

MINUTES OF THE REGULAR MONTHLY MEETING  
THURSDAY, AUGUST 4, 2022

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, August 4, 2022 in the Hospitality Suite at SUNY Morrisville, Morrisville, New York. President Doug Gustin called the meeting to order at 8:31 a.m. There was no public comment.

Present: Douglas Gustin - Canastota, Sally Sherwood - Camden, Michelle Jacobsen - Hamilton  
Richard Engelbrecht - Madison, Donna Isbell - Morrisville-Eaton, John Costello, Sr. - Oneida,  
Suzanne Carvelli - Rome and Patrick Baron - VVS.

Absent: Joseph Monfiletto - Stockbridge Valley

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.

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| 2022/23-115 | Mr. Budelmann welcomed the Board to SUNY Morrisville. He advised the board that they were each provided with a copy of a proposed contract with eTritition, and that Deputy Superintendent for Finance & Operations Lisa Decker would be providing further information as part of her report. Mr. Budelmann asked that the eTritition contract be added to the motion to amend the agenda. | DISTRICT<br>SUPERINTENDENT'S<br>WELCOME &<br>OVERVIEW             |
| 2022/23-116 | A motion was made by Sue Carvelli and seconded by Michelle Jacobsen to amend the agenda to include the eTritition contract and updated personnel reports. There were 8 ayes and 0 nays. The motion carried.  | AMEND AGENDA  |
| 2022/23-117 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the minutes of the Organizational Meeting held on July 7, 2022. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>MINUTES OF<br>07/07/2022<br>ORGANIZATIONAL<br>MEETING |
| 2022/23-118 | A motion was made by Pat Baron and seconded by Rich Engelbrecht to approve the minutes of the Regular Board Meeting held on July 7, 2022. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>MINUTES OF<br>07/07/2022 REGULAR<br>MEETING           |
| 2022/23-119 | A motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the monthly Claims Audit Report. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>MONTHLY CLAIMS<br>AUDIT REPORT                        |
| 2022/23-120 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Cafeteria Groceries and Meats bid #22-05-001, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Specific   | BID:<br>CAFETERIA GROCERIES<br>AND MEATS<br>#22-05-001            |



items were rejected for failure to meet bid specifications for incorrect item or size. There were 8 ayes and 0 nays. The motion carried.

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| 2022/23-121 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Cafeteria Paper bid #22-05-002 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>CAFETERIA PAPER<br>#22-05-002  |
| 2022/23-122 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Student Transportation Services bid #22-06-001 on a category 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>STUDENT<br>TRANSPORTATION<br>SERVICES<br>#22-06-001  |
| 2022/23-123 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Uniform Services bid #22-06-003 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>UNIFORM SERVICES<br>#22-06-003   |
| 2022/23-124 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to reject and rebid the Equine and Animal Science Facility Rental bid #22-06-002 due to failure to meet all bid specifications and requirements. There were 8 ayes and 0 nays. The motion carried.  | RE-BID:<br>EQUINE AND ANIMAL<br>SCIENCE FACILITY<br>RENTAL<br>#22-06-002                           |
| 2022/23-125 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell 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   |
| 2022/23-126 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the Installment Purchase Request with Central Valley Central School District to purchase 602-7710 Administrative Computer Services. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>INSTALLMENT<br>PURCHASE AGREEMENT<br>WITH CENTRAL VALLEY<br>CENTRAL SCHOOL<br>DISTRICT |
| 2022/23-127 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the Installment Purchase Request with Little Falls City School District to purchase 602-7710 Administrative Computer Services. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>INSTALLMENT<br>PURCHASE AGREEMENT<br>WITH LITTLE FALLS<br>CITY SCHOOL DISTRICT         |
| 2022/23-128 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the Installment Purchase Request with New Hartford Central School District to purchase 602-7710 Administrative Computer Services. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>INSTALLMENT<br>PURCHASE AGREEMENT<br>WITH NEW HARTFORD<br>CENTRAL SCHOOL<br>DISTRICT   |



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| 2022/23-129 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Greene Central School District, allowing BOCES to provide legal services for the 2022-23 school year There were 8 ayes and 0 nays. The motion carried.                                   | APPROVE:<br>INTERMUNICIPAL<br>AGREEMENT FOR<br>SHARED SCHOOL<br>ATTORNEYS WITH<br>GREENE CSD                              |
| 2022/23-130 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Holland Patent Central School District, allowing BOCES to provide legal services for the 2022-23 school year There were 8 ayes and 0 nays. The motion carried.                           | APPROVE:<br>INTERMUNICIPAL<br>AGREEMENT FOR<br>SHARED SCHOOL<br>ATTORNEYS WITH<br>HOLLAND PATENT CSD                      |
| 2022/23-131 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the proposed Intermunicipal Agreement for Shared School Attorneys with New Hartford Central School District, allowing Madison-Oneida BOCES to provide legal services for the 2022-23 school year There were 8 ayes and 0 nays. The motion carried.              | APPROVE:<br>INTERMUNICIPAL<br>AGREEMENT FOR<br>SHARED SCHOOL<br>ATTORNEYS WITH NEW<br>HARTFORD CENTRAL<br>SCHOOL DISTRICT |
| 2022/23-132 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the proposed Intermunicipal Agreement for Shared School Attorneys with New York Mills Union Free School, allowing BOCES to provide legal services for the 2022-23 school year There were 8 ayes and 0 nays. The motion carried.                                 | APPROVE:<br>INTERMUNICIPAL<br>AGREEMENT FOR<br>SHARED SCHOOL<br>ATTORNEYS WITH NEW<br>YORK MILLS UNION<br>FREE SCHOOL     |
| 2022/23-133 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Rome City School District, allowing BOCES to provide legal services for the 2022-23 school year There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>INTERMUNICIPAL<br>AGREEMENT FOR<br>SHARED SCHOOL<br>ATTORNEYS WITH<br>ROME CITY SD                            |
| 2022/23-134 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Waterville Central School District, allowing BOCES to provide legal services for the 2022-23 school year There were 8 ayes and 0 nays. The motion carried.                               | APPROVE:<br>INTERMUNICIPAL<br>AGREEMENT FOR<br>SHARED SCHOOL<br>ATTORNEYS WITH<br>WATERVILLE CSD                          |
| 2022/23-135 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the automotive repair services agreement with the Town of Westmoreland. This agreement allows our Central Bus Maintenance to continue to provide automobile repair services for the town's fleet of vehicles. There were 8 ayes and 0 nays. The motion carried. | APPROVE:<br>TOWN OF<br>WESTMORELAND<br>AUTOMOTIVE REPAIR<br>SERVICES AGREEMENT  |
| 2022/23-136 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Resignations   | APPROVE:<br>RESIGNATIONS  |



recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.

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| 2022/23-137 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen 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                               |
| 2022/23-138 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Professional Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>PROFESSIONAL<br>APPOINTMENTS                    |
| 2022/23-139 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Civil Service Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>CIVIL SERVICE<br>APPOINTMENTS                   |
| 2022/23-140 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Adult & Continuing Education Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>ADULT & CONTINUING<br>EDUCATION<br>APPOINTMENTS |
| 2022/23-141 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>MISCELLANEOUS<br>APPOINTMENTS                   |
| 2022/23-142 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Summer Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>SUMMER<br>APPOINTMENTS                          |
| 2022/23-143 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Consultants recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>CONSULTANTS                                     |
| 2022/23-144 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Position Creations recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>POSITION CREATIONS                              |
| 2022/23-145 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Michelle Jacobsen and seconded by Donna Isbell to grant tenure to Elizabeth Sergott in the tenure area of Teacher Assistant, effective October 11, 2022. The District Superintendent has advised the Board that Elizabeth Sergott holds appropriate certification for the tenure area, and has | APPOINTMENT TO<br>TENURE:<br>ELIZABETH SERGOTT              |



satisfied any applicable requirements related to annual professional performance review ratings. There were 8 ayes and 0 nays. The motion carried.

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| 2022/23-146 | The Board moved to the Deputy Superintendent for Finance & Operations Report. Mrs. Lisa Decker explained that certain designations were made at the Organizational Meeting, prior to the newly created position of Director of Secondary Programs. With Mr. Weaver's appointment, she asked for those designations to be updated. Mrs. Decker reported on the Change Order Summary for the Rossetti Rooftop Handling Unit Replacement Project (Phase I), including H-001 Replace RTU-5 for a budget change of \$72,000 and H-002 Additional testing and balancing of Multi-Zone Roof Top Units for a budget change of \$4,504.50. Mrs. Decker spoke about Ms. Kristine Kipers' work on updating various Affiliation Agreements and aligning them to each department's needs. She updated the Board on our current contract for financing on lease purchase agreements and the proposed extension of this contract. Mrs. Decker spoke to the Board and answered questions pertaining to the eTriton contract that was added to the agenda for their review. | DEPUTY<br>SUPERINTENDENT FOR<br>FINANCE &<br>OPERATIONS REPORT   |
| 2022/23-147 | A motion was made by Sally Sherwood and seconded by Rich Engelbrecht to rescind Matthew Williams' appointment as Treasurer of the Student Activity Fund. There were 8 ayes and 0 nays. The motion carried.   | RESCIND:<br>APPOINTMENT OF<br>MATTHEW WILLIAMS<br>AS TREASURER OF<br>STUDENT ACTIVITY<br>FUND ( <i>EFFECTIVE<br/>AUGUST 29, 2022</i> ) |
| 2022/23-148 | A motion was made by Sally Sherwood and seconded by Rich Engelbrecht to appoint James Weaver as Treasurer of the Student Activity Fund. There were 8 ayes and 0 nays. The motion carried.  | APPOINT:<br>JAMES WEAVER AS<br>TREASURER OF<br>STUDENT ACTIVITY<br>FUND ( <i>EFFECTIVE<br/>AUGUST 29, 2022</i> )                       |
| 2022/23-149 | A motion was made by Sally Sherwood and seconded by Rich Engelbrecht to rescind the allotment of the \$50 Petty Cash Fund for the Director of CTE. There were 8 ayes and 0 nays. The motion carried.   | RESCIND:<br>PETTY CASH FUND FOR<br>DIRECTOR OF CTE<br>( <i>EFFECTIVE AUGUST 29,<br/>2022</i> )   |
| 2022/23-150 | A motion was made by Sally Sherwood and seconded by Rich Engelbrecht to allot the \$50 Petty Cash Fund for the Director of Secondary Programs. There were 8 ayes and 0 nays. The motion carried.   | AUTHORIZE:<br>PETTY CASH FUND FOR<br>DIRECTOR OF<br>SECONDARY PROGRAMS<br>( <i>EFFECTIVE AUGUST 29,<br/>2022</i> )                     |



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| 2022/23-151   | A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the template Affiliation Agreements and authorize Program Directors or the Assistant Superintendent for Curriculum & Instruction to execute the Agreements on behalf of the BOCES, or negotiate non-material changes to the Agreements on behalf of the BOCES, as approved by a School Attorney. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>AFFILIATION<br>AGREEMENTS   |
| 2022/23-152   | A motion was made by Rich Engelbrecht and seconded by Sue Carvelli to approve the extension of the current contract with Banc of America through August 31, 2023, in order to facilitate multi-year financing in support of services to client school districts for technology projects. There were 8 ayes and 0 nays. The motion carried.   | APPROVE:<br>INSTALLMENT<br>PURCHASE FINANCING<br>AGREEMENT                        |
| 2022/23-153   | A motion was made by John Costello, Sr. and seconded by Michelle Jacobsen to approve the contract with Harris Computer Corporation for eTrition software, in order to provide a web-based cafeteria solution that will allow the Regional Information Center to support new cafeteria management solutions. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>HARRIS COMPUTER<br>CORPORATION<br>(ETRITION) CONTRACT                 |
| 2022/23-154   | The Board moved to the Assistant Superintendent for Curriculum & Instruction Report. Dr. Williams spoke about the KEYS Program Service Agreement which would offer additional supports for our IMN program and is included in the Board Packet.  | ASSISTANT<br>SUPERINTENDENT FOR<br>CURRICULUM &<br>INSTRUCTION REPORT             |
| 2022/23-155   | A motion was made by Sue Carvelli and seconded by Donna Isbell to approve The KEYS Program Service Agreement to provide music therapy for students in the STARRS, Autism Skills and IMN programs. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>THE KEYS PROGRAM<br>SERVICE AGREEMENT                                 |
| 2022/23-156   | A motion was made by Sue Carvelli and seconded by Rich Engelbrecht to move to Executive Session at 8:53 AM 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 9:37 AM. |  |   |
| 2022/23-157   | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the July 25, 2022 Settlement Memorandum of Agreement between the BOCES and the Instructional Professionals' Association, settling contract negotiations for the period ending June 30, 2023. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>SETTLEMENT<br>MEMORANDUM OF<br>AGREEMENT BETWEEN<br>BOCES AND THE IPA |

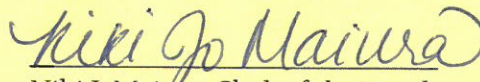


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| 2022/23-158 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the July 25, 2022 Memorandum of Agreement between the BOCES and the Instructional Professionals' Association, clarifying the application of health insurance benefits to IPA members Edward Rinaldo and Randy Raux. There were 8 ayes and 0 nays. The motion carried.  | APPROVE:<br>MEMORANDUM OF<br>AGREEMENT BETWEEN<br>BOCES AND THE IPA<br>CLARIFYING HEALTH<br>BENEFITS                             |
| 2022/23-159 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the July 25, 2022 Memorandum of Agreement between the BOCES and the Instructional Professionals' Association, verifying the IPA's withdrawal of an Improper Practice Charge with the Public Employment Relations Board (PERB) on or about January 27, 2022. There were 8 ayes and 0 nays.  | APPROVE:<br>MEMORANDUM OF<br>AGREEMENT BETWEEN<br>BOCES AND THE IPA<br>VERIFYING<br>WITHDRAWAL OF<br>IMPROPER PRACTICE<br>CHARGE |
| 2022/23-160 | A motion was made by John Costello, Sr. and seconded by Sue Carvelli to approve Erin Noto's resignation from the position of Principal, and to appoint Ms. Noto to the position of Assistant Director of Secondary Programs, in the tenure area of Assistant Director of Secondary Programs, for a three-year probationary term, and at an annual salary of \$116,500, effective August 29, 2022. There were 8 ayes and 0 nays. The motion carried. | ACCEPTANCE OF<br>RESIGNATION FROM<br>ERIN NOTO AND<br>APPOINTMENT TO NEW<br>POSITION   |
| 2022/23-161 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to indemnify Scott Budelmann and Matthew Williams in accordance with their written requests received by the Board Clerk on July 18, 2022. There were 8 ayes and 0 nays. The motion carried.   | INDEMNIFICATION OF<br>BOCES<br>ADMINISTRATORS  |
| 2022/23-162 | A motion was made by Sue Carvelli and seconded by Rich Engelbrecht to indemnify Douglas Gustin, John Costello, Sr., Joseph Monfiletto, Kathryn Allen and Erin Noto in accordance with their written requests received by the Board Clerk on July 21, 2022. There were 8 ayes and 0 nays. The motion carried.  | INDEMNIFICATION OF<br>BOCES<br>ADMINISTRATORS AND<br>BOARD MEMBERS   |
| 2022/23-163 | A motion was made by John Costello, Sr. and seconded by Sue Carvelli to indemnify Sally Sherwood, Michelle Jacobsen, Richard Engelbrecht, Donna Isbell, Suzanne Carvelli and Patrick Baron in accordance with their written requests received by the Board Clerk on July 22, 2022. There were 8 ayes and 0 nays. The motion carried.  | INDEMNIFICATION OF<br>BOCES BOARD<br>MEMBERS   |
| 2022/23-164 | A motion was made by Donna Isbell and seconded by John Costello, Sr. to accept Irene Michaels' resignation from employment, effective August 31, 2022. There were 7 ayes, 0 nays and Sally Sherwood abstained. The motion carried.  | APPROVE:<br>IRENE MICHAELS'<br>RESIGNATION FROM<br>EMPLOYMENT<br>EFFECTIVE AUGUST 31,<br>2022                                    |



- 2022/23-165 A motion was made by Michelle Jacobsen and seconded by Rich Engelbrecht to adopt the revised Reopening Plan for the 2022-2023 school year. There were 8 ayes and 0 nays. The motion carried. APPROVE:  
REVISED REOPENING  
PLAN
- 2022/23-166 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to take a Recess at 9:40 AM to hear from Dr. David Rogers, President of SUNY Morrisville. There were 8 ayes and 0 nays. The motion carried. RECESS
- 2022/23-167 A motion was made by Michelle Jacobsen and seconded by Pat Baron to return from Recess and resume the meeting at 10:23 AM. There were 8 ayes and 0 nays. The motion carried. RETURN FROM RECESS
- 2022/23-168 A motion was made by Donna Isbell and seconded by Sue Carvelli to adjourn the meeting at 10:24 AM. There were 8 ayes and 0 nays. The motion carried. ADJOURNMENT

Respectfully Submitted,

  
Niki J. Maiura, Clerk of the Board