

**DRAFT MINUTES OF THE REGULAR MONTHLY MEETING
THURSDAY, JUNE 1, 2023**

The Regular Monthly Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, June 1, 2023 in the Administration Board Room at the Madison-Oneida BOCES Main Campus in Verona, New York. President Douglas Gustin called the meeting to order at 5:00 p.m. The Board recited the pledge of allegiance. There was no public comment.

Present: Sally Sherwood – Camden, Douglas Gustin – Canastota, Richard Engelbrecht – Madison, Donna Isbell – Morrisville-Eaton, John Costello, Sr. – Oneida (*departed early*), Suzanne Carvelli – Rome, Joseph Monfiletto – Stockbridge Valley and Patrick Baron - VVS.

Absent: Michelle Jacobsen – Hamilton

Also Present: Scott Budelmann - District Superintendent & CEO and Niki J. Maiura - District Clerk.

2022/23-554 Mr. Scott Budelmann welcomed the Board and explained that Lisa Decker and Matt Williams were attending a statewide Safety Summit in Albany with a team of staff members. Mr. Budelmann provided a brief overview of the agenda for the board meeting, including the Public Hearing to review the Code of Conduct.

**DISTRICT
SUPERINTENDENT'S
WELCOME &
OVERVIEW**

Mr. Budelmann introduced Brenda Wolak, Director of Adult & Continuing Education and her team to provide the E&AP Report.

2022/23-555 Brenda Wolak introduced her team, including Randy Raux, Rita Kenyon, Rachel Burleigh, Andrew Carpenter-Brockway, and Kelly Woodcock. The team spoke about the components that make up Adult & Continuing Education; Literacy Programming, Vocational/Avocational Training and Health Occupations. They highlighted their community partners and successes in various programs, despite the struggles with enrollment and funding.

**E&AP REPORT:
ADULT & CONTINUING
EDUCATION**

The Board thanked the team for their commitment and hard work.

2022/23-556 A motion was made by Donna Isbell and seconded by Sue Carvelli to amend the agenda to include updated Personnel Reports. There were 8 ayes and 0 nays. The motion carried.

AMEND AGENDA

2022/23-557 A motion was made by Donna Isbell and seconded by Rich Engelbrecht to approve the minutes of the Regular Meeting held on May 10, 2023, after amending Item #530 to include the second made by Michelle Jacobsen. There were 8 ayes and 0 nays. The motion carried.

**APPROVE:
MINUTES OF
05/10/2023 REGULAR
MEETING**

- 2022/23-558 A motion was made by Pat Baron and seconded by Rich Engelbrecht to approve the Treasurer's Report from April 2023. There were 8 ayes and 0 nays. The motion carried. **APPROVE:
TREASURER'S REPORT
APRIL 2023**
- 2022/23-559 A motion was made by Pat Baron and seconded by Sue Carvelli to approve the monthly Claims Audit Report. There were 8 ayes and 0 nays. The motion carried. **APPROVE:
MONTHLY CLAIMS
AUDIT REPORT**
- 2022/23-560 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the School Bus Parts and Supplies bid #23-04-007, on a category award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bid from vendor for unacceptable proposed exceptions to the bid terms. There were 8 ayes and 0 nays. The motion carried. **BID:
SCHOOL BUS PARTS
AND SUPPLIES
#23-04-007**
- 2022/23-561 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Cafeteria Ice Cream bid #23-04-004, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bids from bidder for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried. **BID:
CAFETERIA ICE CREAM
#23-04-004**
- 2022/23-562 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Cafeteria Chips and Snacks bid #23-04-003, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bid items from bidder for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried. **BID:
CAFETERIA CHIPS AND
SNACKS
#23-04-003**
- 2022/23-563 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Cafeteria Commodity Processing bid #23-04-010, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bids from various bidders for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried. **BID:
CAFETERIA
COMMODITY
PROCESSING
#23-04-010**
- 2022/23-564 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Catalog Printing bid #23-04-009, on a total award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bid items from bidder for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried. **BID:
CATALOG PRINTING
#23-04-009**

- 2022/23-565 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Cafeteria Milk and Dairy #23-04-005, on a total award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bid items from bidder for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried.
- BID:
CAFETERIA MILK AND
DAIRY
#23-04-005
- 2022/23-566 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Shop Supplies bid #23-03-004, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bid items from bidder for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried.
- BID:
SHOP SUPPLIES
#23-03-004
- 2022/23-567 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Audio Visual Equipment bid #23-05-005, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bids from various bidders for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried.
- BID:
AUDIO VISUAL
EQUIPMENT
#23-05-005
- 2022/23-568 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Health Supplies bid #23-01-003, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bids from various bidders for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried.
- BID:
HEALTH SUPPLIES
#23-01-003
- 2022/23-569 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Building Trades Supplies and Tools bid #23-04-001, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bids from various bidders for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried.
- BID:
BUILDING TRADES
SUPPLIES AND TOOLS
#23-04-001
- 2022/23-570 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Furniture bid #23-04-006, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bids from various bidders for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried.
- BID:
FURNITURE
#23-04-006

- 2022/23-571 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Custodial and Floor Care Supplies bid #23-02-003, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bids from various bidders for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried.
- BID:
CUSTODIAL AND FLOOR
CARE SUPPLIES
#23-02-003
- 2022/23-572 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Desktop Laser Printers bid #23-03-003, on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bids from various bidders for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried.
- BID:
DESKTOP LASER
PRINTERS
#23-03-003
- 2022/23-573 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to award the Cafeteria Bread and Pizza bid #23-04-002, on a category award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bids from various bidders for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried.
- BID:
CAFETERIA BREAD AND
PIZZA
#23-04-002
- 2022/23-574 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:
EXCESS/OBSOLETE
EQUIPMENT
- 2022/23-575 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the 2023-2024 Single Year Lease Agreements with school districts. There were 8 ayes and 0 nays. The motion carried.
- APPROVE:
2023-2024 SINGLE
YEAR LEASE
AGREEMENTS
- 2022/23-576 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the Tecogen Contract Extension, allowing BOCES to continue to receive Cogeneration maintenance services from Tecogen. There were 8 ayes and 0 nays. The motion carried.
- APPROVE:
TECOGEN CONTRACT
EXTENSION
- 2022/23-577 A motion was made by Rich Engelbrecht and seconded by Dona Isbell to approve the Verona Fire Barn Agreement. This agreement allows BOCES to continue to utilize the building for storage through June 30, 2028. There were 8 ayes and 0 nays. The motion carried.
- APPROVE:
VERONA FIRE BARN
AGREEMENT RENEWAL

- 2022/23-578 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the 2023-2024 Reimbursement Rates for Model Schools and Other Services. These are rates that Madison-Oneida BOCES and other BOCES will reimburse school districts for their participation in Model Schools of other cross-contracted services. There were 8 ayes and 0 nays. The motion carried.
- APPROVE:
2023-2024
REIMBURSEMENT
RATES FOR MODEL
SCHOOLS AND OTHER
SERVICES
- 2022/23-579 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the Denodo Contract. This vendor agreement provides the Regional Information Center with a data management solution, allowing them to manage data from multiple vendor applications to deliver high quality reports and dashboards to the region. There were 8 ayes and 0 nays. The motion carried.
- APPROVE:
DENODO CONTRACT
- 2022/23-580 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the Access411 Contract, allowing the Regional Information Center to offer a web-based school management software used to support school safety by managing access to school buildings. There were 8 ayes and 0 nays. The motion carried.
- APPROVE:
ACCESS411 CONTRACT
- 2022/23-581 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the 2023-2024 Administrative Technology Statewide Agreements, allowing access to administrative and technical applications that are approved by the 793 Committee. There were 8 ayes and 0 nays. The motion carried.
- APPROVE:
2023-2024
ADMINISTRATIVE
TECHNOLOGY
STATEWIDE
AGREEMENTS
- 2022/23-582 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the 2023-2024 NYSITCC Instructional Technology Statewide Agreements, allowing participating districts access to technology applications that support teaching and learning. There were 8 ayes and 0 nays. The motion carried.
- APPROVE:
2023-2024 NYSITCC
INSTRUCTIONAL
TECHNOLOGY
STATEWIDE
AGREEMENTS
- 2022/23-583 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the 2023-2024 Distance Learning Statewide Agreements, allowing participating districts access to online courses to support remote and hybrid learning. There were 8 ayes and 0 nays. The motion carried.
- APPROVE:
2023-2024 DISTANCE
LEARNING STATEWIDE
AGREEMENTS
- 2022/23-584 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the Central New York Health Home Network (CNYHHN) Agreement. CNYHHN will continue serving as the primary coordinating agency for the Connected Community Schools initiative to deliver programming and critical services to students and families. There were 8 ayes and 0 nays. The motion carried.
- APPROVE:
CENTRAL NEW YORK
HEALTH HOME
NETWORK AGREEMENT

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| 2022/23-585 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the Renewal Agreement with the Utica Center for Development extending the contract through June 30, 2024. This agreement provides leased space for the Adult & Continuing Education Department to continue to provide literacy instruction to the general public through the Literacy Zone Program. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
UTICA CENTER FOR
DEVELOPMENT
RENEWAL AGREEMENT |
| 2022/23-586 | A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the License Agreement with the Mohawk Valley Community College, providing space for Adult & Continuing Education classes in Rome. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
LICENSE AGREEMENT
WITH MVCC AND
MADISON-ONEIDA
BOCES |
| 2022/23-587 | The Board had their First Read of the BOCES-Wide Safety Plan. | (FIRST READ)
BOCES-WIDE SAFETY
PLAN |
| 2022/23-588 | A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Resignations recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
RESIGNATIONS |
| 2022/23-589 | 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 8 ayes and 0 nays. The motion carried. | APPROVE:
LEAVES OF ABSENCE |
| 2022/23-590 | 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 8 ayes and 0 nays. The motion carried. | APPROVE:
PROFESSIONAL
APPOINTMENTS |
| 2022/23-591 | 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 8 ayes and 0 nays. The motion carried. | APPROVE:
CIVIL SERVICE
APPOINTMENTS |
| 2022/23-592 | 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 8 ayes and 0 nays. The motion carried. | APPROVE:
ADULT & CONTINUING
EDUCATION
APPOINTMENTS |
| 2022/23-593 | A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
MISCELLANEOUS
APPOINTMENTS |

- 2022/23-594 A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Consultants recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. APPROVE:
CONSULTANTS
- 2022/23-595 A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Performing Arts recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. APPROVE:
PERFORMING ARTS
- 2022/23-596 A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Summer Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. APPROVE:
SUMMER
APPOINTMENTS
- 2022/23-597 A motion was made by Sue Carvelli and seconded by Donna Isbell to approve the Reductions in Force recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. APPROVE:
REDUCTIONS IN FORCE
- 2022/23-598 In the absence of the Deputy Superintendent for Finance & Operations, due to attendance at the Safety Summit, the Board moved to District Superintendent Scott Budelmann for the Finance & Operations Report. Mr. Budelmann spoke to the Board about the Safety Summit taking place in Albany and the benefit of having a team from BOCES in attendance. He reviewed the recommended allocation of Annual Merit Stipends and the recommended appointment of a new Deputy Treasurer of the Student Activity Funds due to the resignation of Erin Noto. Mr. Budelmann also addressed the 2023-2024 Revenue Anticipation Note Resolution and the need for a Facilities Committee Meeting and Special Board Meeting on June 22, 2023. FINANCE &
OPERATIONS REPORT
- 2022/23-599 A motion was made by Rich Engelbrecht and seconded by Donna Isbell to approve the proposed Annual Merit Stipend allocation by division, to recognize outstanding performance by non-negotiating administrative and support employees. There were 8 ayes and 0 nays. The motion carried. APPROVE:
ANNUAL MERIT
STIPEND ALLOCATION
- 2022/23-600 A motion was made by John Costello, Sr. and seconded by Pat Baron to approve the Appointment of Molly LiBritz as the Deputy Treasurer of Student Activity Accounts, replacing Erin Noto due to her resignation. There were 8 ayes and 0 nays. The motion carried. APPROVE:
APPOINTMENT OF
DEPUTY TREASURER OF
STUDENT ACTIVITY
ACCOUNTS

2022/23-601 A motion was made by Rich Engelbrecht and seconded by John Costello, Sr. to approve the 2023-2024 Revenue Anticipation Note Resolution, granting the Madison-Oneida BOCES the authority to borrow funds, if necessary, in the 2023-2024 fiscal year.

APPROVE:
2023-2024 REVENUE
ANTICIPATION NOTE
RESOLUTION

The Roll Call Vote was as follows:

Sally Sherwood – Aye
Doug Gustin – Aye
Rich Engelbrecht – Aye
Donna Isbell – Aye
John Costello, Sr. – Aye
Sue Carvelli – Aye
Joe Monfiletto – Aye
Pat Baron – Aye

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

2022/23-601 In the absence of the Assistant Superintendent for Curriculum & Instruction, due to attendance at the Safety Summit, the Board moved to District Scott Budelmann for the Curriculum & Instruction Report. Mr. Budelmann discussed the Public Hearing Session to review Policy 1011 – Code of Conduct with the Board.

CURRICULUM &
INSTRUCTION REPORT

2022/23-602 A motion was made by Sally Sherwood and seconded by Joe Monfiletto to approve the Policy 1011 – Code of Conduct with recommended revisions, to include:
1) Item (III.)(J.)(10.) To read, “a slingshot; and/or”
2) Item (VI.)(D.)(5.) To be removed entirely.
There were 8 ayes and 0 nays. The motion carried.

APPROVE:
POLICY 1011 – CODE OF
CONDUCT AFTER
PUBLIC HEARING TO
REVIEW

2022/23-603 A motion was made by John Costello, Sr. and seconded by Donna Isbell to move to Executive Session at 6:31 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 7:30 PM.

**John Costello, Sr. departed the meeting during Executive Session*

2022/23-604 A motion was made by Donna Isbell and seconded by Sue Carvelli to approve the discussed revisions to the Non-Negotiating Employee Categorized Salary Ranges, as recommended by the District Superintendent in accordance with Policy 3016. There were 7 ayes and 0 nays. The motion carried.

APPROVE:
REVISIONS TO NON-
NEGOTIATING
EMPLOYEE
CATEGORIZED SALARY
RANGES

2022/23-605 The Board moved to Mr. Scott Budelmann for the District Superintendent's Report. Mr. Budelmann shared information with the Board on the following:
Teacher Certification
Pending Legislation regarding APPR Reform
Mascot Guidance
Regionalization incentives
Computer Based Testing
SED Regulations regarding mixed competition
Certifying teachers through apprenticeships
Student Discipline
Section 75 changes
Possible new State Holidays
Small Group Health Insurance
BOCES Transportation discussion
Rural Schools Summer Conference participation
Herkimer BOCES Search update

DISTRICT
SUPERINTENDENT'S
REPORT

2022/23-606 Doug Gustin updated the Board on the Nominating Committee's decision to recommend Rich Engelbrecht as Board President and Sue Carvelli as Board Vice President for the 2023-2024 school year. There will also be an opportunity to take nominations from the floor. The Board also engaged in a discussion about preparations and expectations for Board Planning Day.

BOARD ITEMS

2022/23-607 A motion was made by Donna Isbell and seconded by Sally Sherwood to adjourn the meeting at 7:48 PM. There were 7 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,

Niki J. Maiura, Clerk of the Board