

**MINUTES OF THE REGULAR MONTHLY MEETING  
THURSDAY, OCTOBER 3, 2019**

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, October 3, 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 John J. Costello, Sr. There was no public participation.

Present: Sally Sherwood – Camden, Douglas Gustin – Canastota, Stephanie Fadale – Hamilton, Richard Engelbrecht – Madison, John Costello, Sr. – Oneida, Suzanne Carvelli – Rome, Joseph Monfiletto – Stockbridge Valley and Patrick Baron – VVS.

Absent: Donna Isbell – Morrisville-Eaton

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.

Sally Sherwood expressed her appreciation and thanks to the Board for their kind words and support at the time of her mother's passing.

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| 2019/20-206 | RIC Director Heather Mahoney and her team were present at the meeting. They provided the board with an in depth presentation on the current cybersecurity threat landscape and strategies being implemented at the regional and local school district levels to improve our data security. They also shared the new implementation of data protections to proactively address potential vulnerabilities. | PROGRAM<br>PRESENTATION:<br>REGIONAL<br>INFORMATION CENTER  |
| 2019/20-207 | A motion was made by Gustin and seconded by Engelbrecht to amend the agenda to include Updated Personnel Reports and Policy 4020 Discussion. There were 8 ayes and 0 nays. The motion carried.   | AMEND BOARD<br>MEETING AGENDA                               |
| 2019/20-208 | A motion was made by Engelbrecht and seconded by Baron to approve the minutes of the Regular Monthly meeting held on September 5, 2019. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>MINUTES OF 8/1/19<br>REGULAR MEETING            |
| 2019/20-209 | A motion was made by Gustin and seconded by Carvelli to approve the Treasurer's Report ending August 31, 2019 as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>TREASURER'S REPORT<br>ENDING<br>AUGUST 31, 2019 |
| 2019/20-210 | 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.  | MONTHLY CLAIMS<br>AUDIT REPORT                              |
| 2019/20-211 | A motion was made by Engelbrecht and seconded by Gustin to award the Pick Up Truck bid #19-09-004, as amended, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 8 ayes and 0 nays. The motion carried.  | BID:<br>PICK UP TRUCK                                       |

2019/20-212	A motion was made by Engelbrecht and seconded by Gustin to award the Cafeteria Paper bid #19-09-002, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that Item #11127 from Hill & Markes, Inc. was rejected for failure to meet specifications for incorrect size. There were 8 ayes and 0 nays. The motion carried.	BID: CAFETERIA PAPER
2019/20-213	A motion was made by Engelbrecht and seconded by Gustin 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.	EXCESS/OBSOLETE EQUIPMENT
2019/20-214	A motion was made by Engelbrecht and seconded by Gustin approve participation in a joint agreements managed by Erie I BOCES for instructional technology software contracts for the 2019-20 school year, as per the resolution attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.	PARTICIPATION IN JOINT AGREEMENTS FOR INSTRUCTIONAL TECHNOLOGY SOFTWARE CONTRACTS
2019/20-215	A motion was made by Engelbrecht and seconded by Gustin to approve a space lease agreement with Jefferson-Lewis BOCES to house RIC staff and equipment to allow for both the upkeep and back up of RIC services. There were 8 ayes and 0 nays. The motion carried.	SPACE LEASE AGREEMENT: JEFFERSON-LEWIS BOCES
2019/20-216	A motion was made by Carvelli and seconded by Fadale to approve the recommended resignations as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.	APPROVE: RESIGNATIONS
2019/20-217	A motion was made by Carvelli and seconded by Fadale to approve the recommended leaves of absence as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.	APPROVE: LEAVES OF ABSENCE
2019/20-218	Upon the recommendation of District Superintendent Starks, a motion was made by Carvelli and seconded by Fadale to approve the recommended professional appointments as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.	APPROVE: PROFESSIONAL APPOINTMENTS
2019/20-219	Upon the recommendation of District Superintendent Starks, a motion was made by Carvelli and seconded by Fadale to approve the recommended civil service appointments as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.	APPROVE: CIVIL SERVICE APPOINTMENTS
2019/20-220	A motion was made by Carvelli and seconded by Fadale to approve the recommended continuing education appointments as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.	APPROVE: CONTINUING EDUCATION APPOINTMENTS

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| 2019/20-221 | A motion was made by Carvelli and seconded by Fadale to approve the recommended miscellaneous appointments as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>MISCELLANEOUS<br>APPOINTMENTS                            |
| 2019/20-222 | A motion was made by Carvelli and seconded by Fadale to approve the recommended consultants as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>CONSULTANTS  |
| 2019/20-223 | A motion was made by Carvelli and seconded by Fadale to approve the recommended performing arts contracts as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>PERFORMING ARTS<br>CONTRACTS                             |
| 2019/20-224 | Upon the recommendation of District Superintendent Starks, a motion was made by Baron and seconded by Sherwood to grant tenure to Jody Spinks, Special Education Teacher – Alternative & Special Education, effective December 7, 2019, upon satisfactory completion of his probationary period. There were 8 ayes and 0 nays. The motion carried. | APPOINTMENT TO<br>TENURE:<br>JODY SPINKS                             |
| 2019/20-225 | The Board moved to the Assistant Superintendent for Instruction Report. The following was discussed: Skills USA NYS Fall Leadership Conference and Potsdam Book Partnership (information).   | ASSISTANT<br>SUPERINTENDENT FOR<br>INSTRUCTION REPORT                |
| 2019/20-226 | A motion was made by Sherwood and seconded by Engelbrecht to approve an overnight field trip request for four students and two advisors to attend the NYS Skills USA Fall Leadership conference in Albany, November 3-5, 2019 at a cost of \$2,090. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>OVERNIGHT FIELD TRIP<br>REQUEST                          |
| 2019/20-227 | The Board moved to the Assistant Superintendent for Administrative Services Report. The following was discussed: 2018-19 Final Adjusted Budget & Return of Surplus, Reserves Funds: Annual Report, Creation of Insurance Reserve Fund, Student Activity Accounts and 2018-19 Audit Report (action).  | ASSISTANT<br>SUPERINTENDENT FOR<br>ADMINISTRATIVE<br>SERVICES REPORT |
| 2019/20-229 | A motion was made by Gustin and seconded by Engelbrecht to approve the Madison-Oneida BOCES 2018-19 Adjusted Budget. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>MADISON-ONEIDA<br>BOCES 2018-19<br>ADJUSTED BUDGET       |
| 2019/20-230 | A motion was made by Gustin and seconded by Engelbrecht to approve the 2018-19 Reserve Funds Activity Report as presented. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>2018-19 RESERVE<br>FUNDS ACTIVITY<br>REPORT              |
| 2019/20-231 | A motion was made by Gustin and seconded by Baron to create an Insurance Reserve Fund with a maximum limit of \$50,000, as per the resolution attached to the official   | CREATION OF<br>INSURANCE RESERVE<br>FUND                             |

minutes. There were 8 ayes and 0 nays. The motion carried.

2019/20-232 A motion was made by Sherwood and seconded by Carvelli to approve the Student Activity Accounts for the 2019-20 school year, as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

APPROVE:  
2019-20 STUDENT  
ACTIVITY ACCOUNTS

2019/20-233 A motion was made by Gustin and seconded by Engelbrecht to accept the Madison-Oneida BOCES 2018-19 Audit Report as submitted by D'Arcangelo & Co. LLP. There were 8 ayes and 0 nays. The motion carried.

ACCEPT 2018-19  
MADISON-ONEIDA  
BOCES AUDIT REPORT

2019/20-234 A motion was made by Engelbrecht and seconded by Carvelli to move to Executive Session for the purposes of discussing confidential personnel matters. There were 8 ayes and 0 nays. The motion carried.

EXECUTIVE SESSION

The President returned to regular session.

2019/20-235 The Board moved to the District Superintendent's Report. The following was discussed: Meetings & Events, , Albany Update, Proposed 2019 Bylaw Amendments & Resolutions, DS Search Review of Timeline and Confirmation of Dates, Policy 4020 - Community Fundraising (Discussion), and Hinman Straub Reports.

DISTRICT  
SUPERINTENDENT'S  
REPORT

Ms. Starks also took a moment to congratulate Doug Gustin on his induction to the Canastota Wall of Distinction and information on how to register for the event.

2019/20-236 The Board moved to Board Items. The following was discussed: FYI's and Board Expense Report.

BOARD ITEMS

Doug Gustin took a moment to share some of the personnel changes at NYSSBA. Tim Kremer has submitted his resignation and Bob Schneider will replace and begin his service first of the year. Julie Marlette will also be leaving at the end of the month.

2019/20-237 A motion was made by Engelbrecht and seconded by Fadale to adjourn the meeting at 8:06pm. There were 8 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,

*Catherine M. Quinn*

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Catherine M. Quinn, Clerk of the Board