

**MINUTES OF THE REGULAR MONTHLY MEETING
THURSDAY, NOVEMBER 5, 2020**

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, November 5, 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 5:06 p.m. by President Patrick J. Baron. There was no public participation.

Present: Douglas Gustin – Canastota, Harold Jarcho – Hamilton, 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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| 2020/21-268 | Jim Weaver, Director of Alternative & Special Education, Carla Fountain, Special Education Coordinator at VVS and Laurie Ann Ross, Education Coordinator at JD George Elementary were present at the meeting. They provided the Board with an overview of the shift in instruction to special education students in the new virtual learning environment. They included a live stream with a teacher who shared what a typical day looks like for students when using virtual instruction. | PROGRAM
PRESENTATION:
SPECIAL EDUCATION
OFF CAMPUS
PROGRAMS AT VVS |
| 2020/21-269 | New Hamilton Board Representative Harold Jarcho joined the group at his first Board meeting. Board members introduced themselves, along with the districts they represent. | NEW HAMILTON
BOARD
REPRESENTATIVE –
HAMILTON CSD |
| 2020/21-270 | A motion was made by Engelbrecht and seconded by Gustin to amend the agenda to include updated personnel reports and appointment of a new Director of Business Services. There were 8 ayes and 0 nays. The motion carried. | AMEND AGENDA |
| 2020/21-271 | A motion was made by Isbell and seconded by Carvelli to move to Executive Session for the purposes of discussing a specific matter of personnel and pending litigation. There were 8 ayes and 0 nays. The motion carried. | EXECUTIVE SESSION |
| The President returned to regular session. | | |
| 2020/21-272 | A motion was made by Isbell and seconded by Gustin to appoint Tara Pawlowski to a probationary position of Director of Business Services/Business Office effective November 23, 2020 through November 22, 2024 at a salary of \$120,000. Ms. Pawlowski is certified as School District Business Leader. There were 8 ayes and 0 nays. The motion carried. | APPOINTMENT:
DIRECTOR OF BUSINESS
SERVICES |

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| 2020/21-273 | A motion was made by Engelbrecht and seconded by Carvelli to approve the minutes of the regular monthly meeting held on October 1, 2020. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
MINUTES OF 10/1/20
REGULAR MONTHLY
MEETING |
| 2020/21-274 | A motion was made by Gustin and seconded by Monfiletto to approve the Treasurer's Report ending September 30, 2020. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
TREASURER'S REPORT
ENDING SEPTEMBER 30,
2020 |
| 2020/21-275 | 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 8 ayes and 0 nays. The motion carried. | MONTHLY CLAIMS
AUDIT REPORT |
| 2020/21-276 | A motion was made by Engelbrecht and seconded by Costello to award the Catalog Printing bid #20-10-001, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. There were 8 ayes and 0 nays. The motion carried. | BID:
CATALOG PRINTING |
| 2020/21-277 | A motion was made by Engelbrecht and seconded by Costello to award the Cafeteria Groceries & Meats bid #20-09-001, on a line-by-line basis, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note that items from Renzi Foodservice & Ginsberg's Food, Inc. were rejected for failure to comply with bid specifications for incorrect size or item requested. There were 8 ayes and 0 nays. The motion carried. | BID:
CAFETERIA GROCERIES
& MEATS |
| 2020/21-278 | A motion was made by Engelbrecht and seconded by Costello to award the Cafeteria Paper bid #20-09-002, to the lowest responsible bidder meeting the specifications and thresholds and offers the lowest overall cost. Note items from Hill & Markes, Inc., Hummel's Office Plus and Sam Tell & Son were rejected for failure to comply with bid specifications for incorrect size or item requested. There were 8 ayes and 0 nays. The motion carried. | BID:
CAFETERIA PAPER |
| 2020/21-279 | A motion was made by Engelbrecht and seconded by Costello 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 |
| 2020/21-280 | A motion was made by Engelbrecht and seconded by Costello to approve a license agreement for space with Madison County. The space is used by the Adult & Continuing education staff to conduct a part-time high school equivalency program for out of school youth and adults seeking that credential. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
LICENSE AGREEMENT
FOR SPACE WITH
MADISON COUNTY |

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| 2020/21-281 | A motion was made by Engelbrecht and seconded by Costello to approve a resolution that authorizes Erie 1 BOCES to negotiate additional contracts for the licensing of administrative software packages, as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
RESOLUTION |
| 2020/21-282 | A motion was made by Engelbrecht and seconded by Costello to approve the agreement with the Lowville Academy & CSD for a multi-year (CoSer 602-7710) request as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | INSTALLMENT
PURCHASE REQUEST:
LOWVILLE ACADEMY
& CSD |
| 2020/21-283 | A motion was made by Isbell and seconded by Costello to approve the recommended resignations as attached to the official minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
RESIGNATIONS |
| 2020/21-284 | A motion was made by Isbell and seconded by Costello 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 |
| 2020/21-285 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Isbell and seconded by Costello 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 |
| 2020/21-286 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Isbell and seconded by Costello 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 |
| 2020/21-287 | A motion was made by Isbell and seconded by Costello 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 |
| 2020/21-288 | A motion was made by Isbell and seconded by Costello 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 |
| 2020/21-289 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Costello and seconded by Carvelli to grant tenure to Emily Rennie, Speech Therapist – Special Education in the special tenure area of Education of the Speech & Hearing, effective January 23, 2021 upon satisfactory completion of her probationary period. There were 8 ayes and 0 nays. The motion carried. | APPOINTMENT TO
TENURE:
EMILY RENNIE |

2020/21-290	Upon the recommendation of District Superintendent Budelmann, a motion was made by Isbell and seconded by Monfiletto to grant tenure to Susan LeBlanc, School Library System Coordinator – Staff & Curriculum Development (Center for Instructional Support) in the area of Coordinator, School Library Systems, effective January 1, 2021 upon satisfactory completion of her probationary period. There were 8 ayes and 0 nays. The motion carried.	APPOINTMENT TO TENURE: SUSAN LEBLANC
2020/21-291	A motion was made by Isbell and seconded by Carvelli to approve Policy 0010 – Mission Statement & Standards of Excellence as revised. There were 8 ayes and 0 nays. The motion carried.	ACTION: POLICY 0010
2020/21-292	A motion was made by Isbell and seconded by Carvelli to delete Policy 0010 – Operational Philosophy. There were 8 ayes and 0 nays. The motion carried.	ACTION: POLICY 0010 (DELETE)
2020/21-293	A motion was made by Isbell and seconded by Carvelli to approve Policy 0016 – Instruction and Employment of HIV Infected Individuals as revised. There were 8 ayes and 0 nays. The motion carried.	ACTION: POLICY 0016
2020/21-294	A motion was made by Isbell and seconded by Carvelli to delete Policy 8050 – Aids Instruction. There were 8 ayes and 0 nays. The motion carried.	ACTION: POLICY 8050 (DELETE)
2020/21-295	A motion was made by Isbell and seconded by Carvelli to delete Regulation 8050.1 – Aids Curriculum Implementation and Evaluation Guidelines. There were 8 ayes and 0 nays. The motion carried.	ACTION: REGULATION 8050.1 (DELETE)
2020/21-296	A motion was made by Isbell and seconded by Carvelli to delete Regulation 8050.2 – Aids Advisory Committee. There were 8 ayes and 0 nays. The motion carried.	ACTION: REGULATION 8050.2 (DELETE)
2020/21-297	A motion was made by Isbell and seconded by Carvelli to approve Policy 0018 – Compliance, Internal Complaints and Non-Retaliation as revised. There were 8 ayes and 0 nays. The motion carried.	ACTION: POLICY 0018
2020/21-298	A motion was made by Isbell and seconded by Carvelli to approve Policy 0020 – Indemnification and Defense of Public Officers and Employees as revised. There were 8 ayes and 0 nays. The motion carried.	ACTION: POLICY 0020
2020/21-299	A motion was made by Isbell and seconded by Carvelli to approve Policy 0025 – Tobacco Nicotine and E-Cigarette Use Prohibited, as revised. There were 8 ayes and 0 nays. The motion carried.	ACTION: POLICY 0025

- 2020/21-300 A motion was made by Isbell and seconded by Carvelli to approve Policy 0030 – Code of Ethics as revised. There were 8 ayes and 0 nays. The motion carried. ACTION: POLICY 0030
- 2020/21-301 A motion was made by Isbell and seconded by Carvelli to delete Regulation 0030.1 – Code of Ethics for All District Personnel. There were 8 ayes and 0 nays. The motion carried. ACTION: REGULATION 0030.1 (DELETE)
- 2020/21-302 A motion was made by Isbell and seconded by Carvelli to adopt new Policy 6204 – Alcohol, Drugs and Other Substances (Personnel). There were 8 ayes and 0 nays. The motion carried. ACTION: POLICY 6204
- 2020/21-303 A motion was made by Isbell and seconded by Carvelli to approve Policy 6402 – The MOBOCES as a Drug-Free Workplace as revised. There were 8 ayes and 0 nays. The motion carried. ACTION: POLICY 6402
- 2020/21-304 A motion was made by Isbell and seconded by Carvelli to adopt new Policy 7204 – Student Alcohol and Drug Abuse. There were 8 ayes and 0 nays. The motion carried. ACTION: POLICY 7204
- 2020/21-305 A motion was made by Isbell and seconded by Carvelli to delete Policy 0019 – Drug and Alcohol Abuse Prevention. There were 8 ayes and 0 nays. The motion carried. ACTION: POLICY 0019 (DELETE)
- 2020/21-306 A motion was made by Isbell and seconded by Carvelli to approve Policy 6041 – Mentoring Program as revised. There were 8 ayes and 0 nays. The motion carried. ACTION: POLICY 6041
- 2020/21-307 A motion was made by Isbell and seconded by Carvelli to adopt new Policy 6403 – Employee Assistance Program. There were 8 ayes and 0 nays. The motion carried. ACTION: POLICY 6403
- 2020/21-308 The Board moved to the Assistant Superintendent for Curriculum & Instruction Report. The following was discussed: Onondaga Community College MOU, Monetary Donation to Adult & Continuing Education and Lead Evaluator of Teachers Recertification. ASSISTANT SUPERINTENDENT FOR CURRICULUM & INSTRUCTION REPORT
- 2020/21-309 A motion was made by Gustin and seconded by Engelbrecht to approve a Memorandum of Understanding with Onondaga Community College. This MOU will provide Early Childhood Education students a higher education pathway offering the opportunity to earn a transcribed college credit. There were 8 ayes and 0 nays. The motion carried. APPROVE: MOU – ONONDAGA COMMUNITY COLLEGE
- 2020/21-310 A motion was made by Isbell and seconded by Costello to approve a monetary donation from Mrs. Sarah Campbell in the amount of \$4,000. She requested the donation go to the Adult & Continuing Education Welding Program in memory of her late husband who was the welding APPROVE: MONETARY DONATION

instructor for many years. The donation will be used towards the purchase of a Millermeatic 252 Mig welder. There were 8 ayes and 0 nays. The motion carried.

2020/21-311 A motion was made by Costello and seconded by Engelbrecht to approve the following resolution:

APPROVE:
RE-CERTIFICATION OF
LEAD EVALUATORS OF
TEACHERS

WHEREAS, the Board of Education has been provided evidence that the following administrator (annual recertification for 2020-2021) – Susan LeBlanc – has 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;

BE IT RESOLVED, that upon the recommendation of the District Superintendent of Schools, Susan LeBlanc be recertified as Lead Evaluators of Teachers.

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

2020/21-312 The Board moved to the Deputy Superintendent for Finance & Operations Report. The following was discussed: Facilities Update, Change Order Summary, Extra Classroom Activity Funds Corrective Action Plan and Flexible Spending Plan Amendment.

DEPUTY
SUPERINTENDENT FOR
FINANCE &
OPERATIONS REPORT

2020/21-313 A motion was made by Gustin and seconded by Isbell to approve the change order summary for the Rossetti Security Project as presented. There were 8 ayes and 0 nays. The motion carried.

ROSSETTI SECURITY
PROJECT - CHANGE
ORDER SUMMARY

Suzanne Carvelli left the meeting.

2020/21-314 A motion was made by Gustin and seconded by Engelbrecht to approve and implement the Corrective Action Plan for Extra Classroom Activity Funds as presented. There were 7 ayes and 0 nays. The motion carried.

CORRECTIVE ACTION
PLAN – EXTRA
CLASSROOM ACTIVITY
FUNDS

2020/21-315 A motion was made by Monfiletto and seconded by Costello to approve the resolution, as attached to the official minutes, to extend the 2020 Flex Plan end date from September 30, 2020 to December 31, 2020 for BOCES employees. There were 7 ayes and 0 nays. The motion carried.

RESOLUTION:
EXTENSION OF FLEXIBLE
SPENDING PLAN

2020/21-316 A motion was made by Engelbrecht and seconded by Isbell to approve the resolution, as attached to the official minutes, to allow BOCES employees to carry over unused Flexible Spending Account funds up to the IRS limit each year. There were 7 ayes and 0 nays. The motion carried.

APPROVE:
CARRY OVER OF
FLEXIBLE SPENDING
PLAN FUNDS

2020/21-317 The Board moved to the District Superintendent's Report. The following was discussed: Albany Update: (equity in funding, social/emotional learning, transportation aid, special education aid), Meetings & Events, Rome Sentinel Article - NYSPRA Awards, Fiscal Research - ASBO/NYSSBA Newsletter, October 2020 Rural Schools Newsletter.

DISTRICT
SUPERINTENDENT'S
REPORT

2020/21-318 The Board moved to Board Items. The following was discussed: NYSSBA Convention Update & BEC Report (Doug Gustin) Board Expense Report.

BOARD ITEMS

Doug Gustin shared an overview of the NYSSBA Convention, which was held virtually this year. He also shared the outcome of the Business Meeting resolutions and the work of that SBI and Rural Schools are doing relative to legislative priorities.

2020/21-319 A motion was made by Isbell and seconded by Monfiletto to adjourn the meeting at 7:12pm. There were 7 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,



Catherine M. Quinn, Clerk of the Board