

**MINUTES OF THE REGULAR MEETING  
THURSDAY, AUGUST 3, 2023**

The Regular Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, August 3, 2023 in the TriPlexus Conference Room at the Madison-Oneida BOCES Main Campus in Verona, New York. President Richard Engelbrecht called the meeting to order at 1:15 p.m. The Board recited the pledge of allegiance. There was no public comment.

Present: Douglas Gustin – Canastota, Michelle Jacobsen – Hamilton, Richard Engelbrecht – Madison, Donna Isbell – Morrisville-Eaton, Suzanne Carvelli – Rome, Joseph Monfiletto – Stockbridge Valley and Patrick Baron - VVS.

Absent: Sally Sherwood – Camden and John Costello, Sr. – Oneida

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

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| 2023/24-092 | Mr. Scott Budelmann welcomed the Board and thanked them for their participation in the Board Planning Day events thus far. He provided the members with a brief overview of the meeting agenda.   | DISTRICT<br>SUPERINTENDENT'S<br>WELCOME &<br>OVERVIEW         |
| 2023/24-093 | A motion was made by Pat Baron and seconded by Donna Isbell to amend the agenda to include updated Personnel Reports, revised Meetings & Events, and new Board Items. There were 7 ayes and 0 nays. The motion carried.   | AMEND AGENDA  |
| 2023/24-094 | A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the July 6, 2023 Organizational Meeting minutes. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>JULY 6, 2023<br>ORGANIZATIONAL<br>MEETING MINUTES |
| 2023/24-095 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the July 6, 2023 Regular Meeting minutes. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>JULY 6, 2023 REGULAR<br>MEETING MINUTES           |
| 2023/24-096 | A motion was made by Doug Gustin and seconded by Sue Carvelli to approve the Monthly Claims Audit Report. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>MONTHLY CLAIMS<br>AUDIT REPORT                    |
| 2023/24-097 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to award the Cafeteria Paper bid on a total 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 7 ayes and 0 nays. The motion carried. | BID AWARD:<br>CAFETERIA PAPER<br>#IFB 23-05-002               |
| 2023/24-098 | A motion was made by Donna Isbell and seconded by   | APPROVE:  |

	Michelle Jacobsen to declare the Equipment List as excess or obsolete. There were 7 ayes and 0 nays. The motion carried.	EXCESS/OBSOLETE EQUIPMENT
2023/24-099	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Installment Purchase Agreement with Whitesboro Central School District to purchase 602-7710 Administrative Computer Services. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INSTALLMENT PURCHASE AGREEMENT WITH WHITESBORO CSD
2023/24-100	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Oneida Indian Nation Services Agreement for the continuation of services provided in collaboration with the Oneida Indian Nation Language Program. There were 7 ayes and 0 nays. The motion carried.	APPROVE: ONEIDA INDIAN NATION SERVICES AGREEMENT
2023/24-101	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Oneida Health Agreement for the continuation of health services provided for students and specified staff. There were 7 ayes and 0 nays. The motion carried.	APPROVE: ONEIDA HEALTH AGREEMENT
2023/24-102	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Canastota Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INTERMUNICIPAL AGREEMENT FOR SHARED SCHOOL ATTORNEYS WITH CANASTOTA CSD
2023/24-103	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Hamilton Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INTERMUNICIPAL AGREEMENT FOR SHARED SCHOOL ATTORNEYS WITH HAMILTON CSD
2023/24-104	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Herkimer-Fulton-Hamilton-Otsego BOCES, allowing Madison-Oneida BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INTERMUNICIPAL AGREEMENT FOR SHARED SCHOOL ATTORNEYS WITH HFHO BOCES
2023/24-105	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Holland Patent Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INTERMUNICIPAL AGREEMENT FOR SHARED SCHOOL ATTORNEYS WITH HOLLAND PATENT CSD
2023/24-106	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys	APPROVE: INTERMUNICIPAL AGREEMENT FOR

	with Madison Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.	SHARED SCHOOL ATTORNEYS WITH MADISON CSD
2023/24-107	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Morrisville-Eaton Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INTERMUNICIPAL AGREEMENT FOR SHARED SCHOOL ATTORNEYS WITH MORRISVILLE-EATON CSD
2023/24-108	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with New York Mills Union Free School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INTERMUNICIPAL AGREEMENT FOR SHARED SCHOOL ATTORNEYS WITH NEW YORK MILLS UNION FREE SCHOOL DISTRICT
2023/24-109	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Oneida-Herkimer-Madison BOCES, allowing Madison-Oneida BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INTERMUNICIPAL AGREEMENT FOR SHARED SCHOOL ATTORNEYS WITH OHM BOCES
2023/24-110	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Oriskany Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INTERMUNICIPAL AGREEMENT FOR SHARED SCHOOL ATTORNEYS WITH ORISKANY CSD
2023/24-111	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Owen D. Young Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INTERMUNICIPAL AGREEMENT FOR SHARED SCHOOL ATTORNEYS WITH OWEN D. YOUNG CSD
2023/24-112	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Poland Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INTERMUNICIPAL AGREEMENT FOR SHARED SCHOOL ATTORNEYS WITH POLAND CSD
2023/24-113	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys	APPROVE: INTERMUNICIPAL AGREEMENT FOR

with Stockbridge Valley Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.

SHARED SCHOOL  
ATTORNEYS WITH  
STOCKBRIDGE VALLEY  
CSD

2023/24-114 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Vernon Verona Sherrill Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.

APPROVE:  
INTERMUNICIPAL  
AGREEMENT FOR  
SHARED SCHOOL  
ATTORNEYS WITH  
VERNON VERONA  
SHERRILL CSD

2023/24-115 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Waterville Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.

APPROVE:  
INTERMUNICIPAL  
AGREEMENT FOR  
SHARED SCHOOL  
ATTORNEYS WITH  
WATERVILLE CSD

2023/24-116 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Whitesboro Central School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.

APPROVE:  
INTERMUNICIPAL  
AGREEMENT FOR  
SHARED SCHOOL  
ATTORNEYS WITH  
WHITESBORO CSD

2023/24-117 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Equine and Animal Science Facility Rental Agreement, resulting from the July bid award, for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.

APPROVE:  
EQUINE AND ANIMAL  
SCIENCE FACILITY  
RENTAL AGREEMENT

2023/24-118 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the NYSITCC Instructional Technology Statewide Agreement Add-ons. This agreement allows Erie I BOCES to negotiate an additional contract for the licensing of instructional software packages for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.

APPROVE:  
NYSITCC  
INSTRUCTIONAL  
TECHNOLOGY  
STATEWIDE  
AGREEMENT ADD-ONS

2023/24-119 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the recommended Student Activity Accounts and club advisors for the 2023-24 school year. There were 7 ayes and 0 nays. The motion carried.

APPROVE:  
STUDENT ACTIVITY  
ACCOUNTS AND CLUB  
ADVISORS

2023/24-120 A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Resignations recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.

APPROVE:  
RESIGNATIONS

2023/24-121	Upon the recommendation of District Superintendent Budelmann, a motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Professional Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: PROFESSIONAL APPOINTMENTS
2023/24-122	Upon the recommendation of District Superintendent Budelmann, a motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Civil Service Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: CIVIL SERVICE APPOINTMENTS
2023/24-123	A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Adult & Continuing Education Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: ADULT & CONTINUING EDUCATION APPOINTMENTS
2023/24-124	A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: MISCELLANEOUS APPOINTMENTS
2023/24-125	A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Consultants recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: CONSULTANTS
2023/24-126	A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Summer Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: SUMMER SCHOOL APPOINTMENTS
2023/24-127	Upon the recommendation of District Superintendent Budelmann, a motion was made by Donna Isbell and seconded by Sue Carvelli to grant tenure to Phil Maitland in the tenure area of CTE Trade Subject: Vehicle Maintenance Repair, effective October 21, 2023. The District Superintendent has advised the Board that Phil Maitland holds appropriate certification for the tenure area, and has satisfied any applicable requirements related to annual professional performance review ratings. There were 7 ayes and 0 nays. The motion carried.	APPOINTMENT TO TENURE: PHIL MAITLAND
2023/24-128	A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to table the tenure recommendation for Felicia Nicholas. There were 7 ayes and 0 nays. The motion carried.	TABLE: TENURE RECOMMENDATION
2023/24-129	Upon the recommendation of District Superintendent Budelmann, a motion was made by Donna Isbell and seconded by Sue Carvelli to grant tenure to Matthew Williams in the tenure area of Assistant Superintendent for Curriculum & Instruction, effective August 20, 2023. The District Superintendent has advised the Board that	APPOINTMENT TO TENURE: MATTHEW WILLIAMS

Matthew Williams holds appropriate certification for the tenure area, and has satisfied any applicable requirements related to annual professional performance review ratings. There were 7 ayes and 0 nays. The motion carried.

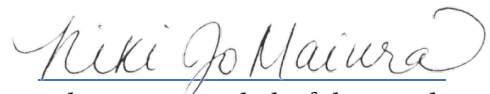
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| 2023/24-130 | The Board moved to Deputy Superintendent Lisa Decker for the Finance & Operations update. Lisa updated the Board regarding current COVID protocols. In the past, the Board voted to adopt the BOCES Opening Plan and post it to the website. Presently, COVID is handled and reported in the same manner as any other communicable disease. Lisa shared information on the latest Healthcare Worker Bonus. She expressed her gratitude for the Management Services team who, she reminded the Board, would be joining them for a portion of Board Planning Day to talk about their work. Lisa referred to the Installment Purchasing Finance Agreement in the packet and recommended continuing our relationship with Banc of America. | FINANCE &<br>OPERATIONS UPDATE                             |
| 2023/24-131 | A motion was made by Sue Carvelli and seconded by Donna Isbell to remove the Opening Plan from the BOCES website. There were 7 ayes and 0 nays. The motion carried.  | APPROVE:<br>REMOVAL OF OPENING<br>PLAN                     |
| 2023/24-132 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the Installment Purchase Financing Agreement, enabling BOCES to continue its relationship with Banc of America, facilitating multi-year financing in support of services to client school districts for technology projects through August 31, 2024. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>INSTALLMENT<br>PURCHASE FINANCING<br>AGREEMENT |
| 2023/24-133 | The Board moved to Assistant Superintendent Matthew Williams for the Curriculum & Instruction update. Matt thanked the Board for their approval of his tenure recommendation. He spoke about the Management Services team, behind the scenes, always doing something in support of the educational cycle. He also spoke about the agreement with Rome Hospital, encouraging their employees to further their education by providing tuition assistance.  | CURRICULUM &<br>INSTRUCTION UPDATE                         |
| 2023/24-134 | A motion was made by Sue Carvelli and seconded by Pat Baron to approve the MOU with Rome Memorial Hospital. This agreement allows for qualified Rome Memorial Hospital employees to receive tuition assistance from their employer for the Adult & Continuing Education Practical Nursing Program. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>ROME MEMORIAL<br>HOSPITAL MOU                  |
| 2023/24-135 | A motion was made by Donna Isbell and seconded by Sue  | EXECUTIVE SESSION  |

Carvelli to move to Executive Session at 1:39 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 7 ayes and 0 nays. The motion carried.

The President returned to regular session at 1:49 PM.

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| 2023/24-136 | The Board moved to District Superintendent Scott Budelmann for his report. Scott said he would shorten his report this month so that the Board could begin its planning day activities. He praised the leadership team at the BOCES. He spoke to the longevity of the team and the good work they are doing around the region and the future focused initiatives they are collaborating on. | DISTRICT<br>SUPERINTENDENT'S<br>REPORT   |
| 2023/24-137 | The Board Meeting dates were updated to reflect a change in the December meeting. The Board will meet on Wednesday, December 13, 2023.  | BOARD MEETING DATE<br>CHANGED FROM<br>DECEMBER 7, 2023 TO<br>DECEMBER 13, 2023 |
| 2023/24-138 | Board President Rich Engelbrecht moved to Doug Gustin to discuss the SBI Executive Committee. Mr. Gustin, due to his current role as President of the SBI Executive Committee, will be rescinding his role as Madison-Oneida BOCES Representative on the committee.   | BOARD ITEMS  |
| 2023/24-139 | A motion was made by Sue Carvelli and seconded by Donna Isbell to rescind Doug Gustin's appointment as a Madison-Oneida BOCES representative on the SBI Executive Committee. There were 7 ayes and 0 nays. The motion carried.  | RESCIND:<br>SBI EXECUTIVE<br>COMMITTEE<br>ALTERNATE<br>APPOINTMENT             |
| 2023/24-140 | A motion was made by Doug Gustin and seconded by Donna Isbell to appoint Joe Monfiletto as the Alternate Representative on the SBI Executive Committee. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>SBI EXECUTIVE<br>COMMITTEE<br>ALTERNATE<br>APPOINTMENT             |
| 2023/24-141 | A motion was made by Donna Isbell and seconded by Sue Carvelli to adjourn the meeting at 2:12 PM. There were 7 ayes and 0 nays. The motion carried.   | ADJOURNMENT  |

Respectfully Submitted,

  
Niki J. Maiura, Clerk of the Board