The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, April 4, 2019, in the Board Room of the District Offices building on the BOCES campus, Verona, New York. The meeting was called to order at 5:04 p.m. by President Suzanne Carvelli.


Absent: 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.

2018/19-419 Niki Maiura, Claims Auditor was present at the meeting. She updated the board on the role of the Claims Auditor and the audit processes currently in place.

2018/19-420 A motion was made by Engelbrecht and seconded by Isbell to amend the agenda to include updated personnel reports. There were 7 ayes and 0 nays. The motion carried.

2018/19-421 A motion was made by Gustin and seconded by Engelbrecht to approve the minutes of the regular meeting held Thursday, March 7, 2019. There were 7 ayes and 0 nays. The motion carried.

2018/19-422 A motion was made by Gustin and seconded by Isbell to approve the February 2019 Treasurer’s Report as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

2018/19-423 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 7 ayes and 0 nays. The motion carried.

2018/19-424 A motion was made by Engelbrecht and seconded by Monfiletto to award the Cosmetology Supplies bid #19-02-002, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 7 ayes and 0 nays. The motion carried.

2018/19-425 A motion was made by Engelbrecht and seconded by Monfiletto to award the Forklift bid #19-03-006, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 7 ayes and 0 nays. The motion carried.
A motion was made by Engelbrecht and seconded by Monfiletto to award the Compressed Gas bid #19-02-001, on a line-by-line basis, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that items 46001, 46005, 46011, 46019 and 46020 from Praxair Distribution, Inc. were rejected for failure to meet minimum size specifications. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Monfiletto to award the Athletic & Physical Education Supplies bid #19-01-001, on a line-by-line basis, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that the bid from Recreation Supply company was rejected for failure to submit all required documentation. Also noted that several items were rejected for failure to meet specifications. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Monfiletto to award the Food Occupations Supplies bid #19-02-005, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that items 49016 and 49017 from W.B Mason Co., Inc. were rejected for incorrect size. Items 49219 and 49220 from W.B. Mason Co., Inc. and Sam Tell & Son, Inc. were rejected for incorrect item. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Monfiletto to award the Safety Supplies bid #19-02-006, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that item 51022 from Northern Safety Co. Inc. was rejected for incorrect product and item 51024 was rejected for minimum order requirement. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Monfiletto to declare the equipment list, as attached to the official minutes, as excess or obsolete. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Monfiletto to approve a License Agreement with Madison County for space to provide adult literacy instruction. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Engelbrecht and seconded by Monfiletto to approve a Lease Addendum with the Gorman Foundation Community Center. This amendment would decrease the amount of space currently leased by the Adult & Continuing Division.
There were 7 ayes and 0 nays. The motion carried.

**2018/19-433**
A motion was made by Engelbrecht and seconded by Monfiletto to approve the agreement with the General Brown Central School District for a multi-year (CoSer 505) request as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

**2018/19-434**
A motion was made by Engelbrecht and seconded by Monfiletto to approve the agreement with the Vernon-Verona-Sherrill Central School District for a multi-year (CoSer 505) request as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

**2018/19-435**
A motion was made by Engelbrecht and seconded by Monfiletto to approve an extension of the contract with Tecogen Cogeneration Systems. This will allow the BOCES to continue to receive Cogeneration Maintenance Services through February 29, 2020. There were 7 ayes and 0 nays. The motion carried.

**2018/19-436**
A motion was made by Engelbrecht and seconded by Monfiletto to approve participation in a joint RFP for lease purchase agreements for the 2019-20 school year as per the resolution attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

**2018/19-437**
A motion was made by Engelbrecht and seconded by Monfiletto to approve an extension to the inter-municipal agreement with Madison County for the BOCES to provide printing services. There were 7 ayes and 0 nays. The motion carried.

**2018/19-438**
A motion was made by Isbell and seconded by Gustin to approve the recommended resignations as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

**2018/19-439**
A motion was made by Isbell and seconded by Gustin to approve the recommended leaves of absence as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

**2018/19-440**
Upon the recommendation of District Superintendent Starks, A motion was made by Isbell and seconded by Gustin to approve the recommended professional appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

**2018/19-441**
Upon the recommendation of District Superintendent Starks, A motion was made by Isbell and seconded by Gustin to approve the recommended civil service appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.
2018/19-442 A motion was made by Isbell and seconded by Gustin the recommended continuing education appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

2018/19-443 A motion was made by Isbell and seconded by Gustin to approve the recommended miscellaneous appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

2018/19-444 A motion was made by Isbell and seconded by Gustin to approve the recommended summer school appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

2018/19-445 A motion was made by Isbell and seconded by Gustin to approve the recommended consultants as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

2018/19-446 A motion was made by Isbell and seconded by Gustin to approve the recommended performing arts contracts as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

2018/19-447 A motion was made by Sherwood and seconded by Isbell to approve Policy 5046, Transportation of Students, as revised. There were 7 ayes and 0 nays. The motion carried.

2018/19-448 A motion was made by Sherwood and seconded by Isbell to approve Policy 6037 – Drug & Alcohol Testing (Transportation), as revised. There were 7 ayes and 0 nays. The motion carried.

2018/19-449 A motion was made by Sherwood and seconded by Isbell to waive a second reading and delete Policy 6092 – Market Adjustments to Compensation Level of Non-Negotiating Admin & support Staff Titles. There were 7 ayes and 0 nays. The motion carried.

2018/19-450 A motion was made by Sherwood and seconded by Isbell to waive a second reading and delete Regulation 3016.2 – the Individual Annual Management Plan/Performance Appraisal Guidelines. There were 7 ayes and 0 nays. The motion carried.

2018/19-451 A motion was made by Sherwood and seconded by Isbell to waive a second reading and delete Regulation 3016.3 – The Implementation of the Performance of Appraisal of Non-Negotiating Admin & Professional Personnel. There were 7 ayes and 0 nays. The motion carried.

2018/19-452 A motion was made by Sherwood and seconded by Isbell
to waive a second reading and delete Regulation 3016.4 – Job Descriptions. There were 7 ayes and 0 nays. The motion carried.

2018/19-453 The Board moved to the Assistant Superintendent for Instruction Report. The following was discussed: Mental Health Conference, Mental Health Issues and the Honor Society Induction Ceremony.

2018/19-454 The Board moved to the Assistant Superintendent for Administrative Services Report. The following was discussed: School Safety Team for 2019-2020 and 2019-20 Technology Plan (information).

2018/19-455 A motion was made by Isbell and seconded by Sherwood to approve the proposed Madison-Oneida BOCES 2019-20 School Safety Team to include representatives from the board, administration, teachers, parents, students and school safety and campus personnel. There were 7 ayes and 0 nays. The motion carried.

2018/19-456 A motion was made by Gustin and seconded by Isbell to move to Executive Session for the purposes of discussing confidential and personnel issues. There were 7 ayes and 0 nays. The motion carried.

The President returned to regular session.

2018/19-457 In accordance with Board Policy 3016, a motion was made by Lehmann and seconded by Engelbrecht to approve the Categorized Salary Ranges for Non-Negotiating employees, as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

2018/19-458 A motion as made by Isbell and seconded by Lehmann to approve a Memorandum of Understanding with the Teachers’ Association regarding the terms and conditions for employees within the bargaining unit who transport students attending BOCES programs, as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

2018/19-459 The Board moved to the District Superintendent’s Report. The following information items were discussed: Meetings & Events, 2019-2020 Proposed SBI Calendar, Albany Update- SED Vacancies, Executive Budget Update, Annual Meeting Letter from the Commissioner, SBI Service Awards Dinner, August Board Planning Update, Rural Schools Association 2019 Legislative Testimony, Rural Schools Association March 2019 Newsletter, and Hinman Straub Reports.
The Board moved to Board Items. The following was discussed: Audit Committee Report; FYIs, Board Expense Report.

Doug Gustin provided an overview of the agenda and items discussed in the Board Audit Committee meeting with D'Arcangelo & Co.

A motion was made by Isbell and seconded by Sherwood to adjourn the meeting at 7:00pm. There were 7 ayes and 0 nays. The motion carried.

Respectfully Submitted,

[Signature]

Catherine M. Quinn, Clerk of the Board