

MINUTES OF THE REGULAR MONTHLY MEETING  
THURSDAY, OCTOBER 6, 2022

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, October 6, 2022 in the Administration Board Room at the Madison-Oneida BOCES Main Campus in Verona, New York. President Doug Gustin called the meeting to order at 5:02 p.m. The Board recited the pledge of allegiance. There was no public comment.

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

2022/23-212 Mr. Budelmann welcomed the Board, the RIC team and Tara Pawlowski to the meeting. He congratulated Suzanne Carvelli on her Genesis Distinguished Service Award that will be presented in November and pointed out Rich Engelbrecht's plaque that is now displayed in the Board Room.

DISTRICT  
SUPERINTENDENT'S  
WELCOME &  
OVERVIEW

Mr. Budelmann introduced the team from the Regional Information Center, including Maria Rocker, Dan Potter, John-Henry Lane, Justin Mitchell, Brenda Egelston and Stephen Shore.

2022/23-213 The RIC team shared updates regarding online safety and security. They reviewed the importance of multi-factor authentication and discussed new technology for the board packets.

TECHNOLOGY UPDATES  
AND INTRODUCTION TO  
OFFICE 365

The team then assisted the board members in getting set up with the 2-factor authentication and helped them log in to gain access to board materials.

2022/23-214 A motion was made by Sue Carvelli and seconded by Rich Engelbrecht to amend the agenda to include updated personnel reports. There were 9 ayes and 0 nays. The motion carried.

AMEND AGENDA

2022/23-215 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the minutes of the Regular Meeting held on September 1, 2022. There were 9 ayes and 0 nays. The motion carried.

APPROVE:  
MINUTES OF  
09/01/2022 REGULAR  
MEETING

2022/23-216 A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the Treasurer's Report from August 2022. There were 9 ayes and 0 nays. The motion carried.

APPROVE:  
TREASURER'S REPORT  
AUGUST 2022

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| 2022/23-217 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the monthly Claims Audit Report. There were 9 ayes and 0 nays. The motion carried.  | APPROVE:<br>MONTHLY CLAIMS<br>AUDIT REPORT                                    |
| 2022/23-218 | A motion was made by Rich Engelbrecht and seconded by Pat Baron to award the Cafeteria Groceries and Meats bid #22-09-001, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Specific items were rejected for failure to meet bid specifications for incorrect item or size. There were 9 ayes and 0 nays. The motion carried. | BID:<br>CAFETERIA GROCERIES<br>AND MEATS<br>#22-09-001                        |
| 2022/23-219 | A motion was made by Rich Engelbrecht and seconded by Pat Baron to award the Cafeteria Paper bid #22-09-002 on a total award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. There were 9 ayes and 0 nays. The motion carried.   | BID:<br>CAFETERIA PAPER<br>#22-09-002   |
| 2022/23-220 | A motion was made by Rich Engelbrecht and seconded by Pat Baron to declare the Equipment List as excess or obsolete. There were 9 ayes and 0 nays. The motion carried.   | APPROVE:<br>EXCESS/OBSELETE<br>EQUIPMENT                                      |
| 2022/23-221 | A motion was made by Rich Engelbrecht and seconded by Pat Baron to approve the 2022-2023 Student Activity Accounts and Advisors. There were 9 ayes and 0 nays. The motion carried.   | APPROVE:<br>2022-2023 STUDENT<br>ACTIVITY ACCOUNTS<br>AND ADVISORS            |
| 2022/23-222 | A motion was made by Rich Engelbrecht and seconded by Pat Baron to approve the NYSITCC Instructional Technology Statewide Agreements for software/learning packages managed by Erie I BOCES. There were 9 ayes and 0 nays. The motion carried.   | APPROVE:<br>NYSITCC<br>INSTRUCTIONAL<br>TECHNOLOGY<br>STATEWIDE<br>AGREEMENTS |
| 2022/23-223 | A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Resignations recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.  | APPROVE:<br>RESIGNATIONS  |
| 2022/23-224 | A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Leaves of Absence recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.   | APPROVE:<br>LEAVES OF ABSENCE   |
| 2022/23-225 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Professional Appointments recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.   | APPROVE:<br>PROFESSIONAL<br>APPOINTMENTS                                      |

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| 2022/23-226 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Civil Service Appointments recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.   | APPROVE:<br>CIVIL SERVICE<br>APPOINTMENTS   |
| 2022/23-227 | A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Adult & Continuing Education Appointments recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.  | APPROVE:<br>ADULT & CONTINUING<br>EDUCATION<br>APPOINTMENTS                                   |
| 2022/23-228 | A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.   | APPROVE:<br>MISCELLANEOUS<br>APPOINTMENTS   |
| 2022/23-229 | A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Consultants recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.  | APPROVE:<br>CONSULTANTS   |
| 2022/23-230 | A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Performing Arts recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.  | APPROVE:<br>PERFORMING ARTS   |
| 2022/23-231 | <p>Upon the recommendation of District Superintendent Budelmann, a motion was made by Sue Carvelli and seconded by Donna Isbell to approve the LEAD Evaluator Initial Certification for the following administrator (annual certification for 2022-23) :<br/>Jeffery Bellamy</p> <p>The administrator has completed training which meets the requirements of 8 NYCRR 30-2.9 and the Madison-Oneida BOCES Annual Professional Performance Review Plan for certification as Lead Evaluator of Teachers. There were 9 ayes and 0 nays. The motion carried.</p> | APPROVE:<br>INITIAL CERTIFICATION<br>AS LEAD EVALUATOR<br>OF TEACHERS FOR:<br>JEFFERY BELLAMY |
| 2022/23-232 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Joe Monfiletto and seconded by Donna Isbell to grant tenure to Jackie Fort in the tenure area of Special Education, effective January 3, 2023. The District Superintendent has advised the Board that Jackie Fort holds appropriate certification for the tenure area, and has satisfied any applicable requirements related to annual professional performance review ratings. There were 9 ayes and 0 nays. The motion carried.  | APPOINTMENT TO<br>TENURE:<br>JACKIE FORT  |
| 2022/23-233 | A motion was made by John Costello, Sr. and seconded by Pat Baron to approve Policy 0015 – Equal Opportunity & Prohibition of Discrimination, Harassment and Bullying.  | APPROVE:<br>POLICY 0015 – EQUAL<br>OPPORTUNITY &  |

There were 9 ayes and 0 nays. The motion carried.

PROHIBITION OF  
DISCRIMINATION,  
HARASSMENT AND  
BULLYING

2022/23-234 A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve Policy 5026 – Inventory. There were 9 ayes and 0 nays. The motion carried.

APPROVE:  
POLICY 5026 –  
INVENTORY

2022/23-235 A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve Policy 5031 – Disposition of Obsolete and/or Surplus Property. There were 9 ayes and 0 nays. The motion carried.

APPROVE:  
POLICY 5031 –  
DISPOSITION OF  
OBSOLETE AND/OR  
SURPLUS PROPERTY

2022/23-236 A motion was made by Donna Isbell and seconded by Rich Engelbrecht to approve Policy 6071 – Vacation. There were 9 ayes and 0 nays. The motion carried.

APPROVE:  
POLICY 6071 –  
VACATION

2022/23-237 A motion was made by John Costello, Sr. and seconded by Rich Engelbrecht to delete Policy 6005 – Prohibition of Discrimination and Harassment. There were 9 ayes and 0 nays. The motion carried.

DELETE:  
POLICY 6005 –  
PROHIBITION OF  
DISCRIMINATION AND  
HARASSMENT

2022/23-238 A motion was made by John Costello, Sr. and seconded by Rich Engelbrecht to delete Policy 7202 – Prohibition of Discrimination, Harassment and Bullying. There were 9 ayes and 0 nays. The motion carried.

DELETE:  
POLICY 7202 –  
PROHIBITION OF  
DISCRIMINATION,  
HARASSMENT AND  
BULLYING

2022/23-239 A motion was made by John Costello, Sr. and seconded by Rich Engelbrecht to delete Policy 7203 – Non-Discrimination in Educational Services. There were 9 ayes and 0 nays. The motion carried.

DELETE:  
POLICY 7203 – NON-  
DISCRIMINATION IN  
EDUCATIONAL  
SERVICES

2022/23-240 The Board moved to the Deputy Superintendent for Finance & Operations Report. Mrs. Lisa Decker updated the Board about meeting with the Facilities Committee to review the proposed next Capital Project for the BOCES campus. The project will focus on safety and security updates in and around the middle school.

DEPUTY  
SUPERINTENDENT FOR  
FINANCE &  
OPERATIONS REPORT

Lisa reviewed the required 2022-2023 Opening Plan and then turned the floor over to Tara Pawlowski to review the Annual Report on BOCES Reserves and the finalized 2021-2022 Madison-Oneida BOCES Budget and Return of Surplus. The Board moved to the 2021-2022 Year End Independent Audit Report for review. The report was shared and Tara and Doug Gustin reported out on the findings.

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| 2022/23-241 | A motion was made by Donna Isbell and seconded by Sue Carvelli to approve the Annual Report on BOCES Reserves as presented. There were 9 ayes and 0 nays. The motion carried.  | APPROVE:<br>MADISON-ONEIDA<br>ANNUAL REPORT ON<br>BOCES RESERVES                       |
| 2022/23-242 | A motion was made by Michelle Jacobsen and seconded by Rich Engelbrecht to approve the Madison-Oneida BOCES Finalized 2021-2022 Budget. There were 9 ayes and 0 nays. The motion carried.  | APPROVE:<br>MADISON-ONEIDA<br>BOCES 2021-2022<br>FINALIZED BUDGET                      |
| 2022/23-243 | A motion was made by Sue Carvelli and seconded by Rich Engelbrecht to accept the 2021-2022 Year End Independent Audit Report. There were 9 ayes and 0 nays. The motion carried.  | ACCEPT:<br>2021-2022 YEAR END<br>INDEPENDENT AUDIT<br>REPORT                           |
| 2022/23-244 | A motion was made by Donna Isbell and seconded by Sally Sherwood to approve the 2022-2023 Opening Plan as presented by the Deputy Superintendent for Finance & Operations. There were 9 ayes and 0 nays. The motion carried.   | APPROVE:<br>2022-2023 OPENING<br>PLAN  |
| 2022/23-245 | The Board moved to the Assistant Superintendent for Curriculum & Instruction Report. Dr. Williams spoke about having the students back working on campus and at various locations in different technical areas, seeing them represent BOCES and their programs in the communities and all of the fun outcomes that are a direct result of the work behind the scenes. He spoke about the upcoming SkillsUSA Conference, the NYSHESC agreement to provide tuition funding, and the donation of a vehicle. | ASSISTANT<br>SUPERINTENDENT FOR<br>CURRICULUM &<br>INSTRUCTION REPORT                  |
| 2022/23-246 | A motion was made by Sally Sherwood and seconded by Donna Isbell to approve the SkillsUSA New York State Fall Leadership Conference Request to allow four student leaders and two advisors to participate in the leadership conference in Albany in November. There were 9 ayes and 0 nays. The motion carried.  | APPROVE:<br>SKILLSUSA NEW YORK<br>STATE FALL<br>LEADERSHIP<br>CONFERENCE               |
| 2022/23-247 | A motion was made by Donna Isbell and seconded by Sally Sherwood to approve the New York State Higher Education Services Corporation Agreement to allow Adult & Continuing Education to participate in the Veterans Tuition Awards Program. There were 9 ayes and 0 nays. The motion carried.  | APPROVE:<br>NEW YORK STATE<br>HIGHER EDUCATION<br>SERVICES<br>CORPORATION<br>AGREEMENT |
| 2022/23-248 | A motion was made by Sally Sherwood and seconded by Rich Engelbrecht to approve the donation of a 2000 Chevrolet Suburban to provide instructional support for the HEO Program. There were 9 ayes and 0 nays. The motion carried.  | APPROVE:<br>DONATION OF 2000<br>CHEVROLET SUBURBAN                                     |

2022/23-249 A motion was made by John Costello, Sr. and seconded by Donna Isbell to move to Executive Session at 6:49 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 9 ayes and 0 nays. The motion carried.

EXECUTIVE SESSION

The President returned to regular session at 7:28 PM.

2022/23-250 A motion was made by Sue Carvelli and seconded by Michelle Jacobsen to indemnify employee Mark Schoff in accordance with his September 16, 2022 request. There were 9 ayes and 0 nays. The motion carried.

APPROVE:  
INDEMNIFICATION OF  
EMPLOYEE

2022/23-251 A motion was made by Sally Sherwood and seconded by Rich Engelbrecht to approve the revisions to the Non-Negotiating Employee Categorized Salary Ranges, as recommended by the District Superintendent in accordance with Policy 3016. There were 9 ayes and 0 nays. The motion carried.

APPROVE:  
REVISIONS TO NON-  
NEGOTIATING  
EMPLOYEE  
CATEGORIZED SALARY  
RANGES

2022/23-252 The Board moved to Mr. Scott Budelmann for the District Superintendent's Report. Mr. Budelmann updated the Board on the partnerships that State Ed and other state departments are working on. They are working on these relationships to help support each other.

DISTRICT  
SUPERINTENDENT'S  
REPORT

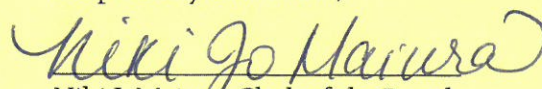
Scott shared that the Madison-Oneida BOCES Public Relations team garnered 8 awards from the NYSPRA this year. Awards were received by BOCES, Canastota, Madison and Rome.

Mr. Budelmann also spoke about: Substantial Equivalence; Corporal Punishment; Computer-based 3-8 Exams; Technology Access Surveys; Snow Days; Biometric Surveys; Data Privacy Action Committee; 793 Meeting and modeling this process; Healthcare Worker Bonuses; APPR Laws; Foundation Aid; and, CTE expanding opportunities.

2022/23-253 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to adjourn the meeting at 7:59 PM. There were 9 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,

  
Niki J. Maiura, Clerk of the Board