

MINUTES OF THE ORGANIZATIONAL MEETING
THURSDAY, JULY 1, 2021

The Organizational Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, July 1, 2021, 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 5:07 p.m. by President Patrick Baron. There was no public participation. The Board recited the pledge of allegiance.

Present: Sally Sherwood – Camden, 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: Douglas Gustin – Canastota.

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

The Oath of Allegiance was given to all board members at the start of the meeting.

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| 2021-22-001 | A motion was made by Rich Engelbrecht and seconded by John Costello, Sr. to appoint Niki J. Maiura as Clerk of the Board for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried. | CLERK OF THE BOARD |
| 2021-22-002 | A motion was made by John Costello, Sr. and seconded by Harry Jarcho to appoint Donna Isbell as President of the Madison-Oneida Board of Cooperative Educational Services for the period of July 1, 2021 through June 30, 2022. There were 8 ayes and 0 nays. The motion carried. | BOARD PRESIDENT |
| 2021-22-003 | A motion was made by Sue Carvelli seconded by Donna Isbell to appoint Doug Gustin as Vice-President of the Madison-Oneida Board of Cooperative Educational Services for the period of July 1, 2021 through June 30, 2022. There were 8 ayes and 0 nays. The motion carried. | BOARD
VICE-PRESIDENT |
| 2021-22-004 | A motion was made by John Costello, Sr. and seconded by Rich Engelbrecht to appoint Sandy Foley as Treasurer for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried. | TREASURER |
| 2021-22-005 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Mara Luther as Deputy Treasurer for 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried. | DEPUTY TREASURER |

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| 2021-22-006 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Katie Allen as Treasurer of the Student Activity Fund for the 2021-2022 school year and authorize her to sign checks from the Student Activity Fund. It is noted that two signatures are required for checks exceeding \$500. There were 8 ayes and 0 nays. The motion carried. | TREASURER OF
STUDENT ACTIVITY
FUND |
| 2021-22-007 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Erin Noto as Deputy Treasurer of the Student Activity Fund for the 2021-2022 school year and authorize her to sign checks from the Student Activity Fund. It is noted that two signatures are required for checks exceeding \$500. There were 8 ayes and 0 nays. The motion carried. | DEPUTY TREASURER OF
STUDENT ACTIVITY
FUND |
| 2021-22-008 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Terry Kipers-Szatko as Claims Auditor for the 2021-2022 school year (Donna Jacuk in absence of Claims Auditor). There were 8 ayes and 0 nays. The motion carried. | CLAIMS AUDITOR |
| 2021-22-009 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint the Independent Auditor for the 2021-2022 school year based on the results of a future RFP. There were 8 ayes and 0 nays. The motion carried. | INDEPENDENT AUDITOR |
| 2021-22-010 | A motion was made by John Costello, Sr. and seconded by Donna Isbell that the school attorney(s) for the 2021-2022 school year will be Ferrara, Fiorenza, PC (\$220/hour), Hogan, Sarzynski, Lynch, Dewind & Gregory, LLP (\$215/hour), The Law Firm of Frank W. Miller (\$195/hour), Andrew LaLonde, David Pellow, Justin Murphy, George Mead & Kristine Kipers. There were 8 ayes and 0 nays. The motion carried. | SCHOOL ATTORNEY(S) |
| 2021-22-011 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Tara Pawlowski as Purchasing Agent for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried. | PURCHASING AGENT |
| 2021-22-012 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Cheryl Fleming as Deputy Purchasing Agent for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried. | DEPUTY PURCHASING
AGENT |
| 2021-22-013 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Ryan Mahoney as Data Protection Officer for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried. | DATA PROTECTION
OFFICER |

2021-22-014	A motion was made by John Costello, Sr. and seconded by Donna Isbell to designate the following bank depositories for the 2021-2022 school year: Bank of America, NBT, Community Bank, N.A., JP Morgan Chase, Bank of New York Mellon, Manufacturers & Traders Trust Company (M&T Bank), Key Bank, Wells Fargo Bank, N.A. & Webster Bank N. A. There were 8 ayes and 0 nays. The motion carried.	BANK DEPOSITORIES
2021-22-015	A motion was made by John Costello, Sr. and seconded by Donna Isbell to designate regular meeting dates for the 2021-2022 school year to be held on the BOCES campus on the first Thursday of the month in the Board Room of the District Offices Building at 5:00 p.m. There were 8 ayes and 0 nays. The motion carried.	MEETING DATES
2021-22-016	A motion was made by John Costello, Sr. and seconded by Donna Isbell to designate the Oneida Daily Dispatch and the Rome Sentinel as the official newspapers of the BOCES for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	OFFICIAL NEWSPAPERS
2021-22-017	A motion was made by John Costello, Sr. and seconded by Donna Isbell to authorize Sandra Foley, Treasurer, or Mara Luther, in the absence of the Treasurer only, to sign checks for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	SIGNATURES ON CHECKS
2021-22-018	A motion was made by John Costello, Sr. and seconded by Donna Isbell to authorize a blanket bond covering the BOCES personnel for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	BLANKET BONDING
2021-22-019	A motion was made by John Costello, Sr. and seconded by Donna Isbell to authorize Lisa Decker, Deputy Superintendent for Finance & Operations (alternate Asst. Supt. for Instruction) to certify payrolls for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	PAYROLL CERTIFICATION
2021-22-020	A motion was made by John Costello, Sr. and seconded by Donna Isbell to establish petty cash funds for the 2021-2022 school year as follows: Rossetti Center Office - \$50 (<i>Director of CTE</i>), School Lunch Fund - \$25 (<i>Cook Manager</i>), District Superintendent's Office - \$70 (<i>District Clerk</i>), Continuing Education Office - \$75 (<i>Sr. Office Specialist I</i>), Utica Access Center - \$50 (<i>Sr. Office Specialist I</i>) and the Rome Access Site - \$25 (<i>Sr. Office Specialist I</i>). There were 8 ayes and 0 nays. The motion carried.	PETTY CASH FUNDS
2021-22-021	A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Richard Engelbrecht and Douglas Gustin as the BOCES Representatives, on the School Board Institute Executive Committee for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	SCHOOL BOARD INSTITUTE EXECUTIVE COMMITTEE REPRESENTATIVE/ ALTERNATE

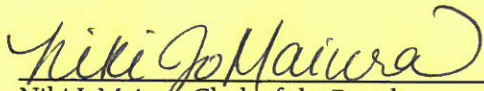
2021-22-022	A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Oneida Healthcare Center to provide School Physician services in the amount of \$9,038) for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	SCHOOL PHYSICIAN SERVICES
2021-22-023	A motion was made by John Costello, Sr. and seconded by Donna Isbell to authorize Donna Isbell (Board President) or Douglas Gustin (Board Vice President), in the President's absence only, to sign contracts for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	CONTRACT SIGNATURES
2021-22-024	A motion was made by John Costello, Sr. and seconded by Donna Isbell to establish a reserve for payment of 2020-2021 purchase orders for items which have not yet been received by the BOCES. There were 8 ayes and 0 nays. The motion carried.	CAPITAL ACCOUNT
2021-22-025	A motion was made by John Costello, Sr. and seconded by Donna Isbell to authorize board members to attend conferences and seminars with reimbursement of necessary expenses for the 2021-2022 school year as per Board Policy 2015 - Reimbursement for Board Member Expenses, Conference Attendance. There were 8 ayes and 0 nays. The motion carried.	CONFERENCES & SEMINARS
2021-22-026	A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Richard Engelbrecht and John J. Costello, Sr. as Board Representatives for the BOCES Consortium of Continuing Education Policy Board for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	CONSORTIUM POLICY BOARD REPRESENTATIVES
2021-22-027	A motion was made by John Costello, Sr. and seconded by Donna Isbell to designate Wednesday, April 6, 2022 as the date for the Madison-Oneida BOCES Annual Meeting. There were 8 ayes and 0 nays. The motion carried.	ANNUAL MEETING
2021-22-028	A motion was made by John Costello, Sr. and seconded by Donna Isbell to approve the 2021-2022 Substitute Hourly Rates as per Policy 6044 - Substitute Employees. There were 8 ayes and 0 nays. The motion carried.	SUBSTITUTE RATES: INSTRUCTIONAL & NON-INSTRUCTIONAL
2021-22-029	A motion was made by John Costello, Sr. and seconded by Donna Isbell for the Board Nominating Committee to consist of the Board President, Past Board President, Prior Past Board President and the District Superintendent for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	BOARD NOMINATING COMMITTEE

2021-22-030	A motion was made by John Costello, Sr. and seconded by Donna Isbell for the Educational Foundation Representatives to consist of the District Superintendent, Deputy Superintendent for Finance & Operations, Assistant Superintendent for Curriculum & Instruction, and John Costello, Sr., Board Member, for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	EDUCATIONAL FOUNDATION REPRESENTATIVES
2021-22-031	A motion was made by John Costello, Sr. and seconded by Donna Isbell for the Board Policy Review Committee to consist of Sally Sherwood (<i>Chair</i>), Joseph Monfiletto and Harry Jarcho for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	BOARD POLICY REVIEW COMMITTEE
2021-22-032	A motion was made by John Costello, Sr. and seconded by Donna Isbell for the Board Audit Committee to consist of Douglas Gustin (<i>Chair</i>), Donna Isbell, Richard Engelbrecht and Suzanne Carvelli for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	BOARD AUDIT COMMITTEE
2021-22-033	A motion was made by John Costello, Sr. and seconded by Donna Isbell for the Board Facilities Committee to consist of John Costello, Sr. (<i>Chair</i>), Douglas Gustin, Patrick Baron and Richard Engelbrecht for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	BOARD FACILITIES COMMITTEE
2021-22-034	A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Lisa Decker as Representative and Tara Pawlowski as Alternate for the Madison-Oneida-Herkimer Health Care Consortium for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	MADISON-ONEIDA- HERKIMER HEALTH CARE CONSORTIUM REPRESENTATIVES
2021-22-035	A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Lisa Decker as Representative and Tara Pawlowski as Alternate for the Madison-Oneida-Herkimer Workers Compensation Consortium for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	MADISON-ONEIDA- HERKIMER WORKERS COMPENSATION CONSORTIUM REPRESENTATIVES
2021-22-036	A motion was made by John Costello, Sr. and seconded by Donna Isbell to appoint Scott Budelmann (\$4,000), Lisa Decker (\$4,000) and Tara Pawlowski (\$10,000) as authorized card holders/users of the BOCES credit card for the 2021-2022 school year (not to exceed a total of \$14,000). There were 8 ayes and 0 nays. The motion carried.	AUTHORIZED CREDIT CARD USERS
2021-22-037	A motion was made by John Costello, Sr. and seconded by Donna Isbell to authorize the use of a Walmart or Tops Credit Card upon issuance of a valid purchase order for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried.	AUTHORIZE USE OF WALMART & TOPS CREDIT CARD

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| 2021-22-038 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to authorize the District Superintendent's travel, conference and meeting expenses for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried. | AUTHORIZE DISTRICT
SUPERINTENDENT
TRAVEL & MEETING
EXPENSES |
| 2021-22-039 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to approve bank wire transfer limits at \$2,000,000 with call back verifications on all. There were 8 ayes and 0 nays. The motion carried. | BANK WIRE
TRANSFER LIMITS |
| 2021-22-040 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to approve the renewal of its membership in the BOCES Education Consortium for the 2021-2022 school year at an annual dues amount to be determined. There were 8 ayes and 0 nays. The motion carried. | MEMBERSHIP:
BOCES EDUCATION
CONSORTIUM |
| 2021-22-041 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to approve the renewal of its membership in the New York State School Boards Association for the 2021-2022 school year at an annual dues amount to be determined. There were 8 ayes and 0 nays. The motion carried. | MEMBERSHIP:
NYSSBA |
| 2021-22-042 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to approve the renewal of its membership in the Rural Schools Association for the 2021-2022 school year at an annual dues amount of \$850. There were 8 ayes and 0 nays. The motion carried. | MEMBERSHIP:
RURAL SCHOOLS
ASSOCIATION |
| 2021-22-043 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to approve the renewal of its membership in the Oneida Chamber of Commerce for the 2021-2022 school year at an annual dues in the amount to be determined. There were 8 ayes and 0 nays. The motion carried. | MEMBERSHIP:
ONEIDA CHAMBER OF
COMMERCE |
| 2021-22-044 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to approve the renewal of its membership in the AESA for the 2021-2022 school year at an annual dues in the amount of \$444. There were 8 ayes and 0 nays. The motion carried. | MEMBERSHIP:
AESA |
| 2021-22-045 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to approve the renewal of its membership in the NYS Association for Women in Administration for the 2021-2022 school year at an annual dues in the amount to be determined. There were 8 ayes and 0 nays. The motion carried. | MEMBERSHIP:
NYS ASSOCIATION FOR
WOMEN IN
ADMINISTRATION |
| 2021-22-046 | A motion was made by John Costello, Sr. and seconded by Donna Isbell to authorize Tara Pawlowski to approve budget transfers for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried. | AUTHORIZATION FOR
APPROVAL OF BUDGET
TRANSFERS |

- 2021-22-047 A motion was made by John Costello, Sr. and seconded by Donna Isbell to authorize Sandra Foley or Mara Luther, in the absence of Treasurer only, to invest funds for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried. AUTHORIZATION TO INVEST FUNDS
- 2021-22-048 A motion was made by John Costello, Sr. and seconded by Donna Isbell to authorize Sandra Foley or Mara Luther, in the absence of Treasurer only, to transfer funds between interest and checking accounts for the 2021-2022 school year. There were 8 ayes and 0 nays. The motion carried. AUTHORIZATION TO TRANSFER FUNDS
- 2021-22-049 Being no further business, Donna Isbell moved and John Costello, Sr. seconded to adjourn the Organizational Meeting at 5:10 P.M. There were 8 ayes and 0 nays. The motion carried. ADJOURN

Respectfully Submitted,


Niki J. Maiura, Clerk of the Board