

MINUTES OF THE REGULAR MONTHLY MEETING
THURSDAY, OCTOBER 1, 2020

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, October 1, 2020 in the 2nd Floor Conference Room of the John J. Costello, Sr. Transportation Center, located at 1136 Freedom Drive, Oneida, New York. The meeting was called to order at 5:00 p.m. by President Patrick J. Baron. There was no public participation.

Present: 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: Sally Sherwood – Camden

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

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| 2020/21-211 | Ed Rinaldo, Director of Staff & Curriculum Development and Susan LeBlanc, Coordinator of the School Library System were present at the meeting. They provided the Board with an overview of the shift in program services and offerings available in the new virtual learning environment. They also shared sample materials available to teachers through both programs. | PROGRAM
PRESENTATION:
STAFF & CURRICULUM
DEVELOPMENT &
CENTER FOR
INSTRUCTIONAL
SUPPORT |
| 2020/21-212 | A motion was made by Engelbrecht and seconded by Monfiletto to amend the agenda to include updated personnel reports. There were 7 ayes and 0 nays. The motion carried. | AMEND AGENDA |
| 2020/21-213 | A motion was made by Carvelli and seconded by Engelbrecht to approve the minutes of the regular monthly meeting held on September 3, 2020. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
MINUTES OF 9/3/20
REGULAR MONTHLY
MEETING |
| 2020/21-214 | A motion was made by Gustin and seconded by Carvelli to approve the minutes of the Treasurer's Report ending August 31, 2020. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
TREASURER'S REPORT
ENDING AUGUST 31,
2020 |
| 2020/21-215 | 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 |
| 2020/21-216 | A motion was made by Engelbrecht and seconded by Gustin to award the Welding Supplies bid #20-08-002, on a line-by-line basis to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that Items 56025, 56026, 56111, 56249, 56250 from Lowes Companies and item 56025 | BID:
WELDING SUPPLIES |

from Haun Welding were rejected for failure to comply with bid specifications for incorrect size or item. There were 7 ayes and 0 nays. The motion carried.

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| 2020/21-217 | A motion was made by Engelbrecht and seconded by Gustin to rescind the award of items #38688 and #38701 of the Tires bid #20-08-001 at the September 3, 2020 meeting. Note that items #38688 and 38701 are rejected from Syracuse Retreaders, LLC for failure to comply with bid specifications for incorrect item. There were 7 ayes and 0 nays. The motion carried. | BID:
TIRES |
| 2020/21-218 | 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 7 ayes and 0 nays. The motion carried. | EXCESS/OBSOLETE
EQUIPMENT |
| 2020/21-219 | A motion was made by Engelbrecht and seconded by Gustin to approve the agreement with the South Lewis Central School District for a multi-year (CoSer 602-7710) request as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | INSTALLMENT
PURCHASE REQUEST:
SOUTH LEWIS CSD |
| 2020/21-220 | A motion was made by Engelbrecht and seconded by Gustin to approve a contract with EduMetrisis (BIMAS-2). This contract will provide Behavior Intervention Monitoring Assessment System software to participating districts. There were 7 ayes and 0 nays. The motion carried. | APPROVE CONTRACT:
EDUMETRISIS
(BIMAS-2) |
| 2020/21-221 | A motion was made by Engelbrecht and seconded by Isbell approve participation in a joint bidding managed by Erie 1 BOCES for the purchase of specified forms, equipment and software for the 2020-2021 school year, as per the resolution attached to the official minutes. There were 7 ayes and 0 nays. The motion carried. | PARTICIPATION IN
JOINT BIDDING FOR
FORMS, EQUIPMENT &
SOFTWARE |
| 2020/21-222 | A motion was made by Carvelli and seconded by Isbell to create the position of Custodian (12) – Management Services/Building Services. These will be 12-month CSEA positions. There were 7 ayes and 0 nays. The motion carried. | POSITION CREATION:
CUSTODIAN(S) |
| 2020/21-223 | A motion was made by Carvelli 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 |
| 2020/21-224 | A motion was made by Carvelli 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 |

2020/21-225	Upon the recommendation of District Superintendent Budelmann, a motion was made by Carvelli 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
2020/21-226	Upon the recommendation of District Superintendent Budelmann, a motion was made by Carvelli and seconded by Engelbrecht 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
2020/21-227	A motion was made by Carvelli 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
2020/21-228	A motion was made by Carvelli 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
2020/21-229	A motion was made by Carvelli and seconded by Engelbrecht to approve the recommended consultants as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.	APPROVE: CONSULTANTS
2020/21-230	A motion was made by Carvelli and seconded by Engelbrecht to approve the recommended performing arts contracts as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.	APPROVE: CONSULTANTS
2020/21-231	Upon the recommendation of District Superintendent Budelmann, a motion was made by Isbell and seconded by Gustin to grant tenure to Amy Konz, Educational Data Analyst – Regional Information Center in the area of Instructional Support Services in Curriculum and Differentiated Instruction and the Analysis of Student Performance Data, effective December 12, 2020 upon satisfactory completion of her probationary period. There were 7 ayes and 0 nays. The motion carried.	APPOINTMENT TO TENURE: AMY KONZ
2020/21-232	Upon the recommendation of District Superintendent Budelmann, a motion was made by Costello and seconded by Engelbrecht to grant tenure to Christine Becker, Teaching Assistant – Career & Technical Education, in the area of Teaching Assistant, effective December 12, 2020 upon satisfactory completion of her probationary period. There were 7 ayes and 0 nays. The motion carried.	APPOINTMENT TO TENURE: CHRISTINE BECKER
2020/21-233	Upon the recommendation of District Superintendent Budelmann, a motion was made by Costello and seconded by Isbell to grant tenure to Stephenie Montanaro	APPOINTMENT TO TENURE: STEPHENIE

	Vasquez, Teacher, Equine & Animal Science – Career & Technical Education, in the Special Subject area of Animal Science, effective December 5, 2020 upon satisfactory completion of her probationary period. There were 7 ayes and 0 nays. The motion carried.	MONTANARO VASQUEZ
2020/21-234	The Board conducted the first reading of Policy 2010 – Mission Statement & Standards of Excellence. There was no action taken at this time.	FIRST READ: POLICY 2010
2020/21-235	The Board conducted the first reading of Policy 0010 – Operational Philosophy. There was no action taken at this time.	FIRST READ: POLICY 0010
2020/21-236	The Board conducted the first reading of Policy 0016 – Instruction and Employment of HIV Infected Individuals. There was no action taken at this time.	FIRST READ: POLICY 0016
2020/21-237	The Board conducted the first reading of Policy 8050 – Aids Instruction (recommended for deletion). There was no action taken at this time.	FIRST READ: POLICY 8050 (DELETE)
2020/21-238	The Board conducted the first reading of Regulation 8050.1 – Aids Curriculum Implementation and Evaluation Guidelines (recommended for deletion). There was no action taken at this time.	FIRST READ: REGULATION 8050.1 (DELETE)
2020/21-239	The Board conducted the first reading of Regulation 8050.2 – Aids Advisory Committee (recommended for deletion). There was no action taken at this time.	FIRST READ: REGULATION 8050.2 (DELETE)
2020/21-240	The Board conducted the first reading of Policy 0018 – Compliance, Internal Complaints and Non-Retaliation. There was no action taken at this time.	FIRST READ: POLICY 0018
2020/21-241	The Board conducted the first reading of Policy 0020 – Indemnification and Defense of Public Officers and Employees. There was no action taken at this time.	FIRST READ: POLICY 0020
2020/21-242	The Board conducted the first reading of Policy 0025 – Tobacco Nicotine and E-Cigarette Use Prohibited. There was no action taken at this time.	FIRST READ: POLICY 0025
2020/21-243	The Board conducted the first reading of Policy 0030 – Code of Ethics. There was no action taken at this time.	FIRST READ: POLICY 0030
2020/21-244	The Board conducted the first reading of Regulation 0030.1 – Code of Ethics for All District Personnel (recommended for deletion). There was no action taken at this time.	FIRST READ: REGULATION 0030.1 (DELETE)
2020/21-245	The Board conducted the first reading of Policy 6204 – Alcohol, Drugs and Other Substances (Personnel). There was no action taken at this time.	FIRST READ: POLICY 6204

- 2020/21-246 The Board conducted the first reading of Policy 6402 – The MOBOCES as a Drug-Free Workplace. There was no action taken at this time. **FIRST READ:
POLICY 6402**
- 2020/21-247 The Board conducted the first reading of Policy 7204 – Student alcohol and Drug Abuse. There was no action taken at this time. **FIRST READ:
POLICY 7204**
- 2020/21-248 The Board conducted the first reading of Policy 0019 – Drug and Alcohol Abuse Prevention (recommended for deletion). There was no action taken at this time. **FIRST READ:
POLICY 0019
(DELETE)**
- 2020/21-249 The Board conducted the first reading of Policy 6041 – Mentoring Program. There was no action taken at this time. **FIRST READ:
POLICY 6041**
- 2020/21-250 The Board conducted the first reading of Policy 6403 – Employee Assistance Program. There was no action taken at this time. **FIRST READ:
POLICY 6403**
- 2020/21-251 The Board moved to the Assistant Superintendent for Curriculum & Instruction Report. The following was discussed: Vehicle Donation – Career & Technical Education, Students Return to Campus, Virtual Open House, Substitute Teacher Shortage. **ASSISTANT
SUPERINTENDENT FOR
CURRICULUM &
INSTRUCTION REPORT**
- 2020/21-252 A motion was made by Isbell and seconded by Carvelli to approve the donation of two vehicles; a 1993 Camaro and 2003 Trailblazer from the SUNY Morrisville Automotive Department. Both vehicles will be used as instructional resources in the CTE Automotive Programs. There were 7 ayes and 0 nays. The motion carried. **APPROVE:
VEHICLE DONATION
CTE**
- 2020/21-253 The Board moved to the Deputy Superintendent for Finance & Operations Report. The following was discussed: Facilities Update, Director of Business Services Update, RIC Contract – Kelly Services, Intermunicipal Agreements for Shared School Attorneys, 2020-2021 Student Activity Accounts & Advisors, Finalized 2019-2020 Budget & Return of Surplus and Annual Report on BOCES Reserves. **DEPUTY
SUPERINTENDENT FOR
FINANCE &
OPERATIONS REPORT**
- 2020/21-254 A motion was made by Gustin and seconded by Isbell to approve a contract with Kelly Services to provide temporary staffing services to the BOCES for short-term, immediate employment needs. There were 7 ayes and 0 nays. The motion carried. **RIC CONTRACT –
KELLY SERVICES**
- 2020/21-255 A motion was made by Engelbrecht and seconded by Isbell to approve an Intermunicipal Agreement with the New Hartford CSD to provide legal services for the 2020-2021 school year. There were 7 ayes and 0 nays. The motion carried. **INTERMUNICIPAL
AGREEMENT:
NEW HARTFORD CSD**

- 2020/21-256 A motion was made by Engelbrecht and seconded by Isbell to approve an Intermunicipal Agreement with the Sherburne-Earlville CSD to provide legal services for the 2020-2021 school year. There were 7 ayes and 0 nays. The motion carried.
- INTERMUNICIPAL
AGREEMENT :
SHERBURNE-EARLVILLE
CSD
- 2020/21-257 A motion was made by Sherwood and seconded by Carvelli to approve the Student Activity Accounts & Advisors for the 2020-21 school year, as attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.
- APPROVE:
2020-2021 STUDENT
ACTIVITY ACCOUNTS &
ADVISORS
- 2020/21-258 A motion was made by Gustin and seconded by Isbell to approve the Madison-Oneida BOCES 2019-20 Finalized Adjusted Budget. There were 7 ayes and 0 nays. The motion carried.
- APPROVE:
MADISON-ONEIDA
BOCES 2019-2020
ADJUSTED BUDGET
- 2020/21-259 A motion was made by Monfiletto and seconded by Engelbrecht to approve the 2019-2020 Reserve Funds Activity Report as presented. There were 7 ayes and 0 nays. The motion carried.
- APPROVE:
2019-2020 RESERVE
FUNDS ACTIVITY
REPORT
- 2020/21-260 The meeting was recessed at 6:55pm for dinner. The President reconvened the meeting at 7:25pm.
- 2020/21-261 A motion was made by Gustin and seconded by Carvelli to move to Executive Session to discuss specific personnel matters. There were 7 ayes and 0 nays. The motion carried.
- EXECUTIVE SESSION
- The President returned to regular session.
- 2020/21-262 A motion was made by Carvelli and seconded by Isbell to approve the addition of Computer Service Technician position to the categorized list of Non-Negotiating Administrative & Professional and Support Staff titles as recommended and attached to the official minutes. There were 7 ayes and 0 nays. The motion carried.
- CATEGORIZED LIST OF
NON-NEGOTIATING &
SUPPORT STAFF TITLES
- 2020/21-263 The Board moved to the District Superintendent's Report. The following was discussed: Albany Update (SED Survey to Schools regarding instructional models, conflicting reports on bussing and snow days, COVID data certification, positive COVID test guidelines, State Deficit, CSO/Legislator Meetings, Testing Requirements, Education of students in private, catholic and Amish schools and New Commissioner Board Goals), Meetings & Events, Updated 2020-2021 SBI Calendar of Meetings, NYSSBA Proposed Resolutions and September 2020 Rural Schools Newsletter.
- DISTRICT
SUPERINTENDENT'S
REPORT

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| 2020/21-264 | The Board moved to Board Items. The following was discussed: 2019-2020 Year End Independent Audit Report Board Member Appointment – Hamilton Representative Board Expense Report. | BOARD ITEMS |
| 2020/21-265 | A motion was made by Gustin and seconded by Engelbrecht to accept the Madison-Oneida BOCES 2019-20 Audit Report as submitted by D’Arcangelo & Co. LLP. There were 7 ayes and 0 nays. The motion carried. | ACCEPT 2019-20
MADISON-ONEIDA
BOCES AUDIT REPORT |
| 2020-21-266 | A motion was made by Engelbrecht and seconded by Costello to appoint Harold Jarcho as the Hamilton Board Representative, on the Madison-Oneida Board of Cooperative Educational Services effective immediately. Mr. Jarcho will fill the unexpired term of Stephanie Fadale ending June 30, 2021. There were 7 ayes and 0 nays. The motion carried. | BOARD MEMBER
APPOINTMENT –
HAMILTON
REPRESENTATIVE |
| 2020/21-267 | A motion was made by Isbell and seconded by Monfiletto to adjourn the meeting at 8:33pm. There were 7 ayes and 0 nays. The motion carried. | ADJOURNMENT |

Respectfully Submitted,

Catherine M. Quinn

Catherine M. Quinn, Clerk of the Board