

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

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, November 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 5:06 p.m. by President John J. Costello, Sr. There was no public participation. The Board recited the pledge of allegiance

Present: Douglas Gustin – Canastota, Stephanie Fadale – Hamilton, Richard Engelbrecht – Madison, Donna Isbell – Morrisville-Eaton, John Costello, Sr. – Oneida, Suzanne Carvelli – Rome, Joseph Monfiletto – Stockbridge Valley and Patrick Baron – VVS.

Absent: Sally Sherwood – Camden

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

Ms. Sandra Sherwood, District Superintendent, Herkimer BOCES was present at the meeting as an observer. Ms. Sherwood will be serving as Interim District Superintendent beginning December 2 and continuing in this role until a new District Superintendent is in place. Jackie took a moment to introduce her and the Board members introduced themselves and what district they represent.

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| 2019/20-241 | A motion was made by Isbell and seconded by Carvelli to amend the agenda to include Updated Personnel Reports and additional informational items. There were 8 ayes and 0 nays. The motion carried. | AMEND BOARD
MEETING AGENDA |
| 2019/20-242 | A motion was made by Engelbrecht and seconded by Fadale to approve the minutes of the Regular Monthly meeting held on October 3, 2019. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
MINUTES OF 10/3/19
REGULAR MEETING |
| 2019/20-243 | A motion was made by Gustin and seconded by Carvelli to approve the Treasurer's Report ending September 30, 2019 as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
TREASURER'S REPORT
ENDING
AUGUST 31, 2019 |
| 2019/20-244 | 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 8 ayes and 0 nays. The motion carried. | MONTHLY CLAIMS
AUDIT REPORT |
| 2019/20-245 | A motion was made by Engelbrecht and seconded by Fadale 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:
PICK UP TRUCK |

- 2019/20-246 A motion was made by Engelbrecht and seconded by Fadale to award the Tech Equipment bid #19-10-003, on a line-by-line basis 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:
TECH EQUIPMENT
- 2019/20-247 A motion was made by Engelbrecht and seconded by Fadale to award the Vending Services bid #19-10-002, 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:
VENDING SERVICES
- 2019/20-248 A motion was made by Engelbrecht and seconded by Fadale to award the Cafeteria Groceries & Meats bid #19-09-001, on a line-by-line basis, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that several items from Renzi & Ginsberg's were rejected for failure to meet specifications for incorrect item or size. There were 8 ayes and 0 nays. The motion carried. BID:
CAFETERIA GROCERIES
& MEATS
- 2019/20-249 A motion was made by Engelbrecht and seconded by Fadale to award the Catalog Printing bid #19-10-001, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that the bid from Data Reproductions was rejected for failure to submit all required paperwork properly completed. There were 8 ayes and 0 nays. The motion carried. BID:
CATALOG PRINTING
- 2019/20-250 A motion was made by Engelbrecht and seconded by Fadale 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
- 2019/20-251 A motion was made by Engelbrecht and seconded by Fadale to approve the agreement with the Mt. Markham Central School District for a multi-year (CoSer 602) request as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. INSTALLMENT
PURCHASE REQUEST:
MT. MARKHAM CSD
- 2019/20-252 A motion was made by Engelbrecht and seconded by Fadale approve an agreement with Center for Family Life & Recovery (CFLR). This agreement provides for a .2 FTE Prevention Specialist for the SOAR Academy and IMN Program to promote drug prevention habits and practices. There were 8 ayes and 0 nays. The motion carried. AGREEMENT:
CENTER FOR FAMILY
LIFE & RECOVERY
(CFLR)
- 2019/20-253 A motion was made by Engelbrecht and seconded by Fadale approve participation in a joint agreements managed by Erie I BOCES for instructional technology statewide agreements for the 2019-20 school year, as per PARTICIPATION IN
STATEWIDE
AGREEMENTS

the resolution attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

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| 2019/20-254 | A motion was made by Carvelli and seconded by Gustin to create the position(s) of Occupational Therapist (4) – Alternative & Special Education, as required by Civil Service Law. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
POSITION CREATION |
| 2019/20-255 | A motion was made by Carvelli and seconded by Gustin to approve the recommended resignations as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
RESIGNATIONS |
| 2019/20-256 | A motion was made by Carvelli and seconded by Gustin 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 |
| 2019/20-257 | Upon the recommendation of District Superintendent Starks, a motion was made by Carvelli and seconded by Gustin 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 |
| 2019/20-258 | Upon the recommendation of District Superintendent Starks, a motion was made by Carvelli and seconded by Gustin 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 |
| 2019/20-259 | A motion was made by Carvelli and seconded by Gustin 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 |
| 2019/20-260 | A motion was made by Carvelli and seconded by Gustin to approve the recommended miscellaneous appointments as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
MISCELLANEOUS
APPOINTMENTS |
| 2019/20-261 | A motion was made by Carvelli and seconded by Gustin to approve the recommended internship/fieldwork experiences as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
INTERNSHIP/
FIELDWORK
EXPERIENCE |
| 2019/20-262 | A motion was made by Carvelli and seconded by Gustin to approve the recommended consultants as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
CONSULTANTS |
| 2019/20-263 | A motion was made by Carvelli and seconded by Gustin to approve the recommended performing arts contracts as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
PERFORMING ARTS
CONTRACTS |

2019/20-264	Upon the recommendation of District Superintendent Starks, a motion was made by Carvelli and seconded by Isbell to grant tenure to Mary Laverty, School Library Media Specialist – Center for Instructional Support, effective January 3, 2020, upon satisfactory completion of her probationary period. There were 8 ayes and 0 nays. The motion carried.	APPOINTMENT TO TENURE: MARY LAVERTY
2019/20-265	Upon the recommendation of District Superintendent Starks, a motion was made by Carvelli and seconded by Isbell to grant tenure to Diondria Freeman, Teaching Assistant, effective January 28, 2020, upon satisfactory completion of her probationary period. There were 8 ayes and 0 nays. The motion carried.	APPOINTMENT TO TENURE: DIONDRIA FREEMAN
2019/20-266	The Board moved to the Assistant Superintendent for Administrative Services Report. The following was discussed: Draft Administrative & Capital Budgets, Facilities Committee Meeting Update, Rossetti Security Project – Re-Bid Results, Clerk of the Works – Rossetti Security Project, Non-Negotiating Administrative & Support Staff Categories (Information).	ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES REPORT
2019/20-267	A motion was made by Isbell and seconded by Engelbrecht to accept the 2020-21 BOCES Administrative budget as presented. There were 8 ayes and 0 nays. The motion carried.	ACCEPT: 2020-21 BOCES ADMINISTRATIVE BUDGET
2019/20-268	A motion was made by Gustin and seconded by Baron to accept the 2020-21 BOCES Capital budget as presented. There were 8 ayes and 0 nays. The motion carried.	ACCEPT: 2020-21 BOCES CAPITAL BUDGET
2019/20-269	A motion was made by Gustin and seconded by Isbell to award the General Construction Contract for the Rossetti Security Project to the lowest bidder, Upstate Construction, Inc., in the amount of \$348,170.00 There were 8 ayes and 0 nays. The motion carried.	AWARD GENERAL CONSTRUCTION CONTRACT
2019/20-270	A motion was made by Gustin and seconded by Isbell to award the Mechanical Construction Contract for the Rossetti Security Project to the lowest bidder, Airside Technology Corp., in the amount of \$184,900.00 There were 8 ayes and 0 nays. The motion carried.	AWARD MECHANICAL CONSTRUCTION CONTRACT
2019/20-271	A motion was made by Gustin and seconded by Isbell to award the Electrical Construction Contract for the Rossetti Security Project to the lowest bidder, M.E.I.D., LLC, in the amount of \$178,000.00 There were 8 ayes and 0 nays. The motion carried.	AWARD ELECTRICAL CONSTRUCTION CONTRACT
2019/20-272	A motion was made by Isbell and seconded by Gustin 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.

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| 2019/20-273 | <p>The Board moved to the District Superintendent's Report. The following was discussed: Meetings & Events, Albany Update, Hinman Straub Reports, Transition Items of Interest and Board Recognition.</p> <p>District Superintendent took a moment to thank the Board of Cooperative Educational Services for their dedication and service to the learners across the region. Each division provided the Board with a trinket of their appreciation.</p> | <p>DISTRICT
SUPERINTENDENT'S
REPORT</p> |
| 2019/20-274 | <p>A motion was made by Fadale and seconded by Carvelli to amend the agenda to include the Appointment of Deputy Superintendent/COO and Updated Employment Agreements. There were 8 ayes and 0 nays. The motion carried.</p> | <p>AMEND BOARD
MEETING AGENDA</p> |
| 2019/20-275 | <p>A motion was made by Gustin and seconded by Fadale to appoint Scott Budelmann to the position of Deputy Superintendent/Chief Operating Officer, with no change in tenure status; effective December 1, 2019, at a salary of \$170,000. There were 8 ayes and 0 nays. The motion carried.</p> | <p>APPOINTMENT:
DEPUTY
SUPERINTENDENT/
CHIEF OPERATING
OFFICER</p> |
| 2019/20-276 | <p>A motion was made by Engelbrecht and seconded by Gustin to approve an employment agreement with Scott Budelmann, Deputy Superintendent/Chief Operating Officer, effective December 1, 2019 through June 30, 2021, as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.</p> | <p>APPROVE:
EMPLOYMENT
AGREEMENT: DEPUTY
SUPERINTENDENT/
CHIEF OPERATING
OFFICER</p> |
| 2019/20-277 | <p>A motion was made by Engelbrecht and seconded by Gustin to approve an updated employment agreement with Patricia Vacca, Assistant Superintendent for Curriculum & Instruction, to include a \$2,500 increase in salary, effective December 1, 2019 through June 30, 2021, as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.</p> | <p>APPROVE: UPDATED
EMPLOYMENT
AGREEMENT:
ASSISTANT
SUPERINTENDENT FOR
CURRICULUM &
INSTRUCTION</p> |
| 2019/20-278 | <p>The Board moved to Board Items. The following was discussed: NYSSBA Convention Update, FYI's and Board Expense Report.</p> <p>Doug Gustin and Sue Carvelli shared their experiences and updates from the NYSSBA convention. Sue attended the BEC meeting and Doug was voting delegate. Both attended the PR Luncheon and accepted the awards on behalf of the BOCES.</p> | <p>BOARD ITEMS</p> |

2019/20-279 A motion was made by Isbell and seconded by Fadale to adjourn the meeting at 6:35pm. There were 8 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,

A handwritten signature in cursive script that reads "Catherine M. Quinn".

Catherine M. Quinn, Clerk of the Board