oneida BOCES shall gain membership into the Consortium to provide workers’ compensation insurance services; and

IT IS FURTHER RESOLVED, that membership into the Consortium shall renew annually, unless the Madison-Oneida BOCES should seek to withdraw in accordance with the terms and conditions of the Municipal Cooperative Agreement.

There were 8 ayes and 0 nays. The motion carried.
A motion was made by Costello and seconded by Isbell to move to Executive Session for the purposes of discussing confidential personnel issues. There were 8 ayes and 0 nays. The motion carried.

The President returned to regular session.

The Board moved to the District Superintendent’s Report. The following was discussed: Meetings & Events, Albany Update, Rural Schools October 2018 Newsletter (information) and Hinman Straub Reports (information).

The Board moved to Board Items. The following was discussed: FYI’s, NYSSBA Convention – BEC Report, Get Ready to Get Hired Event and Board Expense Reports.

Doug Gustin share his experiences and information he brought back from the 99th Annual NYSSBA Convention recently held in NYC.

John Costello shared information about the recent “Get Ready to Get Hired” event that was held at the Civic Center in Oneida. The program was jointly sponsored by the BCCE and WIB. There were multiple mini-workshop stations that provided job related information - from how to dress to how to have a great interview - throughout the day for participants.

A motion was made by Isbell and seconded by Gustin to adjourn the meeting at 8:13 pm. There were 8 ayes and 0 nays. The motion carried.

Respectfully Submitted,

Catherine M. Quinn, Clerk of the Board