

**MINUTES OF THE REGULAR MONTHLY MEETING
THURSDAY, SEPTEMBER 5, 2019**

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, September 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 5:04 p.m. by President John J. Costello, Sr. There was no public participation.

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

Absent: Sally Sherwood – Camden and Joseph Monfiletto – Stockbridge Valley

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.

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| 2019/20-159 | A motion was made by Carvelli and seconded by Baron to amend the agenda to include Google Contract, Revised Personnel Reports, Overnight Field Trip Request and Appointment of an Interim District Superintendent. There were 7 ayes and 0 nays. The motion carried. | AMEND BOARD
MEETING AGENDA |
| 2019/20-160 | A motion was made by Engelbrecht and seconded by Isbell to approve the minutes of the Regular Monthly meeting held on August 1, 2019. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
MINUTES OF 8/1/19
REGULAR MEETING |
| 2019/20-161 | A motion was made by Gustin and seconded by Carvelli to approve the minutes of the Special meeting held on August 21, 2019. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
MINUTES OF 7/10/19
SPECIAL MEETING |
| 2019/20-162 | A motion was made by Engelbrecht and seconded by Gustin to approve the Treasurer's Report ending June 30, 2019 as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
TREASURER'S REPORT
ENDING JUNE 30, 2019 |
| 2019/20-163 | A motion was made by Gustin and seconded by Baron to approve the Treasurer's Report ending July 31, 2019 as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
TREASURER'S REPORT
ENDING JULY 31, 2019 |
| 2019/20-164 | 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
AUDIT REPORT |

- 2019/20-165 A motion was made by Engelbrecht and seconded by Carvelli to award the Lumber bid #19-07-002, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 7 ayes and 0 nays. The motion carried. **BID:
LUMBER**
- 2019/20-166 A motion was made by Engelbrecht and seconded by Carvelli to award the Digital Printers bid #19-07-001, on a line-by-line basis, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that bids from Canon Solutions America & Konica Minolta Business Solutions were rejected for including unacceptable modifications to the bid terms. The bid from Mac Copy was rejected for failure to meet bid specifications for incorrect items. There were 7 ayes and 0 nays. The motion carried. **BID:
DIGITAL PRINTERS**
- 2019/20-167 A motion was made by Engelbrecht and seconded by Carvelli to award the Print Shop & Copy Paper bid #19-07-003, on a line-by-line basis, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that items #37007, 37010, 37001 and 37060 were rejected from Veritiv Corp for failure to meet specifications for incorrect brand. There were 7 ayes and 0 nays. The motion carried. **BID:
PRINT SHOP & COPY
PAPER**
- 2019/20-168 A motion was made by Engelbrecht and seconded by Carvelli to award the Tires bid #19-08-001, by category, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that the bid from Goodyear Tire & Rubber Co. was rejected for including unacceptable modifications to bid terms. There were 7 ayes and 0 nays. The motion carried. **BID:
TIRES**
- 2019/20-169 A motion was made by Engelbrecht and seconded by Carvelli to award the Parking Lot Sealing & Striping bid #19-08-002, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that the bid from Jim Simpson Contracting, LLC was rejected for failure to meet bid specifications for two coats of asphalt. There were 7 ayes and 0 nays. The motion carried. **BID:
PARKING LOT SEALING
& STRIPING**
- 2019/20-170 A motion was made by Engelbrecht and seconded by Carvelli 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**
- 2019/20-171 A motion was made by Engelbrecht and seconded by Carvelli to approve a contract with Oneida Indian Nation for services provided to and in collaboration with the OIN Language Program. There were 7 ayes and 0 nays. The motion carried. **APPROVE CONTRACT :
ONEIDA INDIAN
NATION**

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| 2019/20-172 | A motion was made by Engelbrecht and seconded by Carvelli approve participation in a joint agreements managed by OCM BOCES for computer related supplies and software for the 2019-20 school year, as per the resolution attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | PARTICIPATION IN
JOINT AGREEMENTS
FOR COMPUTER
RELATED SUPPLIES &
SOFTWARE |
| 2019/20-173 | A motion was made by Engelbrecht and seconded by Carvelli approve a contract with Frontline Technologies Group, LLC dba Frontline Education which provides a variety of web-based applications designed to support school operations. There were 7 ayes and 0 nays. The motion carried. | APPROVE CONTRACT:
FRONTLINE
TECHNOLOGIES
GROUP, LLC |
| 2019/20-174 | A motion was made by Engelbrecht and seconded by Carvelli to approve a contract addendum with FamilyID. The addendum provides an updated pricing and fee schedule for the current agreement. There were 7 ayes and 0 nays. The motion carried. | APPROVE CONTRACT
ADDENDUM:
FAMILYID |
| 2019/20-175 | A motion was made by Engelbrecht and seconded by Carvelli to approve a joint agreement with Oneida City School District and the Madison County Sheriff's Office to deliver the Incarcerated Youth Education Program for the 2019-20 school year. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
JOINT AGREEMENT
WITH ONEIDA CSD &
MADISON COUNTY
SHERIFF'S OFFICE |
| 2019/20-176 | A motion was made by Engelbrecht and seconded by Carvelli approve participation in a joint agreement managed by Erie 1 BOCES for the software package - Google G Suite for Education, for the 2019-20 school year, as per the resolution attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | PARTICIPATION IN
JOINT AGREEMENT FOR
GOOGLE G SUITE FOR
EDUCATION
SOFTWARE PACKAGE |
| 2019/20-177 | A motion was made by Engelbrecht and seconded by Isbell to create the position(s) of Assistant Educational Technology Planning Specialist (4) - Regional Information Center. These will be 12-month non-negotiating administrative & professional positions. There were 7 ayes and 0 nays. The motion carried. | POSITION CREATION(S):
REGIONAL
INFORMATION CENTER |
| 2019/20-178 | A motion was made by Engelbrecht and seconded by Isbell to create the position(s) of Educational Technology Planning Specialist (2) - Regional Information Center. These will be 12-month non-negotiating administrative & professional positions. There were 7 ayes and 0 nays. The motion carried. | POSITION CREATION(S):
REGIONAL
INFORMATION CENTER |
| 2019/20-179 | A motion was made by Engelbrecht and seconded by Isbell to approve the recommended resignations as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
RESIGNATIONS |

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| 2019/20-180 | A motion was made by Engelbrecht and seconded by Isbell to approve the recommended leaves of absence as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
LEAVES OF ABSENCE |
| 2019/20-181 | Upon the recommendation of District Superintendent Starks, a motion was made by Engelbrecht and seconded by Isbell to approve the recommended professional appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
PROFESSIONAL
APPOINTMENTS |
| 2019/20-182 | Upon the recommendation of District Superintendent Starks, a motion was made by Engelbrecht and seconded by Isbell to approve the recommended civil service appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
CIVIL SERVICE
APPOINTMENTS |
| 2019/20-183 | A motion was made by Engelbrecht and seconded by Isbell to approve the recommended continuing education appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
CONTINUING
EDUCATION
APPOINTMENTS |
| 2019/20-184 | A motion was made by Engelbrecht and seconded by Isbell to approve the recommended miscellaneous appointments as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
MISCELLANEOUS
APPOINTMENTS |
| 2019/20-185 | A motion was made by Engelbrecht and seconded by Isbell to approve the recommended consultants as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
CONSULTANTS |
| 2019/20-186 | A motion was made by Engelbrecht and seconded by Isbell to approve the recommended performing arts contracts as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
PERFORMING ARTS
CONTRACTS |
| 2019/20-187 | Upon the recommendation of District Superintendent Starks, a motion was made by Carvelli and seconded by Isbell to grant tenure to Lori Boni, Teaching Assistant, effective November 4, 2019, upon satisfactory completion of her probationary period. There were 7 ayes and 0 nays. The motion carried. | APPOINTMENT TO
TENURE:
LORI BONI |
| 2019/20-188 | Upon the recommendation of District Superintendent Starks, a motion was made by Carvelli and seconded by Isbell to grant tenure to Roy Peters, Teaching Assistant, effective November 2, 2019, upon satisfactory completion of his probationary period. There were 7 ayes and 0 nays. The motion carried. | APPOINTMENT TO
TENURE:
ROY PETERS |
| 2019/20-189 | A motion was made by Engelbrecht and seconded by Isbell to approve new Policy 4301 – Reserve Funds. There were 7 ayes and 0 nays. The motion carried. | ACTION:
POLICY 4301 |

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| 2019/20-190 | The Board moved to the Assistant Superintendent for Instruction Report. The following was discussed: LEAD Evaluator of Principal & Teachers Recertification, LEAD Evaluator of Teachers Recertification, Overnight Field Trip Request – Conservation, New Instructional Employee Orientation (information) and Opening Day (information). | ASSISTANT
SUPERINTENDENT FOR
INSTRUCTION REPORT |
| 2019/20-191 | <p>A motion was made by Isbell and seconded by Engelbrecht to approve the following resolution:</p> <p>WHEREAS, the Board of Education has been provided evidence that the following administrators (annual recertification for 2019-20) – Patricia Vacca, Kathryn Allen, James Weaver – have completed training which meets the requirements of 8 NYCRR 30-2.9 and the Madison-Oneida BOCES Annual Professional Performance Review Plan for recertification as a Lead Evaluator of Teachers and Lead Evaluators of Principals, therefore;</p> <p>BE IT RESOLVED, that upon the recommendation of the District Superintendent of Schools, Patricia Vacca, Kathryn Allen and James Weaver be recertified as Lead Evaluators of Teachers & Lead Evaluators of Principals.</p> <p>There were 7 ayes and 0 nays. The motion carried.</p> | <p>APPROVE:</p> <p>RE-CERTIFICATION OF
LEAD EVALUATORS OF
TEACHERS & LEAD
EVALUATORS OF
PRINCIPALS</p> |
| 2019/20-192 | <p>A motion was made by Baron and seconded by Gustin to approve the following resolution:</p> <p>WHEREAS, the Board of Education has been provided evidence that the following administrators (annual recertification for 2019-20) – Carla Fountain, Trinisa Learry, Laurie Ann Ross, Owen Maranville, Tonia Davis, Amanda Hopkins, Gina Calabro, Erin Noto, Sue LeBlanc and Colleen Wuest – have completed training which meets the requirements of 8 NYCRR 30-2.9 and the Madison-Oneida BOCES Annual Professional Performance Review Plan for recertification as a Lead Evaluator of Teachers, therefore;</p> <p>BE IT RESOLVED, that upon the recommendation of the District Superintendent of Schools, Carla Fountain, Trinisa Learry, Laurie Ann Ross, Owen Maranville, Tonia Davis, Amanda Hopkins, Gina Calabro, Erin Noto, Sue LeBlanc and Colleen Wuest be recertified as Lead Evaluators of Teachers.</p> <p>There were 7 ayes and 0 nays. The motion carried.</p> | <p>RE-CERTIFICATION OF
LEAD EVALUATORS OF
TEACHERS</p> |
| 2019/20-193 | A motion was made by Isbell and seconded by Engelbrecht to approve an overnight field trip request for two BOCES Conservation students and one chaperone to attend the 92 nd National FFA Convention and Expo at the | <p>OVERNIGHT FIELD TRIP
REQUEST</p> |

Indiana Convention Center October 28, 2019 - November 4, 2019 with the VVS FFA Chapter. Housing and registration fees will be covered by the Conservation Club funds. Students will be responsible for some of the meal costs and their personal expenses. There were 7 ayes and 0 nays, The motion carried.

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| 2019/20-194 | The Board moved to the Assistant Superintendent for Administrative Services Report. The following was discussed: Intermunicipal Agreements: Oriskany CSD, Owen D. Young CSD, Oneida-Herkimer-Madison BOCES, Greene CSD, Remsen CSD and Oxford Academy & CSD; Facilities Update (information). | ASSISTANT
SUPERINTENDENT FOR
ADMINISTRATIVE
SERVICES REPORT |
| 2019/20-195 | A motion was made by Isbell and seconded by Fadale to approve an Intermunicipal Agreement with the Oriskany CSD to provide legal services for the 2019-20 school year. There were 7 ayes and 0 nays. The motion carried. | INTERMUNICIPAL
AGREEMENT:
ORISKANY CSD |
| 2019/20-196 | A motion was made by Isbell and seconded by Fadale to approve an Intermunicipal Agreement with the Owen D. Young CSD to provide legal services for the 2019-20 school year. There were 7 ayes and 0 nays. The motion carried. | INTERMUNICIPAL
AGREEMENT:
OWEN D. YOUNG CSD |
| 2019/20-197 | A motion was made by Isbell and seconded by Fadale to approve an Intermunicipal Agreement with the Oneida-Herkimer-Madison BOCES to provide legal services for the 2019-20 school year. There were 7 ayes and 0 nays. The motion carried. | INTERMUNICIPAL
AGREEMENT:
ONEIDA-HERKIMER-
MADISON BOCES |
| 2019/20-198 | A motion was made by Isbell and seconded by Fadale to approve an Intermunicipal Agreement with the Greene CSD to provide legal services for the 2019-20 school year. There were 7 ayes and 0 nays. The motion carried. | INTERMUNICIPAL
AGREEMENT:
GREENE CSD |
| 2019/20-199 | A motion was made by Isbell and seconded by Fadale to approve an Intermunicipal Agreement with the Remsen CSD to provide legal services for the 2019-20 school year. There were 7 ayes and 0 nays. The motion carried. | INTERMUNICIPAL
AGREEMENT:
REMSEN CSD |
| 2019/20-200 | A motion was made by Isbell and seconded by Fadale to approve an Intermunicipal Agreement with the Oxford Academy & CSD to provide legal services for the 2019-20 school year. There were 7 ayes and 0 nays. The motion carried. | INTERMUNICIPAL
AGREEMENT:
OXFORD ACADEMY &
CSD |
| 2019/20-201 | A motion was made by Isbell and seconded by Fadale to move to Executive Session for the purposes of discussing confidential personnel matters. There were 7 ayes and 0 nays. The motion carried. | EXECUTIVE SESSION |

The President returned to regular session.

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| 2019/20-202 | A motion was made by Isbell and seconded by Carvelli to extend the Policy 6029 Terminal Leave Option 2 payout to Cathy Quinn through July 31, 2022 as per the resolution attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | EXTENSION OF
TERMINAL LEAVE
POLICY |
| 2019/20-203 | The Board moved to the District Superintendent's Report. The following was discussed: Meetings & Events, MOBOCES Annual Report, Albany Update – MOBOCES Survey Letter and DS Search Consultant Letter and Hinman Straub Reports. | DISTRICT
SUPERINTENDENT'S
REPORT |
| 2019/20-204 | The Board moved to Board Items. The following was discussed: Appointment of Interim District Superintendent, FYI's and Board Expense Report. | BOARD ITEMS |
| 2019/20-205 | A motion was made by Carvelli and seconded by Gustin to appoint Sandra Sherwood, District Superintendent, Herkimer BOCES as the Interim District Superintendent for Madison-Oneida BOCES, effective December 1, 2019. The Madison-Oneida BOCES will reimburse the Herkimer-Fulton-Hamilton-Otsego BOCES for Ms. Sherwood's mileage and occasional incidental costs, such as dinner, should she be required to attend evening meetings. There were 7 ayes and 0 nays. The motion carried. | APPOINTMENT OF
INTERIM DISTRICT
SUPERINTENDENT |
| 2019/20-206 | A motion was made by Isbell and seconded by Fadale to adjourn the meeting at 7:05pm. There were 7 ayes and 0 nays. The motion carried. | ADJOURNMENT |

Respectfully Submitted,

Catherine M. Quinn

Catherine M. Quinn, Clerk of the Board