MINUTES OF THE REGULAR MONTHLY MEETING
THURSDAY, MARCH 7, 2019

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, March 7, 2019, in the Board Room of the District Offices building on the BOCES campus, Verona, New York. The meeting was called to order at 5:02 p.m. by President Suzanne Carvelli.

Amanda Hopkins, BOCES administrator in our special programs division was present at the meeting as an observer. Ms. Hopkins is currently working on her doctorate and interested in learning more about our organizational systems and structure.


Absent: Donna Isbell – Morrisville-Eaton, John Costello, Sr. – Oneida and Patrick Baron – VVS.

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

2018/19-379  Heather Mahoney, Director of the Regional Information Center was present at the meeting. She gave a presentation on data safety and security. She responded to board questions during and after the presentation.

2018/19-380  A motion was made by Engelbrecht and seconded by Sherwood to amend the agenda to include updated personnel reports. There were 6 ayes and 0 nays. The motion carried.

2018/19-381  A motion was made by Gustin and seconded by Engelbrecht to approve the minutes of the regular monthly meeting held on February 7, 2019. There were 6 ayes and 0 nays. The motion carried.

2018/19-382  A motion was made by Gustin and seconded by Sherwood to approve the January 2019 Treasurer’s Report as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

2018/19-383  A motion was made by Gustin and seconded by Sherwood to approve the monthly Claims Audit Report as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

2018/19-384  A motion was made by Engelbrecht and seconded by Lehmann to award the Lumber bid #19-01-004, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 6 ayes and 0 nays. The motion carried.
A motion was made by Engelbrecht and seconded by Lehmann to award the playground Ground Cover Material bid #19-01-005, on a line-by-line basis, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Lehmann to award the Student Agendas bid #19-01-007 to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Lehmann to award the Financial Forms bid #19-02-004, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Lehmann to award the Swimming Pool Supplies bid #19-01-008, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that item #2 from Frey Technologies was rejected for incorrect product. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Lehmann to award the Print Shop and Copy Paper bid #19-01-006, on a line-by-line basis, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note items #37007, 37010, 37011 and 37060 from Veritiv Corp was rejected for incorrect product. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Lehmann to award the Health Supplies bid #09-01-003, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note items #28141, 28218, 28275 and 28311 were rejected for failure to meet specification for item, color or size. Items #28311, 28312 and 28589 were rejected for failure to meet specifications for incorrect item or flavor. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Lehmann to award the Gasoline, Diesel Fuel, Fuel Oil and Propane bid #19-01-009, on a line-by-line basis, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note bid from Reinhardt Corporation was rejected for failure to agree to bid terms. Note that fuel oil and propane was...
rejected on behalf of Morrisville-Eaton; anticipated quantities will be revised and rebid. There were 6 ayes and 0 nays. The motion carried.

**2018/19-392** A motion was made by Engelbrecht and seconded by Lehmann to declare the equipment list, as attached to the official minutes, as excess or obsolete. There were 6 ayes and 0 nays. The motion carried.

**EXCESS/OBSOLETE EQUIPMENT**

**2018/19-393** A motion was made by Engelbrecht and seconded by Lehmann to approve an addendum to the Forecast 5 Analytics contract. The addendum ensures Education Law 2-D compliance for additional modules requested by participating school districts. There were 6 ayes and 0 nays. The motion carried.

**APPROVE: ADDENDUM TO RIC CONTRACT**

**2018/19-394** A motion was made by Engelbrecht and seconded by Lehmann to approve an agreement with Northland Communications as per Bid #E19-IAS for Regional Internet Service. This contract provides critical options for Internet bandwidth for the region and is a necessity for the Redundant ISP Service. There were 6 ayes and 0 nays. The motion carried.

**APPROVE: AGREEMENT WITH NORTHLAND COMMUNICATIONS**

**2018/19-395** A motion was made by Engelbrecht and seconded by Lehmann to approve the agreement with the West Canada Valley Central School District for a multi-year (CoSer 505) request as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

**INSTALLMENT PURCHASE AGREEMENT WEST CANADA VALLEY CSD**

**2018/19-396** A motion was made by Engelbrecht and seconded by Lehmann to approve the agreement with the Workforce Development Board of Herkimer, Madison and Oneida Counties. This agreement will provide funding for the operation of a high school equivalency TASC Preparation class to adults, 21 years and older, who are incarcerating at the Oneida County Correctional Facility. There were 6 ayes and 0 nays. The motion carried.

**APPROVE: WORKFORCE DEVELOPMENT BOARD OF HERKIMER, MADISON & ONEIDA AGREEMENT**

**2018/19-397** A motion was made by Gustin and seconded by Engelbrecht to approve the recommended resignations as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

**APPROVE: RESIGNATIONS**

**2018/19-398** A motion was made by Gustin and seconded by Engelbrecht to approve the recommended leaves of absence as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

**APPROVE: LEAVES OF ABSENCE**

**2018/19-399** Upon the recommendation of District Superintendent Starks, a motion was made by Gustin and seconded by Engelbrecht to approve the recommended professional appointments as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

**APPROVE: PROFESSIONAL APPOINTMENTS**
Upon the recommendation of District Superintendent Starks, a motion was made by Gustin and seconded by Engelbrecht to approve the recommended civil service appointments as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Engelbrecht the recommended continuing education appointments as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Engelbrecht to approve the recommended miscellaneous appointments as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Engelbrecht to approve the recommended summer school appointments as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Engelbrecht to approve the recommended Internship-Fieldwork experiences as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Engelbrecht to approve the recommended consultants as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Engelbrecht to approve the recommended performing arts contracts as attached to the official minutes. There were 5 ayes; 0 nays and 1 abstention (Sherwood). The motion carried.

A motion was made by Engelbrecht and seconded by Gustin to approve Policy 3016 – Non-Negotiating Employee Performance Evaluation and Salaries, as revised. There were 6 ayes and 0 nays. The motion carried.

The Board conducted the first reading of Policy 5046 – Transportation of Students. There was no action taken at this time.

The Board conducted the first reading of Policy 6037 – Drug & Alcohol Testing (Transportation). There was no action taken at this time.

A motion was made by Gustin and seconded by Engelbrecht to waive a second reading and delete Regulation 6037.1 – Pre-Duty Acknowledgement
Authorization and Consent Form for Drug & Alcohol Testing. There were 6 ayes and 0 nays. The motion carried.

2018/19-411 The Board moved to the Assistant Superintendent for Instruction Report. The following was discussed: Overnight Field Trip Request – Skills USA Leadership Conference, Superintendent’s Conference Day (information), Education Leadership Mohawk Valley (ELMV) GOAL Conference (information), CTE Career Fair (information), Center for Development & Learning Conference (information)

2018/19-412 A motion was made by Sherwood and seconded by Engelbrecht to approve an overnight field trip request for twenty-six (26) students and two faculty advisors to attend the New York State Skills USA Conference and Competition being held April 24-26, 2019 in Syracuse, at a total cost of $9,289. There were 6 ayes and 0 nays. The motion carried

2018/19-413 The Board moved to the Assistant Superintendent for Administrative Services Report. There were no items to discuss.

2018/19-414 A motion was made by Gustin and seconded by Sherwood to move to Executive Session for the purposes of discussing confidential and personnel issues. There were 6 ayes and 0 nays. The motion carried.

The President returned to regular session.

2018/19-415 In accordance with Board Policy 3016, a motion was made by Engelbrecht and seconded by Sherwood to approve the Categorized Salary Ranges for Non-Negotiating Administrative Employees, as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried.

2018/19-416 The Board moved to the District Superintendent’s Report. The following information items were discussed: Meetings & Events, Albany Update, BOCES in the Well Day (information), Harvard Grant – Chronic Absenteeism (information), Administrative Budget Meetings (information), 2019 Report of BOCES of NY Update (information), BOCES of NY Educational Consortium 2019 Document (information), BOCES of NY 2019 by the Numbers Document (information), VVS Ag Program & State of the Art Facility, Rural Schools Association February 2019 Newsletter (information), and Hinman Straub Reports.
The Board moved to Board Items. The following was discussed: Superintendent & District Superintendent Searches, Capital Conference, Bus Driver Shortage, August Board Planning Day Opportunity, FYIs & Board Expense Report.

Member Paul Lehmann shared that they completed the search for a new Superintendent in the Hamilton CSD and William Dowsland was hired for that position.

District Superintendent Starks shared that they have reopened the search for a new District Superintendent and Chief Executive Officer at the Oneida BOCES.

Member Douglas Gustin updated the Board regarding the issues discussed at the Capital Conference.

Board President Suzanne Carvelli shared comments regarding the shortage of bus drivers.

A motion was made by Engelbrecht and seconded by Gustin to adjourn the meeting at 7:30 pm. There were 6 ayes and 0 nays. The motion carried.

Respectfully Submitted,

Catherine M. Quinn, Clerk of the Board