

MINUTES OF THE REGULAR MONTHLY MEETING  
THURSDAY, FEBRUARY 6, 2020

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, February 6, 2020, in the Board Room of the District Offices building on the BOCES campus, Verona, New York. The meeting was called to order at 5:01 p.m. by Vice President Patrick J. Baron. 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, Suzanne Carvelli – Rome, Joseph Monfiletto – Stockbridge Valley and Patrick Baron – VVS.

Absent: Stephanie Fadale – Hamilton and John Costello, Sr. – Oneida

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

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| 2019/20-353 | Sapna Kollali, Public Information Officer, was present at the meeting. She provided an overview of the School Communication Service. She talked about the services provided to the BOCES and participating districts, non-component services provided, as well as the staff and their individual expertise within the School Communication Service. She responded to questions during and after the presentation.  | PROGRAM<br>PRESENTATION:<br>SCHOOL<br>COMMUNICATION<br>SERVICE |
| 2019/20-354 | A motion was made by Engelbrecht and seconded by Isbell to amend the agenda to include Updated Personnel Reports and Change Order Summary. There were 7 ayes and 0 nays. The motion carried.   | AMEND BOARD<br>MEETING AGENDA                                  |
| 2019/20-355 | A motion was made by Gustin and seconded by Carvelli to approve the minutes of the Regular Monthly meeting held on January 8, 2020. There were 7 ayes and 0 nays. The motion carried.  | APPROVE:<br>MINUTES OF 1/8/2020<br>REGULAR MEETING             |
| 2019/20-356 | A motion was made by Gustin and seconded by Carvelli to approve the Treasurer’s Report ending December 31, 2019 as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>TREASURER’S REPORT<br>ENDING<br>DECEMBER 31, 2019  |
| 2019/20-357 | 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 7 ayes and 0 nays. The motion carried.  | MONTHLY CLAIMS<br>AUDIT REPORT                                 |
| 2019/20-358 | A motion was made by Engelbrecht and seconded by Isbell to award the Cafeteria Groceries & Meats bid #19-12-001, 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 Ginsberg’s Foods, Inc. and Renzi Foodservice were rejected for failure to comply with bid specifications for incorrect size or item. There were 7 ayes and 0 nays. The motion carried. | BID:<br>CAFETERIA GROCERIES<br>& MEATS                         |

- 2019/20-359 A motion was made by Engelbrecht and seconded by Isbell to award the Cafeteria Paper bid #19-12-002, 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 comply with bid specifications for incorrect size. There were 7 ayes and 0 nays. The motion carried. BID:  
CAFETERIA PAPER
- 2019/20-360 A motion was made by Engelbrecht and seconded by Isbell to award the Art Supplies bid #19-12-004, by category, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that several items from School Specialty, Inc., Cascade School Supplies & W.B. Mason Co., Inc. were rejected for failure to comply with bid specifications for wrong color, size or weight. There were 7 ayes and 0 nays. The motion carried. BID:  
ART SUPPLIES
- 2019/20-361 A motion was made by Engelbrecht and seconded by Isbell to award the School Supplies bid #19-12-005, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that item #40086 was rejected from School Specialty, Inc. for incorrect size and item #40225 from Cascade School Supplies for incorrect item. There were 7 ayes and 0 nays. The motion carried. BID:  
SCHOOL SUPPLIES
- 2019/20-362 A motion was made by Engelbrecht 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. EXCESS/OBSOLETE  
EQUIPMENT
- 2019/20-363 A motion was made by Engelbrecht and seconded by Isbell to approve an agreement with the Madison County Department of Health for the provision of Pyramid Model Trainings to early childhood providers as well as families to promote social and emotional competence using an evidence based prevention/intervention framework. The Board authorizes the Board Clerk to execute the contract in the absence of the Board President. There were 7 ayes and 0 nays. The motion carried. APPROVE:  
AGREEMENT WITH  
MADISON COUNTY  
DEPARTMENT OF  
HEALTH
- 2019/20-364 A motion was made by Engelbrecht and seconded by Isbell to approve an amendment to the agreement with Cornell Cooperative Extension for the Food System Planning Consultant. The amendment better defines the role of the consultant and revises the payment schedule to align with the project. The Board authorizes the Board Clerk to execute the agreement in the absence of the Board President. There were 7 ayes and 0 nays. The motion carried. AMENDMENT –  
CORNELL  
COOPERATIVE  
EXTENSION  
AGREEMENT
- 2019/20-365 A motion was made by Engelbrecht and seconded by Isbell to approve a contract with SkyOp, LLC for the provision of Adult & Continuing Education courseware CONTRACT –  
SKYOP, LLC

services. The Board authorizes the Board Clerk to execute the agreement in the absence of the Board President. There were 7 ayes and 0 nays. The motion carried.

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| 2019/20-366 | A motion was made by Gustin and seconded by Sherwood to approve the recommended resignations as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.  | APPROVE:<br>RESIGNATIONS                            |
| 2019/20-367 | A motion was made by Gustin and seconded by Sherwood to approve the recommended leaves of absence as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>LEAVES OF ABSENCE                       |
| 2019/20-368 | Upon the recommendation of Interim District Superintendent Sherwood, a motion was made by Gustin and seconded by Sherwood to approve the recommended professional appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.  | APPROVE:<br>PROFESSIONAL<br>APPOINTMENTS            |
| 2019/20-369 | Upon the recommendation of Interim District Superintendent Sherwood, a motion was made by Gustin and seconded by Sherwood to approve the recommended civil service appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:<br>CIVIL SERVICE<br>APPOINTMENTS           |
| 2019/20-370 | A motion was made by Gustin and seconded by Sherwood to approve the recommended continuing education appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>CONTINUING<br>EDUCATION<br>APPOINTMENTS |
| 2019/20-371 | A motion was made by Gustin and seconded by Sherwood to approve the recommended miscellaneous appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.  | APPROVE:<br>MISCELLANEOUS<br>APPOINTMENTS           |
| 2019/20-372 | A motion was made by Gustin and seconded by Sherwood to approve the recommended Internship/Fieldwork Experiences as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.  | APPROVE:<br>INTERNSHIP/<br>FIELDWORK<br>EXPERIENCE  |
| 2019/20-373 | A motion was made by Gustin and seconded by Sherwood to approve the recommended consultants as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>CONSULTANTS                             |
| 2019/20-374 | A motion was made by Gustin and seconded by Sherwood to approve the recommended performing arts contracts as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>PERFORMING ARTS<br>CONTRACTS            |
| 2019/20-375 | The Board conducted the first reading of Policy 8030 – Continuing (Adult) Community Education Programs. There was no action at this time.  | FIRST READING:<br>POLICY 8030                       |

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| 2019/20-376 | The Board moved to the Assistant Superintendent for Instruction Services Report. The following was discussed: Forward Motion BMX (information), Oneida Nation Partnership (information), NYS Police Building CTE Project (information).   | ASSISTANT<br>SUPERINTENDENT FOR<br>INSTRUCTION REPORT            |
| 2019/20-377 | The Board moved to the Deputy Superintendent/COO Report. The following was discussed: Preliminary MOBOCES 2020-21 Budget, Change Order Summary, Meetings & Events, Addition Depository – Webster Bank NA, 2020-2021 School Calendar, March Board Meeting, Observer Dispatch Article, Rural Schools January 2020 Newsletter and Hinman Straub Reports. | DEPUTY<br>SUPERINTENDENT/COO<br>REPORT                           |
| 2019/20-378 | A motion was made by Gustin and seconded by Isbell to accept the tentative 2020-2021 Madison-Oneida BOCES Budget as presented. There were 7 ayes and 0 nays. The motion carried.  | ACCEPT:<br>TENTATIVE 2020-2021<br>MADISON-ONEIDA<br>BOCES BUDGET |
| 2019/20-379 | A motion was made by Engelbrecht and seconded by Gustin to approve the Rossetti Security Project Change Order Summary as presented. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>ROSSETTI SECURITY<br>PROJECT CHANGE<br>ORDER SUMMARY |
| 2019/20-380 | A motion was made by Gustin and seconded by Engelbrecht to approve the recommendation to designate Webster Bank, N.A. as an authorized bank depository for the 2019-2020 school year. There were 7 ayes and 0 nays. The motion carried.   | BANK DEPOSITORY:<br>WEBSTER BANK, N.A.                           |
| 2019/20-381 | A motion was made by Carvelli and seconded by Sherwood to approve the 2020-2021 Student Program Calendar as presented. There were 7 ayes and 0 nays. The motion carried.  | APPROVE:<br>2020-2021 STUDENT<br>PROGRAM CALENDAR                |
| 2019/20-382 | The Board moved to Board Items. The following was discussed: FYT's, Board Expense Report. There was a brief discussion about the recent SBI Legislative Forum and Foundation Aid.   | BOARD ITEMS  |
| 2019/20-383 | A motion was made by Isbell and seconded by Carvelli to move to Executive Session for the purposes of discussing confidential personnel matters. There were 7 ayes and 0 nays. The motion carried.<br><br>The President returned to regular session.  | EXECUTIVE SESSION  |
| 2019/20-384 | A motion was made by Isbell and seconded by Carvelli to adjourn the meeting at 7:40pm. There were 7 ayes and 0 nays. The motion carried.  | ADJOURNMENT  |

Respectfully Submitted,

*Catherine M. Quinn*

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Catherine M. Quinn, Clerk of the Board