

MINUTES OF THE REGULAR MONTHLY MEETING
THURSDAY, DECEMBER 5, 2019

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, December 5, 2019, in the Board Room of the District Offices building on the BOCES campus, Verona, New York. The meeting was called to order at 5:08 p.m. by President John J. Costello, Sr. There was no public participation. The Board recited the pledge of allegiance

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

Absent: Stephanie Fadale – Hamilton

Also Present: Scott Budelmann – Deputy Superintendent/COO, Patricia Vacca, Assistant Superintendent for Instruction and Catherine M. Quinn – District Clerk.

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| 2019/20-283 | Faculty and staff from the Alternative & Special Education division attended the meeting and presented their E&AP report focusing on campus programs to the Board. They responded to questions during and after the presentation. | PROGRAM
PRESENTATION:
ALTERNATIVE &
SPECIAL EDUCATION –
CAMPUS PROGRAMS |
| 2019/20-284 | A motion was made by Engelbrecht and seconded by Carvelli to amend the agenda to include Updated Personnel Reports, Credit Card Authorization and Authorization of Certain Policies & Regulations. There were 8 ayes and 0 nays. The motion carried. | AMEND BOARD
MEETING AGENDA |
| 2019/20-285 | A motion was made by Carvelli and seconded by Isbell to approve the minutes of the Special meeting held on October 30, 2019. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
MINUTES OF 10/30/19
SPECIAL MEETING |
| 2019/20-286 | A motion was made by Gustin and seconded by Engelbrecht to approve the minutes of the Regular Monthly meeting held on November 7, 2019. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
MINUTES OF 11/7/19
REGULAR MEETING |
| 2019/20-287 | A motion was made by Baron and seconded by Engelbrecht to approve the minutes of the Special meeting held on November 12, 2019. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
MINUTES OF 11/12/19
SPECIAL MEETING |
| 2019/20-288 | A motion was made by Gustin and seconded by Carvelli to approve the Treasurer's Report ending October 31, 2019 as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
TREASURER'S REPORT
ENDING
OCTOBER 31, 2019 |
| 2019/20-289 | A motion was made by Gustin and seconded by Carvelli 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 |

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| 2019/20-290 | A motion was made by Gustin and seconded by Engelbrecht to award the Calculator bid #19-11-002, 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 AFP was rejected for limiting purchasing options to package sizes of 3-10 rather than that each. Item 57120 from Hummel's Office Plus was rejected for incorrect package size (pack of 10 rather than each). The bid from Sell Calculators.com was rejected for bidding items that are "certified renewed" rather than new. There were 8 ayes and 0 nays. The motion carried. | BID:
CALCULATORS |
| 2019/20-291 | A motion was made by Gustin and seconded by Engelbrecht 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/OBSELETE
EQUIPMENT |
| 2019/20-292 | A motion was made by Gustin and seconded by Engelbrecht to approve the temporary modification of services agreement with Madison County to include a reduction in education and other services due to a staff vacancy. There were 8 ayes and 0 nays. The motion carried. | MADISON COUNTY
TEMPORARY
MODIFICATION OF
SERVICES AGREEMENT |
| 2019/20-293 | A motion was made by Gustin and seconded by Engelbrecht approve a 5-year lease agreement extension with Madison County for continuation of the use of space for bus radio equipment at the County's Mutton Hill site. There were 8 ayes and 0 nays. The motion carried. | MADISON COUNTY
AGREEMENT
EXTENSION – BUS
RADIO EQUIPMENT
SPACE UTILIZATION |
| 2019/20-294 | A motion was made by Gustin and seconded by Engelbrecht to approve an Educational Collaboration Extension Agreement with the NYS Police to utilize BOCES students to construct a wood frame building at the Troup D Firearms Range in Rome, NY. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
EDUCATIONAL
COLLABORATIVE
EXTENSION
AGREEMENT WITH THE
NYS POLICE |
| 2019/20-295 | A motion was made by Baron and seconded by Engelbrecht to approve the recommended resignations as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
RESIGNATIONS |
| 2019/20-296 | A motion was made by Baron and seconded by Engelbrecht 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 |
| 2019/20-297 | Upon the recommendation of District Superintendent Starks and Deputy Superintendent Budelmann, a motion was made by Baron and seconded by Engelbrecht 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 |

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| 2019/20-298 | Upon the recommendation of District Superintendent Starks and Deputy Superintendent Budelmann, a motion was made by Baron and seconded by Engelbrecht 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 |
| 2019/20-299 | A motion was made by Baron and seconded by Engelbrecht 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 |
| 2019/20-300 | A motion was made by Baron and seconded by Engelbrecht 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 |
| 2019/20-301 | A motion was made by Baron and seconded by Engelbrecht 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 |
| 2019/20-302 | A motion was made by Baron and seconded by Engelbrecht to approve the recommended consultants as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
CONSULTANTS |
| 2019/20-303 | A motion was made by Baron and seconded by Engelbrecht 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 |
| 2019/20-304 | Upon the recommendation of District Superintendent Starks and Deputy Superintendent Budelmann, a motion was made by Monfiletto and seconded by Carvelli to grant tenure to Alana Boylan, Education Technology Leader – Regional Information Center, effective February 2, 2020, upon satisfactory completion of her probationary period. There were 8 ayes and 0 nays. The motion carried. | APPOINTMENT TO
TENURE:
ALANA BOYLAN |
| 2019/20-305 | The Board moved to the Assistant Superintendent for Administrative Services Report. The following was discussed: LEAD Evaluator Certification, Thanksgiving Feasts (information) and March 20 th Training (information). | ASSISTANT
SUPERINTENDENT FOR
ADMINISTRATIVE
SERVICES REPORT |
| 2019/20-306 | A motion was made by Carvelli and seconded by Baron to approve the following resolution:

WHEREAS, the Board of Education has been provided evidence that the following administrator (certification for 2019-20) – Phil Helmer – has completed training which meets the requirements of 8 NYCRR 30-2.9 and the Madison-Oneida BOCES Annual Professional | LEAD EVALUATOR
CERTIFICATION |

Performance Review Plan for certification as a Lead Evaluator of Teachers, therefore;

BE IT RESOLVED, that upon the recommendation of the Interim District Superintendent of Schools, Phil Helmer be certified as Lead Evaluators of Teachers.

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

2019/20-307 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 8 ayes and 0 nays. The motion carried.

EXECUTIVE SESSION

The President returned to regular session.

2019/20-308 In accordance with Board Policy 3016, a motion was made by Engelbrecht and seconded by Baron to approve the Categorized Salary Ranges for Non-Negotiating employees, as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried

NON-NEGOTIATING
EMPLOYEE
CATEGORIZED SALARY
RANGES

2019/20-309 A motion was made by Gustin and seconded by Engelbrecht to accept, with regret, the resignation of Patricia Vacca, Assistant Superintendent for Curriculum & Instruction, for the purposes of retirement, effective July 13, 2020. There were 8 ayes and 0 nays. The motion carried.

RETIREMENT:
PATRICIA VACCA

2019/20-310 The Board moved to the Deputy Superintendent/COO Report. The following was discussed: Meetings & Events, Resolution – Authorization for Certain Policies & Regulations, Resolution Authorizing Use of District Credit Card, Extra Classroom Activity Funds – Corrective Action Plan, Cafeteria Milk & Dairy Products – Assignment of Contract, Change Order Summary – Emergency Power Project, Security Project Update (information), Component Boards Meeting Schedule to Discuss Administrative Budget and Hinman Straub Reports.

DEPUTY
SUPERINTENDENT/COO
REPORT

2019/20-311 A motion was made by Gustin and seconded by Isbell to approve a resolution authorizing the Deputy Superintendent/COO to temporarily approve/disapprove certain policies and regulation pending the permanent appointment of a new District Superintendent as outlined and attached to the official minutes. There were 8 ayes and 0 nays. The motion carried.

APPROVE RESOLUTION:
AUTHORIZATION OF
DEPUTY
SUPERINTENDENT/COO

2019/20-312 A motion was made by Gustin and seconded by Engelbrecht to approve a resolution for temporary authorization for the Deputy Superintendent/COO to have access to and utilize the district credit card pending the permanent appointment of a new District Superintendent. There were 8 ayes and 0 nays. The motion carried.

APPROVE RESOLUTION:
AUTHORIZATION OF
DEPUTY
SUPERINTENDENT/COO

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| 2019/20-313 | A motion was made by Gustin and seconded by Sherwood to approve and implement the Corrective Action Plan for Extra Classroom Activity Accounts as presented. There were 8 ayes and 0 nays. The motion carried. | CORRECTIVE ACTION
PLAN – EXTRA
CLASSROOM ACTIVITY
ACCOUNTS |
| 2019/20-314 | A motion was made by Engelbrecht and seconded by Isbell to approve the Cafeteria Milk & Dairy Products assignment of contract bid agreement allowing Byrne Dairy to assign contractual rights to Upstate Niagara Cooperative. There were 8 ayes and 0 nays. The motion carried. | CAFETERIA MILK &
DAIRY PRODUCTS –
ASSIGNMENT OF
CONTRACT |
| 2019/20-315 | A motion was made by Engelbrecht and seconded by Baron to approve the change order summary for the Rossetti MORIC Emergency Power Project, as presented. There were 8 ayes and 0 nays. The motion carried. | APPROVE: CHANGE
ORDER SUMMARY –
MORIC EMERGENCY
POWER PROJECT |
| 2019/20-316 | The Board moved to Board Items. The following was discussed: FYI's, Board Expense Report and District Superintendent Search. | BOARD ITEMS |
| 2019/20-317 | A motion was made by Isbell and seconded by Engelbrecht to adjourn the meeting at 7:12pm. There were 8 ayes and 0 nays. The motion carried. | ADJOURNMENT |

Respectfully Submitted,

Catherine M. Quinn

Catherine M. Quinn, Clerk of the Board