

MINUTES OF THE REGULAR MONTHLY MEETING  
THURSDAY, APRIL 7, 2022

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, April 7, 2022 in the Administration Board Room at the Madison-Oneida BOCES Main Campus in Verona, New York. President Donna Isbell called the meeting to order at 5:00 p.m. There was no public comment. The Board recited the pledge of allegiance.

Present: Sally Sherwood – Camden, Douglas Gustin – Canastota, Michelle Jacobsen – Hamilton  
Richard Engelbrecht – Madison, Donna Isbell – Morrisville-Eaton, John Costello, Sr. – Oneida,  
Suzanne Carvelli – Rome and Joseph Monfiletto – Stockbridge Valley.

Absent: Patrick Baron - VVS

Also Present: Scott Budelmann - District Superintendent, Lisa Decker - Deputy Superintendent for Finance & Operations, Matthew Williams - Assistant Superintendent for Curriculum & Instruction and Niki J. Maiura - District Clerk.

- 2021/22-435 Heather Mahoney, MORIC Executive Director, and her team: Amanda Palmer, Eric Feola, Maria Rocker, Ryan Mahoney, Dan Potter and John-Henry Lane presented their E&AP Report.

E&AP PRESENTATION  
BY THE MOHAWK  
REGIONAL  
INFORMATION CENTER

The team spoke about:

- The Data Security Landscape
- Geopolitical Effects
- The Current Threat Landscape
- Managed IT Service Overview
- District and Leadership Overview
- Education Technology Leaders, Centralized Technical Leaders, Field Technicians
- District Implementation and District Blueprint
- Overview of the Managed IT Service outcomes and feedback for the 2021-2022 year

The team also talked about qualifications for different areas in the Regional Information Center, career pathways and finding the right individuals for our work.

- 2021/22-436 Mr. Budelmann welcomed the Board back to the BOCES Main Campus Administration Board Room. He pointed out the new portrait of former District Superintendent Jacklin Starks, spoke to some highlights from the Annual Meeting, and discussed the proposed shift of Executive Session.

DISTRICT  
SUPERINTENDENT'S  
WELCOME &  
OVERVIEW

- 2021/22-437 A motion was made by Rich Engelbrecht and seconded by John Costello to amend the agenda to re-order items and include updated personnel reports. There were 8 ayes and 0 nays. The motion carried.

AMEND AGENDA



- |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                         |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 2021/22-438 | A motion was made by Michelle Jacobsen and seconded by John Costello to approve the minutes of the Regular Meeting held on March 3, 2022. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                                                                                                                                      | APPROVE:<br>MINUTES OF<br>03/03/2022 REGULAR<br>MEETING                 |
| 2021/22-439 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the February 2022 Treasurer's Report. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                                                                                                                                                            | APPROVE:<br>TREASURER'S REPORT<br>FOR FEBRUARY 2022                     |
| 2021/22-440 | <p>Claims Auditor Terry Kipers-Szatko was present at the meeting and provided the Board with an update. She discussed the number of claims, voids and exceptions to date and explained any discrepancies. She also discussed returning to the pre-covid practice of signing-off on all purchase orders, rather than emailing approvals.</p> <p>A motion was made by Sue Carvelli and seconded by John Costello to approve the monthly Claims Audit Report. There were 8 ayes and 0 nays. The motion carried.</p> | APPROVE:<br>MONTHLY CLAIMS<br>AUDIT REPORT                              |
| 2021/22-441 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to award the Art Supplies bid #21-02-0004, on a category award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Several items from Blick Art Supplies, S&S Worldwide, Cascade School Supplies and School Specialty were rejected for failure to meet bid specifications for incorrect item or size. There were 8 ayes and 0 nays. The motion carried.                    | BID:<br>ART SUPPLIES<br>#21-12-0004                                     |
| 2021/22-442 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to award the School Supplies bid #21-12-0005 on a total award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Several items from Cascade School Supplies, Pyramid School Products, and School Specialty were rejected for failure to meet bid specifications for incorrect item or size. There were 8 ayes and 0 nays. The motion carried.                              | BID:<br>SCHOOL SUPPLIES<br>#21-12-0005                                  |
| 2021/22-443 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to award the Financial Forms bid #22-02-004 on a total award basis 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:<br>FINANCIAL FORMS<br>#22-02-004                                   |
| 2021/22-444 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to re-award the Gasoline, Diesel Fuel, Fuel Oil and Propane bid #22-01-009 to add fluctuating pricing option, as the vendor is unable to honor fixed pricing due to current fuel market conditions as a result of global events. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                            | BID:<br>GASOLINE, DIESEL<br>FUEL, FUEL OIL AND<br>PROPANE<br>#22-01-009 |



- |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                             |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 2021/22-445                                           | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to declare the Equipment List as excess or obsolete. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                                                                                                                                                                                | APPROVE:<br>EXCESS/OBSELETE<br>EQUIPMENT                                                    |
| 2021/22-446                                           | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the NYSITCC Instructional Technology Agreements. This resolution will allow the Mohawk Regional Information Center to participate in the NYSITCC instructional technology agreements for software/learning packages managed by Erie I BOCES. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                             | APPROVE:<br>NYSITCC<br>INSTRUCTIONAL<br>TECHNOLOGY<br>AGREEMENTS                            |
| 2021/22-447                                           | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the Distance Learning Statewide Agreements. This resolution will authorize Erie I BOCES to negotiate administrative and technical contracts on behalf of the Mohawk Regional Information Center. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                         | APPROVE:<br>DISTANCE LEARNING<br>STATEWIDE<br>AGREEMENTS                                    |
| 2021/22-448                                           | A motion was made by Sue Carvelli and seconded by Sally Sherwood to move to Executive Session at 6:10 PM for the purposes of discussing proposed, pending or current litigation, collective negotiations pursuant to Article 14 of the Civil Service Law, and the medical, financial, credit or employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. There were 8 ayes and 0 nays. The motion carried. | EXECUTIVE SESSION                                                                           |
| The President returned to regular session at 7:35 PM. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                             |
| 2021/22-449                                           | A motion was made by Michelle Jacobsen and seconded by Rich Engelbrecht to approve the revision to the Non-Negotiating Administrative & Support Staff Salary Categories Chart. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                                                                                                                         | APPROVE:<br>NON-NEGOTIATING<br>ADMINISTRATIVE &<br>SUPPORT STAFF SALARY<br>CATEGORIES CHART |
| 2021/22-450                                           | A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the Resignations recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                                                                                                                                                                   | APPROVE:<br>RESIGNATIONS                                                                    |
| 2021/22-451                                           | A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the Leaves of Absence recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                                                                                                                                                              | APPROVE:<br>LEAVES OF ABSENCE                                                               |



2021/22-452	Upon the recommendation of District Superintendent Budelmann, a motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the Professional Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.	APPROVE: PROFESSIONAL APPOINTMENTS
2021/22-453	Upon the recommendation of District Superintendent Budelmann, a motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the Civil Service Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.	APPROVE: CIVIL SERVICE APPOINTMENTS
2021/22-454	A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the Adult & Continuing Education Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.	APPROVE: ADULT & CONTINUING EDUCATION APPOINTMENTS
2021/22-455	A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.	APPROVE: MISCELLANEOUS APPOINTMENTS
2021/22-456	A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the Consultants recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.	APPROVE: CONSULTANTS
2021/22-457	A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the Performing Arts contracts recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.	APPROVE: PERFORMING ARTS
2021/22-458	A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the Internships/Fieldwork Experience recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.	APPROVE: INTERNSHIPS / FIELDWORK EXPERIENCE
2021/22-459	A motion was made by Michelle Jacobsen and seconded by Sally Sherwood to adopt Policy 5032 – Disposition of BOCES Surplus Tires and School Buses. There were 8 ayes and 0 nays. The motion carried.	APPROVE: POLICY 5032 – DISPOSITION OF BOCES SURPLUS TIRES AND SCHOOL BUSES
2021/22-460	A motion was made by Sue Carvelli and seconded by Michelle Jacobsen to adopt the March 15, 2022 version of Policy 6023 - Auditing of Continuing Education Classes by BOCES Employees/Board Members. There were 8 ayes and 0 nays. The motion carried.	APPROVE: POLICY 6023 (DATED 03/15/2022) – AUDITING OF CONTINUING EDUCATION CLASSES BY BOCES EMPLOYEES/BOARD MEMBERS



- |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                      |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 2021/22-461 | A motion was made by Sue Carvelli and seconded by Michelle Jacobsen to delete the 11/01/12 version of Policy 6023 - Auditing of Continuing Education Classes by BOCES Employees/Board Members. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                                             | DELETE<br>POLICY 6023 (DATED<br>11/01/12) – AUDITING OF<br>CONTINUING<br>EDUCATION CLASSES BY<br>BOCES<br>EMPLOYEES/BOARD<br>MEMBERS |
| 2021/22-462 | A motion was made by Sue Carvelli and seconded by Michelle Jacobsen to delete Regulation 6023.1 - Auditing of Continuing Education Classes by BOCES Employees/Board Members. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                                                               | DELETE<br>REGULATION 6023.1–<br>AUDITING OF<br>CONTINUING<br>EDUCATION CLASSES BY<br>BOCES<br>EMPLOYEES/BOARD<br>MEMBERS             |
| 2021/22-463 | The Board moved to the Deputy Superintendent for Finance & Operations Report. Mrs. Lisa Decker spoke to the Board about the Questar Internal Auditing Agreement based on their acceptance of Questar's bid at the March meeting, and the recommended School Safety Team for the 2022-23 school year. She also reviewed the proposed 2022-23 Technology Plan and the updated Madison-Oneida-Herkimer Health Consortium Cooperative Agreement.                                 | DEPUTY<br>SUPERINTENDENT FOR<br>FINANCE &<br>OPERATIONS REPORT                                                                       |
| 2021/22-464 | A motion was made by Joe Monfiletto and seconded by John Costello to approve the Questar Internal Auditing Services Agreement. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                                                                                                             | APPROVE:<br>QUESTAR INTERNAL<br>AUDITING SERVICES                                                                                    |
| 2021/22-465 | A motion was made by Michelle Jacobsen and seconded by Sally Sherwood to approve the recommended School Safety Team for the 2022-2023 school year. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                                                                                         | APPROVE:<br>2022-23 SCHOOL<br>SAFETY TEAM                                                                                            |
| 2021/22-466 | A motion was made by Rich Engelbrecht and seconded by John Costello to approve the updated Madison-Oneida-Herkimer Health Consortium Municipal Cooperative Agreement. There were 8 ayes and 0 nays. The motion carried.                                                                                                                                                                                                                                                      | APPROVE:<br>MOH HEALTH<br>CONSORTIUM<br>MUNICIPAL<br>COOPERATIVE<br>AGREEMENT                                                        |
| 2021/22-467 | The Board moved to the Assistant Superintendent for Curriculum & Instruction Report. Dr. Williams spoke about the Summer Enrichment Camp Partnership between Madison-Oneida BOCES and MCVV. One of the goals is to help recruit and prepare youth in 9 <sup>th</sup> and 10 <sup>th</sup> grades to participate in the PROPEL program. He also shared information about the Professional Cooking program and the housing agreement with Sandstone Hollow Inn for that event. | ASSISTANT<br>SUPERINTENDENT FOR<br>CURRICULUM &<br>INSTRUCTION REPORT                                                                |



2021/22-468 A motion was made by Doug Gustin and seconded by Sally Sherwood to approve the Professional Cooking Guestroom Agreement for 58 rooms with Sandstone Hollow Inn. There were 8 ayes and 0 nays. The motion carried.

APPROVE:  
SANDSTONE HOLLOW  
INN – PROFESSIONAL  
COOKING GUESTROOM  
AGREEMENT

2021/22-469 The Board moved to the District Superintendent's Report. Mr. Budelmann updated the Board regarding leadership changes at SED and the passing of Regent Ouderkirk. He updated the Board about advocacy items in the NYS budget, which has yet to be passed and also talked about a bill that has been introduced that would restrict student suspensions in certain age ranges. Mr. Budelmann discussed Substantial Equivalency Regulations, the APPR bill that likely will get to the Governor's desk, and SED Regulations that are being developed for Home Bound students. The Board was given information about the pilot program of shifting to remote snow days and the difficulty of ensuring 90% connectivity. In addition, Safety Plans may need to include plans to address these shifts in the future. Computer-based testing is coming for standardized testing. The State Health Commissioner has reported that some downstate schools are asking for masking to be re-implemented. Mr. Budelmann advised the Board that absentee ballots will be allowed for budgets and school board candidates. He asked for Board members to please share any feedback pertaining to the Annual Meeting. Discussion ensued regarding the July and August Board meetings. It was determined that we would have our Organizational and Regular meetings in July, as usual, and we will celebrate Mr. Engelbrecht's 50 years of service at the end of Board Planning Day on August 4.

DISTRICT  
SUPERINTENDENT'S  
REPORT

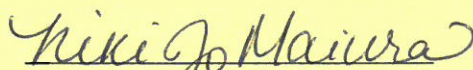
2021/22-470 The Board moved to Board Items. The Board Expense Report was shared.

BOARD ITEMS

2021/22-471 A motion was made by Sally Sherwood and seconded by John Costello to adjourn the meeting at 8:38 PM. There were 8 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,

  
Niki J. Maiura, Clerk of the Board