MINUTES OF THE ORGANIZATIONAL MEETING
WEDNESDAY, JULY 11, 2018

The Organizational 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 5:04 p.m. by President Richard Engelbrecht. There was no public participation. The Board recited the pledge of allegiance.


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.

The Oath of Allegiance was given to all board members at the start of the meeting.

2018/19-001 A motion was made by Gustin and seconded by Carvelli to appoint Catherine Quinn as Clerk of the Board for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-002 A motion was made by Baron and seconded by Costello to appoint Suzanne Carvelli as President of the Madison-Oneida Board of Cooperative Educational Services for the period of July 1, 2018 through June 30, 2019. There were 7 ayes and 0 nays. The motion carried.

2018/19-003 A motion was made by Carvelli and seconded by Isbell to appoint John Costello, Sr. as Vice-President of the Madison-Oneida Board of Cooperative Educational Services for the period of July 1, 2018 through June 30, 2019. There were 7 ayes and 0 nays. The motion carried.

2018/19-004 A motion was made by Gustin and seconded by Isbell to appoint Sandy Foley as Treasurer for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-005 A motion was made by Gustin and seconded by Isbell to appoint Andi Hyle as Deputy Treasurer for 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-006 A motion was made by Gustin and seconded by Isbell to appoint Katie Allen as Treasurer of the Student Activity Fund for the 2018-2019 school year and authorize her to sign checks from the Student Activity Fund. It is noted that two signatures are required for checks exceeding $500. There were 7 ayes and 0 nays. The motion carried.
A motion was made by Gustin and seconded by Isbell to appoint Erin Noto as Deputy Treasurer of the Student Activity Fund for the 2018-2019 school year and authorize her to sign checks from the Student Activity Fund. It is noted that two signatures are required for checks exceeding $500. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to appoint Niki Maiura as Claims Auditor for the 2018-2019 school year (Donna Jacuk in absence of Claims Auditor only). There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to appoint D'Arcangelo & Co. as Independent Auditor for the 2018-2019 school year not to exceed $28,000. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to appoint the school attorney(s) for the 2018-2019 school year will be Ferrara, Fiorenza, PC ($210/hour), Hogan, Sarzynski, Lynch, Dewind & Gregory, LLP ($215/hour), The Law Firm of Frank W. Miller ($195/hour), Andrew LaLonde, David Pellow, Justin Murphy, Patrick Shanahan & George Mead. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to appoint Lisa Decker as Purchasing Agent for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to appoint Cheryl Ann Fleming as Deputy Purchasing Agent for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to designate the following bank depositories for the 2018-2019 school year: Bank of America, NBT, Community Bank, N.A., JP Morgan Chase, Bank of New York Mellon, Manufacturers & Traders Trust Company (M&T Bank), Key Bank and Wells Fargo Bank, N.A. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to designate regular meeting dates for the 2018-2019 school year to be held on the BOCES campus on the first Thursday of the month in the Board Room of the District Offices Building at 5:00 p.m. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to designate the Oneida Daily Dispatch and the Rome Sentinel as the official newspapers of the BOCES for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.
A motion was made by Gustin and seconded by Isbell to authorize Sandra Foley, Treasurer, to sign checks for the 2018-2019 school year (Andi Hyle in the absence of the Treasurer only). There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to authorize a blanket bond covering the BOCES personnel for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to authorize Scott Budelmann, Assistant Superintendent for Administrative Services (alternate Asst. Supt. for Instruction) to certify payrolls for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to establish petty cash funds for the 2018-2019 school year as follows: Rossetti Center Office - $50 (Director of CTE), School Lunch Fund - $25 (Cook Manager), District Superintendent's Office - $70 (School District Clerk), Continuing Education Office - $75 (Sr. Office Specialist I), Utica Access Center - $50 (Sr. Office Specialist I) and the Rome Access Site - $25 (Sr. Office Specialist I). There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to appoint Richard Engelbrecht and Douglas Gustin as the BOCES Representatives, on the School Board Institute Executive Committee for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to appoint Oneida Healthcare Center to provide School Physician services for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to authorize Suzanne Carvell (Board President) or Catherine Quinn (Board Clerk), in the President’s absence only, to sign contracts for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to establish a reserve for payment of 2017-2018 purchase orders for items which have not yet been received by the BOCES. There were 7 ayes and 0 nays. The motion carried.

A motion was made by Gustin and seconded by Isbell to authorize board members to attend conferences and seminars with reimbursement of necessary expenses for the 2018-2019 school year as per Board Policy 2015. There were 7 ayes and 0 nays. The motion carried.

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appoint Richard Engelbrecht and John Costello, Sr. as Board Representatives for the BOCES Consortium of Continuing Education Policy Board for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-026 A motion was made by Gustin and seconded by Isbell to designate Wednesday, April 11, 2019 as the date for the Madison-Oneida BOCES Annual Meeting. There were 7 ayes and 0 nays. The motion carried.

2018/19-027 A motion was made by Gustin and seconded by Isbell to approve the 2018-2019 Substitute Hourly Rates as per Policy 6044 – Substitute Employees. There were 7 ayes and 0 nays. The motion carried.

2018/19-028 A motion was made by Gustin and seconded by Isbell for the nomination committee to consist of the Board President, Past Board President, Patrick Baron and the District Superintendent for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-029 A motion was made by Gustin and seconded by Isbell for the Educational Foundation Representatives to consist of the District Superintendent, Assistant Superintendent for Instruction, Assistant Superintendent for Administrative Services and John Costello, Sr., Board Member, for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-030 A motion was made by Gustin and seconded by Isbell for the Board Policy Review Committee to consist of Sally Sherwood (Chair) and Richard Engelbrecht for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-031 A motion was made by Gustin and seconded by Isbell for the Board Audit Committee to consist of Douglas Gustin (Chair), Patrick Baron, Richard Engelbrecht and Suzanne Carvelli for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-032 A motion was made by Gustin and seconded by Isbell for the Board Facilities Committee to consist of John Costello, Sr. (Chair), Douglas Gustin, Patrick Baron and Donna Isbell for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-033 A motion was made by Gustin and seconded by Isbell to appoint Lisa Decker as Representative and Jacklin Starks as Alternate for the Madison-Oneida-Herkimer Health Care Consortium for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.
2018/19-034 A motion was made by Gustin and seconded by Isbell to appoint Lisa Decker as Representative and Jacklin Starks as Alternate for the Madison-Oneida-Herkimer Workers Compensation Consortium for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-035 A motion was made by Gustin and seconded by Isbell to appoint Jacklin Starks ($4,000) and Lisa Decker ($8,000) as authorized card holders/users of the BOCES credit card for the 2018-2019 school year (not to exceed a total of $12,000). There were 7 ayes and 0 nays. The motion carried.

2018/19-036 A motion was made by Gustin and seconded by Isbell to authorize Sr. Administrators and Directors to sign off on specified staff requisitions using a Walmart or Tops Credit Card for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-037 A motion was made by Gustin and seconded by Isbell to authorize the District Superintendent’s travel, conference and meeting expenses for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-038 A motion was made by Gustin and seconded by Isbell to approve bank wire transfer limits at $2,000,000 with call back verifications on non-repetitive wires exceeding $99,999. There were 7 ayes and 0 nays. The motion carried.

2018/19-039 A motion was made by Gustin and seconded by Isbell to approve the renewal of its membership in the BOCES Education Consortium for the 2018-2019 school year at an annual dues amount of $1,600. There were 7 ayes and 0 nays. The motion carried.

2018/19-040 A motion was made by Gustin and seconded by Isbell to approve the renewal of its membership in the New York State School Boards Association for the 2018-2019 school year at an annual dues amount TBD. There were 7 ayes and 0 nays. The motion carried.

2018/19-041 A motion was made by Gustin and seconded by Isbell to approve the renewal of its membership in the Rural Schools Association for the 2018-2019 school year at an annual dues in the amount of $750. There were 7 ayes and 0 nays. The motion carried.

2018/19-042 A motion was made by Gustin and seconded by Isbell to approve the renewal of its membership in the Syracuse Study Council for the 2018-2019 school year at an annual dues in the amount of $165. There were 7 ayes and 0 nays. The motion carried.

2018/19-043 A motion was made by Gustin and seconded by Isbell to approve the renewal of its membership in the Oneida
Chamber of Commerce for the 2018-2019 school year at an annual dues in the amount of $120. There were 7 ayes and 0 nays. The motion carried.

2018/19-044 A motion was made by Gustin and seconded by Isbell to approve the renewal of its membership in the CNY School Boards for the 2018-2019 school year at an annual dues in the amount of $6,250. There were 7 ayes and 0 nays. The motion carried.

2018/19-045 A motion was made by Gustin and seconded by Isbell to authorize Lisa Decker to approve budget transfers for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-046 A motion was made by Gustin and seconded by Isbell to authorize Sandy Foley to invest funds for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-047 A motion was made by Gustin and seconded by Isbell to authorize Lisa Decker to transfer funds between interest and checking accounts for the 2018-2019 school year. There were 7 ayes and 0 nays. The motion carried.

2018/19-048 Being no further business, Isbell moved and Baron seconded to adjourn the Organizational Meeting. There were 7 ayes and 0 nays. The motion carried.

Respectfully Submitted,

[Signature]

Catherine M. Quinn, Clerk of the Board