MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, JULY 11, 2018

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Wednesday, July 11, 2018, in the Board Room of the District Offices building on the BOCES campus, Verona, New York. The meeting was called to order at 5:11 p.m. by President Suzanne Carvelli. There was no public participation.


Absent: Sally Sherwood – Camden and 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.

2018/19-049 A motion was made by Isbell and seconded by Baron to amend the agenda to include updated personnel reports and Audit Committee recommendation. There were 7 ayes and 0 nays. The motion carried.

2018/19-050 A motion was made by Engelbrecht and seconded by Baron to approve the minutes of the Regular Monthly meeting held on June 11, 2018. There were 7 ayes and 0 nays. The motion carried.

2018/19-051 A motion was made by Engelbrecht and seconded by Baron to approve the minutes of the Special meeting held on June 22, 2018. There were 7 ayes and 0 nays. The motion carried.

2018/19-052 A motion was made by Gustin and seconded by Engelbrecht to approve the May 2018 Treasurer’s Report as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

2018/19-053 A motion was made by Engelbrecht and seconded by Gustin to approve the monthly Claims Audit Report as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

2018/19-054 A motion was made by Baron and seconded by Isbell to award the Uniform Service bid #18-06-004 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.

2018/19-055 A motion was made by Baron and seconded by Isbell to award the Cafeteria Chips & Snacks bid #18-04-003 on line-by-line basis to the lowest responsible bidder meeting the specifications and thresholds and offers the
lowest overall cost. Noted to amend bid awarded June 7, 2018 to include Renzi as an additional awarded vendor for item #6209 due to item inadvertently omitted from the original award. There were 7 ayes and 0 nays. The motion carried.

2018/19-056 A motion was made by Baron and seconded by Isbell to award the Custodial & Floor Care Supplies bid #18-02-03 on line-by-line basis to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note to amend bid awarded July 7, 2018 to reject item #22403 from WB Mason as this item is not green seal certified. Award to Hill & Markes, the next lowest bidder for that item. There were 7 ayes and 0 nays. The motion carried.

2018/19-057 A motion was made by Baron and seconded by Isbell 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.

2018/19-058 A motion was made by Baron and seconded by Isbell to approve a five-year space lease agreement with the Verona Volunteer Fire District #3. The term runs July 1, 2018 through June 30, 2023. There were 7 ayes and 0 nays. The motion carried.

2018/19-059 A motion was made by Baron and seconded by Isbell to award the financing of Installment Purchase Contracts to M&T Bank as a result of a joint RFP issued for the 2018-19 school year by OCM BOCES. There were 7 ayes and 0 nays. The motion carried.

2018/19-060 A motion was made by Baron and seconded by Isbell to approve the service agreement with the Kelberman Center for the 2018-19 school year for services to students with special needs. There were 7 ayes and 0 nays. The motion carried.

2018/19-061 A motion was made by Baron and seconded by Isbell to approve a contract with Archi-Technology (AT), which offers technology infrastructure services for districts served by the MORIC. There were 7 ayes and 0 nays. The motion carried.

2018/19-062 A motion was made by Isbell and seconded by Engelbrecht to create the position of Computer Programmer Analyst – Regional Information Center. This will be a 12-month non-negotiating administrative and professional position. This position creation is due to an increase in service requests. There were 7 ayes and 0 nays. The motion carried.
2018/19-063 A motion was made by Isbell and seconded by Engelbrecht to approve the recommended resignations as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE: RESIGNATIONS

2018/19-064 A motion was made by Isbell and seconded by Engelbrecht to approve the recommended leaves of absence as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE: LEAVES OF ABSENCE

2018/19-065 Upon the recommendation of District Superintendent Starks, a motion was made by Isbell and seconded by Engelbrecht to approve the recommended professional appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE: PROFESSIONAL APPOINTMENTS

2018/19-066 Upon the recommendation of District Superintendent Starks, a motion was made by Isbell and seconded by Engelbrecht to approve the recommended civil service appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE: CIVIL SERVICE APPOINTMENTS

2018/19-067 A motion was made by Isbell and seconded by Engelbrecht to approve the recommended continuing education appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE: CONTINUING EDUCATION APPOINTMENTS

2018/19-068 A motion was made by Isbell and seconded by Engelbrecht to approve the recommended miscellaneous appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE: MISCELLANEOUS APPOINTMENTS

2018/19-069 A motion was made by Isbell and seconded by Engelbrecht to approve the recommended summer school appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE: SUMMER SCHOOL APPOINTMENTS

2018/19-070 A motion was made by Isbell and seconded by Engelbrecht to approve the recommended consultants as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE: CONSULTANTS

2018/19-071 A motion was made by Isbell and seconded by Engelbrecht to approve the recommended performing arts contracts as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE: PERFORMING ARTS CONTRACTS

2018/19-072 A motion was made by Isbell and seconded by Engelbrecht to approve the recommended internship/field work experience as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE: INTERNSHIP/FIELDWORK EXPERIENCE
2018/19-073 A motion was made by Carvelli and seconded by Isbell to approve Policy 5029 – BOCES Food Service Program & Meal Charge, as revised. There were 7 ayes and 0 nays. The motion carried.

2018/19-074 A motion was made by Engelbrecht and seconded by Costello to approve Policy 5044 – Internet Safety Policy, as revised. There were 7 ayes and 0 nays. The motion carried.

2018/19-075 The Board moved to the Assistant Superintendent for Instruction Report. The following was discussed: Donation of Refrigeration Tools & Supplies, School Library System Council Representative, Leadership Forum (Information), Graduation Results (Information) and CTE Technical Assessments Results (Information).

2018/19-076 A motion was made by Engelbrecht and seconded by Isbell to accept a donation of Refrigeration Tools & Supplies from Mr. Richard Frederick of Madison, NY. This donation will provide valuable educational experience to students in the Electrical/HVACR Technology program. There were 7 ayes and 0 nays. The motion carried.

2018/19-077 A motion was made by Baron and seconded by Engelbrecht to appoint Ms. Ellen Dupree as representative for the New York State School for the Deaf to the Madison-Oneida School Library System Council. Ms. Dupree will serve for a three-year term. There were 7 ayes and 0 nays. The motion carried.

2018/19-078 Board President Carvelli took a moment to introduce Paul Lehmann, the new Hamilton representative. The Board introduced themselves and shared what districts they represent. Richard Engelbrecht was also recognized and thanked for his work over the past year as president of the BOCES Board.


2018/19-080 A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Camden
CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

**2018/19-081**
A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Owen D. Young CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

**CAMDEN CSD**

**INTERMUNICIPAL AGREEMENT:**
**OWEN D. YOUNG CSD**

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**2018/19-082**
A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Waterville CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

**INTERMUNICIPAL AGREEMENT:**
**WATERVILLE CSD**

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**2018/19-083**
A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Unatego CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

**INTERMUNICIPAL AGREEMENT:**
**UNATEGO CSD**

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**2018/19-084**
A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Oxford Academy & CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

**INTERMUNICIPAL AGREEMENT:**
**OXFORD ACADEMY & CSD**

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**2018/19-085**
A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Whitesboro CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

**INTERMUNICIPAL AGREEMENT:**
**WHITESBORO CSD**

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**2018/19-086**
A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Herkimer-Fulton-Hamilton-Otsego BOCES to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

**INTERMUNICIPAL AGREEMENT:**
**HERKIMER-FULTON-HAMILTON-OTSEGO BOCES**

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**2018/19-087**
A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Poland CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

**INTERMUNICIPAL AGREEMENT:**
**POLAND CSD**

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**2018/19-088**
A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Oneida CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

**INTERMUNICIPAL AGREEMENT:**
**ONEIDA CSD**

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**2018/19-089**
A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Delaware-Chenango-Madison-Otsego BOCES to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

**INTERMUNICIPAL AGREEMENT:**
**DELAWARE-CHENANGO-MADISON-OTSEGO BOCES**
2018/19-090  A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Stockbridge Valley CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-091  A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Morrisville-Eaton CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-092  A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Canastota CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-093  A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Hamilton CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-094  A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Remsen CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-095  A motion was made by Isbell and seconded by Costello to approve an Intermunicipal Agreement with the Vernon-Verona-Sherrill CSD to provide legal services for the 2018-19 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-096  The Board conducted the first reading of the 2018-19 Madison-Oneida BOCES-Wide School Safety Plan. No action was taken at this time.

2018/19-097  A motion was made by Isbell and seconded by Engelbrecht to approve a ten cent increase to the alternative education school lunch price (to $1.90). There were 7 ayes and 0 nays. The motion carried.

2018/19-098  A motion was made by Engelbrecht and seconded by Isbell to move to Executive Session for the purposes of discussing confidential personnel matters. There were 7 ayes and 0 nays. The motion carried.

The President returned to regular session.

2018/19-099  A motion was made by Isbell and seconded by Engelbrecht to approve the 2018-19 employment agreement with Patricia Vacca, Assistant Superintendent.
A motion was made by Costello and seconded by Engelbrecht to approve the 2018-19 employment agreement with Scott Budelmann, Assistant Superintendent for Administrative Services, to include a $6,500 increase in salary, effective July 1, 2018, as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

The Board moved to the District Superintendent’s Report. The following was discussed: Meetings & Events, Board Planning Day Agenda Update (information), Albany Update (information), Community Eligibility Program (Information), Rural Schools Newsletters and Hinman Straub Reports.

The Board moved to Board Items. The following was discussed: FYI’s, Audit Committee Update (information), Approval of Limits on Reserves and Board Expense Report. Doug Gustin took a moment to share his experiences and updates from the Rural Schools Conference. He noted that he was voted in as Vice-Chair.

Upon recommendation of the Board Audit Committee, a motion was made by Engelbrecht and seconded by Isbell approving the maximum reserve limits indicated in the summary as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Isbell and seconded by Gustin to adjourn the meeting at 7:08 pm. There were 7 ayes and 0 nays. The motion carried.

Respectfully Submitted,

Catherine M. Quinn, Clerk of the Board