

MINUTES OF THE REGULAR MONTHLY MEETING
THURSDAY, MARCH 5, 2020

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, March 5, 2020, in the Board Room of the District Offices building on the BOCES campus, Verona, New York. The meeting was called to order at 5:00 p.m. by Senior Board Member Richard Engelbrecht. There was no public participation. The Board recited the pledge of allegiance

Present: Sally Sherwood – Camden, Douglas Gustin – Canastota, Stephanie Fadale – Hamilton, Richard Engelbrecht – Madison, Suzanne Carvelli – Rome, Joseph Monfiletto – Stockbridge Valley.

Absent: Donna Isbell – Morrisville-Eaton, John Costello, Sr. – Oneida and Patrick Baron – VVS.

Also Present: Scott Budelmann – District Superintendent, Patricia Vacca, Assistant Superintendent for Instruction, Lisa Decker, Deputy Superintendent for Finance & Operations and Catherine M. Quinn – District Clerk.

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| 2019/20-389 | The Labor Relations staff were present at the meeting. They provided information about their legal and labor service offerings currently provided to 4 BOCES, 23 school districts and 1 municipality and the policy service which provides support to 5 BOCES and 37 school districts. The team responded to questions throughout the presentation. | PROGRAM
PRESENTATION:
LABOR RELATIONS &
POLICY SERVICE |
| 2019/20-390 | A motion was made by Gustin and seconded by Fadale to appoint Suzanne Carvelli as Temporary Presiding Officer in the absence of the Board President. There were 6 ayes and 0 nays. The motion carried. | APPOINT TEMPORARY
PRESIDING OFFICER |
| 2019/20-391 | A motion was made by Gustin and seconded by Engelbrecht to amend the agenda to include Updated Personnel Reports and Information Items. There were 6 ayes and 0 nays. The motion carried. | AMEND BOARD
MEETING AGENDA |
| 2019/20-392 | A motion was made by Engelbrecht and seconded by Monfiletto to approve the minutes of the Regular Monthly meeting held on February 6, 2020. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
MINUTES OF 2/6/2020
REGULAR MEETING |
| 2019/20-393 | A motion was made by Sherwood and seconded by Engelbrecht to approve the minutes of the Special meeting held on February 10, 2020. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
MINUTES OF 2/10/2020
SPECIAL MEETING |
| 2019/20-394 | A motion was made by Gustin and seconded by Engelbrecht to approve the Treasurer's Report ending January 31, 2020 as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
TREASURER'S REPORT
ENDING
JANUARY 31, 2020 |
| 2019/20-395 | A motion was made by Gustin and seconded by Sherwood to approve the monthly Claims Audit Report as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried. | MONTHLY CLAIMS
AUDIT REPORT |

- 2019/20-396 A motion was made by Engelbrecht and seconded by Gustin to award the Lumber bid #20-01-004, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 6 ayes and 0 nays. The motion carried. BID:
LUMBER
- 2019/20-397 A motion was made by Engelbrecht and seconded by Gustin to award the Playground Ground Cover Material bid #20-01-005, on a line-by-line basis, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 6 ayes and 0 nays. The motion carried. BID:
PLAYGROUND GROUND
COVER MATERIAL
- 2019/20-398 A motion was made by Engelbrecht and seconded by Gustin to award the Student Agendas bid #20-01-007, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 6 ayes and 0 nays. The motion carried. BID:
STUDENT AGENDAS
- 2019/20-399 A motion was made by Engelbrecht and seconded by Gustin to award the Financial Forms bid #20-02-004, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 6 ayes and 0 nays. The motion carried. BID:
SCHOOL SUPPLIES
- 2019/20-400 A motion was made by Engelbrecht and seconded by Gustin to award the Office Supplies bid #19-12-003, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that several items from W.B. Mason, School specialty and Staples were rejected for failure to comply with bid specifications for incorrect strength, size or item. There were 6 ayes and 0 nays. The motion carried. BID:
OFFICE SUPPLIES
- 2019/20-401 A motion was made by Engelbrecht and seconded by Gustin to award the Regional Wired Telecommunications Services bid #19-12-006, 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 Granite Telecommunications was rejected for failure to comply with bid specifications for failure to submit monthly recurring costs. The bid from Windstream Services was rejected for excessive deviations from terms and conditions of the bid specifications. There were 6 ayes and 0 nays. The motion carried. BID:
REGIONAL WIRED
TELECOMMUNICATIONS
SERVICES
- 2019/20-402 A motion was made by Engelbrecht and seconded by Gustin to award the Print Shop & Copy Paper bid #20-01-006, 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 Veritiv Corp. and Lindenmeyr Munroe were rejected for failure to comply with bid specifications for incorrect item (brand). There were 6 ayes and 0 nays. The motion carried. BID:
PRINT SHOP & COPY
PAPER

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| 2019/20-403 | A motion was made by Engelbrecht and seconded by Gustin to award the Gasoline, Diesel, Fuel, Fuel Oil & Propane bid #20-01-009, on a line-by-line basis, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that all fixed price bids from Reinhardt Corp. were rejected for failure to agree to the bid condition to allow for an adjustment to the fixed price in the event that the posted average price deviates from the bid price by 5% or more. There were 6 ayes and 0 nays. The motion carried. | BID:
GASOLINE, DIESEL,
FUEL, FUEL OIL &
PROPANE |
| 2019/20-404 | 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 6 ayes and 0 nays. The motion carried. | EXCESS/OBSOLETE
EQUIPMENT |
| 2019/20-405 | A motion was made by Engelbrecht and seconded by Gustin to approve an agreement with Mimecast. The agreement provides enhanced email securities and training opportunities. The Board authorizes the Board Clerk to execute the contract in the absence of the Board President. There were 6 ayes and 0 nays. The motion carried. | APPROVE CONTRACT:
MIMECAST |
| 2019/20-406 | A motion was made by Engelbrecht and seconded by Gustin to approve an agreement with Crown Castle as per bid #19-12-006 for Regional Telecommunications. This contract provides continued bandwidth options for the data telecommunication lines needed for network connectivity throughout the 5-county region. The Board authorizes the Board Clerk to execute the agreement in the absence of the Board President. There were 6 ayes and 0 nays. The motion carried. | APPROVE AGREEMENT:
CROWN CASTLE |
| 2019/20-407 | A motion was made by Engelbrecht and seconded by Gustin to approve an agreement with Northland Communications as per bid #19-12-006 for Regional Telecommunications. This contract provides continued bandwidth options for the data telecommunication lines needed for network connectivity throughout the 5-county region. The Board authorizes the Board Clerk to execute the agreement in the absence of the Board President. There were 6 ayes and 0 nays. The motion carried. | APPROVE AGREEMENT:
NORTHLAND
COMMUNICATIONS |
| 2019/20-408 | A motion was made by Engelbrecht and seconded by Gustin to approve an agreement with Spectrum as per bid #19-12-006 for Regional Telecommunications. This contract provides continued bandwidth options for the data telecommunication lines needed for network connectivity throughout the 5-county region. The Board authorizes the Board Clerk to execute the agreement in the absence of the Board President. There were 6 ayes and 0 nays. The motion carried. | APPROVE AGREEMENT:
SPECTRUM |

- 2019/20-409 A motion was made by Engelbrecht and seconded by Gustin to approve an agreement with FirstLight as per bid #E20-IAS for Internet Service Provider service. This contract provides critical options for the Internet bandwidth for the region and is a necessity for the Redundant ISP Service. The Board authorizes the Board Clerk to execute the agreement in the absence of the Board President. There were 6 ayes and 0 nays. The motion carried. APPROVE AGREEMENT:
FIRSTLIGHT
- 2019/20-410 A motion was made by Engelbrecht and seconded by Gustin to approve an agreement with Northland Communications as per bid #E20-IAS for Internet Service Provider service. This contract provides critical options for the Internet bandwidth for the region and is a necessity for the Redundant ISP Service. The Board authorizes the Board Clerk to execute the agreement in the absence of the Board President. There were 6 ayes and 0 nays. The motion carried. APPROVE AGREEMENT:
NORTHLAND
COMMUNICATIONS
- 2019/20-411 A motion was made by Engelbrecht and seconded by Gustin to approve an agreement with Spectrum as per bid #E20-IAS for Internet Service Provider service. This contract provides critical options for the Internet bandwidth for the region and is a necessity for the Redundant ISP Service. The Board authorizes the Board Clerk to execute the agreement in the absence of the Board President. There were 6 ayes and 0 nays. The motion carried. APPROVE AGREEMENT:
SPECTRUM
- 2019/20-412 A motion was made by Engelbrecht and seconded by Gustin to approve an extension agreement with Madison County through June 30, 2020. The contract includes a reduction in charges for services due to Federal aid received to cover expenses to provide services to the incarcerated population for the four month period. The Board authorizes the Board Clerk to execute the agreement in the absence of the Board President. There were 6 ayes and 0 nays. The motion carried. APPROVE:
MADISON COUNTY
EXTENSION
AGREEMENT
- 2019/20-413 A motion was made by Engelbrecht and seconded by Gustin to approve an agreement with Madison County to provide case management services to the incarcerated population at the Madison County Safety Building beginning July 1, 2020 through June 30, 2021. The Board authorizes the Board Clerk to execute the agreement in the absence of the Board President. There were 6 ayes and 0 nays. The motion carried. APPROVE AGREEMENT:
MADISON COUNTY
- 2019/20-414 A motion was made by Sherwood and seconded by Engelbrecht to approve the recommended resignations as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried. APPROVE:
RESIGNATIONS

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| 2019/20-415 | A motion was made by Sherwood and seconded by Engelbrecht to approve the recommended leaves of absence as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
LEAVES OF ABSENCE |
| 2019/20-416 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Sherwood and seconded by Engelbrecht to approve the recommended civil service appointments as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
CIVIL SERVICE
APPOINTMENTS |
| 2019/20-417 | A motion was made by Sherwood and seconded by Engelbrecht to approve the recommended continuing education appointments as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
CONTINUING
EDUCATION
APPOINTMENTS |
| 2019/20-418 | A motion was made by Sherwood and seconded by Engelbrecht to approve the recommended miscellaneous appointments as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
MISCELLANEOUS
APPOINTMENTS |
| 2019/20-419 | A motion was made by Sherwood and seconded by Engelbrecht to approve the recommended consultants as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
CONSULTANTS |
| 2019/20-420 | A motion was made by Sherwood and seconded by Engelbrecht to approve the recommended performing arts contracts as attached to the official minutes. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
PERFORMING ARTS
CONTRACTS |
| 2019/20-421 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Gustin and seconded by Fadale to grant tenure to Michael Jewell, Teaching Assistant, effective May 14, 2020, upon satisfactory completion of his probationary period. There were 6 ayes and 0 nays. The motion carried. | APPOINTMENT TO
TENURE:
MICHAEL JEWELL |
| 2019/20-422 | A motion was made by Gustin and seconded by Engelbrecht to waive the second reading of Policy 5042 – Protection of Students, Teacher and Principal information (Data Security and Privacy). There were 6 ayes and 0 nays. The motion carried. | WAIVE SECOND
READING:
POLICY 5042 |
| 2019/20-423 | A motion was made by Gustin and seconded by Monfiletto to approve new Policy 5042 – Protection of Students, Teacher and Principal information (Data Security and Privacy). There were 6 ayes and 0 nays. The motion carried. | APPROVE:
POLICY 5042 |

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| 2019/20-424 | A motion was made by Gustin and seconded by Engelbrecht to waive the second reading of Policy 5043 – Information Security Breach. There were 6 ayes and 0 nays. The motion carried. | WAIVE SECOND
READING:
POLICY 5043 |
| 2019/20-425 | A motion was made by Gustin and seconded by Monfiletto to approve Policy 5043 – Information Security Breach, as revised. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
POLICY 5043 |
| 2019/20-426 | A motion was made by Gustin and seconded by Engelbrecht to waive the second reading of Policy 7050 – Education Records. There were 6 ayes and 0 nays. The motion carried. | WAIVE SECOND
READING:
POLICY 7050 |
| 2019/20-427 | A motion was made by Gustin and seconded by Monfiletto to approve Policy 7050 – Education Records, as revised. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
POLICY 7050 |
| 2019/20-428 | A motion was made by Gustin and seconded by Monfiletto to approve Policy 8030 – Continuing (Adult) Community Education Programs, as revised. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
POLICY 8030 |
| 2019/20-429 | The Board moved to the Assistant Superintendent for Instruction Services Report. The following was discussed: Skills USA Overnight Field Trip Request, Superintendent’s Conference Day/Dr. Marc Brackett (information). | ASSISTANT
SUPERINTENDENT FOR
INSTRUCTION REPORT |
| 2019/20-430 | A motion was made by Monfiletto and seconded by Sherwood to approve an overnight field trip request for twenty-six (26) students and two faculty advisors to attend the New York State Skills USA Conference and Competition being held April 22-24, 2020 in Syracuse, at anticipated cost of \$10,289. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
OVERNIGHT FIELD TRIP
REQUEST – NYS SKILLS
USA CONFERENCE |
| 2019/20-431 | The Board moved to the Deputy Superintendent for Finance & Operations Report. The following was discussed: Facilities Update (information). | DEPUTY
SUPERINTENDENT FOR
FINANCE &
OPERATIONS REPORT |
| 2019/20-432 | The Board moved to the District Superintendent’s Report. The following was discussed: Meetings & Events, Proposed 2020-2021 Meeting Dates, Yellow Letter (information), Legislative Action (information), Coronavirus (information), BOCES in the Well Event, BOCES Update – 2020 Report, BOCES by the Numbers, Assistant Superintendent for Curriculum & Instruction Search Update and Hinman Straub Reports. | DISTRICT
SUPERINTENDENT’S
REPORT |

2019/20-433 The Board moved to Board Items. The following was discussed: FYI's, Board Expense Report.

BOARD ITEMS

2019/20-434 A motion was made by Engelbrecht and seconded by Sherwood to adjourn the meeting at 7:49pm. There were 6 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,



Catherine M. Quinn, Clerk of the Board