

MINUTES OF THE REGULAR MEETING
THURSDAY, SEPTEMBER 7, 2023

The Regular Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, September 7, 2023 in the Administration Board Room at the Madison-Oneida BOCES Main Campus in Verona, New York and at 580 Stoneleigh Road, Oneida, New York. President Richard Engelbrecht 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, Michelle Jacobsen – Hamilton, Richard Engelbrecht – Madison, Donna Isbell – Morrisville-Eaton, John Costello, Sr. – Oneida (*virtually, in accordance with NYS Public Officers Law*), Suzanne Carvelli – Rome, and Joseph Monfiletto – Stockbridge Valley.

Absent: Patrick Baron - VVS

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.

- | | | |
|-------------|---|--|
| 2023/24-142 | Mr. Scott Budelmann welcomed the Board and shared that John Costello would be joining the meeting virtually. His location was posted appropriately, in accordance with legal requirements, allowing him to participate in the meeting and vote. Mr. Budelmann provided the members with a brief overview of the meeting agenda and advised them that there would be two Treasurer's Reports at the October meeting. | DISTRICT
SUPERINTENDENT'S
WELCOME &
OVERVIEW |
| 2023/24-143 | A motion was made by Doug Gustin and seconded by Donna Isbell to amend the agenda to include updated Personnel Reports, new District Superintendent's Report items, and new Board Items. There were 8 ayes and 0 nays. The motion carried. | AMEND AGENDA |
| 2023/24-144 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the August 3, 2023 Regular Meeting minutes. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
AUGUST 3, 2023
REGULAR MEETING
MINUTES |
| 2023/24-145 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the June 2023 Treasurer's Report. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
JUNE 2023
TREASURER'S REPORT |
| 2023/24-146 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the Monthly Claims Audit Report. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
MONTHLY CLAIMS
AUDIT REPORT |
| 2023/24-147 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to award the Print Shop and Copy Paper bid 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 AWARD:
PRINT SHOP AND COPY
PAPER
#IFB 23-07-003 |

bids from various bidders for failure to adhere to bid specifications. There were 8 ayes and 0 nays. The motion carried.

- | | | |
|-------------|--|--|
| 2023/24-148 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to award the Tires bid 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 AWARD:
TIRES
#IFB 23-08-001 |
| 2023/24-149 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to award the Student Transportation bid 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 AWARD:
STUDENT
TRANSPORTATION
#IFB 23-08-003 |
| 2023/24-150 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to award the Digital Printers bid on a line-by-line 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 AWARD:
DIGITAL PRINTERS
#IFB 23-07-001 |
| 2023/24-151 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to award the Cafeteria Produce bid 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 AWARD:
CAFETERIA PRODUCE
#IFB 23-08-002 |
| 2023/24-152 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to declare the Equipment List as excess or obsolete. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
EXCESS/OBSELETE
EQUIPMENT |
| 2023/24-153 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Oneida City School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
INTERMUNICIPAL
AGREEMENT FOR
SHARED SCHOOL
ATTORNEYS WITH
ONEIDA CITY SD |
| 2023/24-154 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Rome City School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
INTERMUNICIPAL
AGREEMENT FOR
SHARED SCHOOL
ATTORNEYS WITH
ROME CITY SD |

- | | | |
|-------------|---|---|
| 2023/24-155 | A motion was made by Michelle Jacobsen and seconded by Doug Gustin to approve the Resignations recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
RESIGNATIONS |
| 2023/24-156 | A motion was made by Michelle Jacobsen and seconded by Doug Gustin 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 |
| 2023/24-157 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Michelle Jacobsen and seconded by Doug Gustin to approve the Professional Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
PROFESSIONAL
APPOINTMENTS |
| 2023/24-158 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Michelle Jacobsen and seconded by Doug Gustin 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 |
| 2023/24-159 | A motion was made by Michelle Jacobsen and seconded by Doug Gustin 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 |
| 2023/24-160 | A motion was made by Michelle Jacobsen and seconded by Doug Gustin to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
MISCELLANEOUS
APPOINTMENTS |
| 2023/24-161 | A motion was made by Michelle Jacobsen and seconded by Doug Gustin to approve the Consultants recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
CONSULTANTS |
| 2023/24-162 | A motion was made by Michelle Jacobsen and seconded by Doug Gustin to approve the Performing Arts recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
PERFORMING ARTS |
| 2023/24-163 | A motion was made by Michelle Jacobsen and seconded by Doug Gustin to approve the Summer Appointments recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
SUMMER SCHOOL
APPOINTMENTS |
| 2023/24-164 | A motion was made by Michelle Jacobsen and seconded by Doug Gustin to approve the Position Creations recommended in the Personnel Report. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
POSITION CREATIONS |

- | | | |
|-------------|--|---|
| 2023/24-165 | A motion was made by Doug Gustin and seconded by Sue Carvelli to approve new Policy 1005 - School Volunteers as presented. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
POLICY 1005 – SCHOOL
VOLUNTEERS |
| 2023/24-166 | A motion was made by Donna Isbell and seconded by Sue Carvelli to approve the recommended revisions to Policy 8089 – Special Education Programs and Services. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
POLICY 8089 – SPECIAL
EDUCATION PROGRAMS
AND SERVICES |
| 2023/24-167 | <p>The Board moved to Deputy Superintendent Lisa Decker for the Finance & Operations update. Lisa updated the Board on events that have transpired along with the students' return. Some of the moves/updates that our Facilities & Technical teams have facilitated include:</p> <ul style="list-style-type: none"> • Summer School, K-12 programs adjusted for grade alignment and spreading out Career Development population, Propel in Rome, New Visions in Madison • Adult Education from the Rome ACCESS Site to their new space at MVCC in Rome • Much needed adjustments to the sound system in Courtyard, including a new microphone. We will continue to monitor and make investments as needed <p>Governor Hochul recently announced that the state would provide COVID tests and masks to schools</p> <ul style="list-style-type: none"> • Survey due next week for September (beyond September TBD) • BOCES will receive and deliver on behalf of components • No funding source available for deliveries <p>External Auditors completed their onsite work last week, working on a draft for our review and to wrap up for the 9/28 Audit Committee.</p> | FINANCE &
OPERATIONS UPDATE |
| 2023/24-168 | The Board moved to Assistant Superintendent Matthew Williams for the Curriculum & Instruction update. Matt gave a brief update on the New Instructional Employees & Opening Day events. There was a lot of excitement and the teachers are ready to be here for the students. | CURRICULUM &
INSTRUCTION UPDATE |
| 2023/24-169 | A motion was made by Donna Isbell and seconded by Doug Gustin to move to Executive Session at 5:22 PM for the purposes of discussing matters which will imperil the public safety if disclosed; proposed, pending or current litigation; 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 5:33 PM.

- | | | |
|-------------|---|--|
| 2023/24-170 | A motion was made by Doug Gustin and seconded by Sue Carvelli to approve the award of Merit Stipends as recommended by the District Superintendent in accordance with Policy 6093. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
AWARD OF MERIT
STIPENDS |
| 2023/24-171 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Building Level Safety Plans as discussed in Executive Session. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
2023-2024 BUILDING
LEVEL SAFETY PLANS |
| 2023/24-172 | <p>The Board moved to District Superintendent Scott Budelmann for his report. Scott updated the Board on:</p> <ul style="list-style-type: none">• Instruction through the age of 22 for Special Education students• With the retirement of Sandy Sherwood, Herkimer BOCES will have a new DS. DJ Shepardson will start at Herkimer BOCES on October 1st• Jackie Starks has been acting in the capacity of Senior Counselor to the DS group, she will also be retiring.• The Commissioner has been speaking about the influx of migrants into NYC and encouraging rural areas to open up their communities to the immigrants.• Regionalism – offering more opportunities in our components, without having students travel farther than they do now. BOCES team has been working to provide a transportation plan that works for all.• NOVELny, an electronic service that has provided resources to students and the public through the School Library System• Director meetings and decreasing the number of meetings throughout the year• SED has not suggested it will impose COVID restrictions this year• Substantial Equivalency• Website monitoring for accessibility• SED – micro credentialing for BOCES teachers• DEI Committee and subcommittees• Blue Ribbon Commission• Current Legislation• Civil Service Section 75 proceedings• APPR• Workplace Violence Plans• Biometrics in schools | DISTRICT
SUPERINTENDENT'S
REPORT |

- Guidance on mixed sports
- Regional Leadership Team meeting on September 15th
- Champions of Change award (Canastota Sports Management)
- Strategic Plan – Standards of Excellence
- Opening Day and the interactions between staff and returning/new students. Every student showed up.

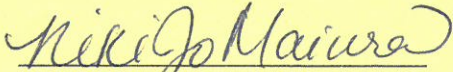
Scott also thanked the Board for a successful Board Planning Day. He expressed appreciation for the Management Services team

- | | | |
|-------------|---|---|
| 2023/24-173 | A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to take from the table the August 3, 2023 agenda item regard tenure for Felicia Nicholas. There were 8 ayes and 0 nays. The motion carried. | TAKE SEPTEMBER 7,
2023 AGENDA ITEM
FROM THE TABLE |
| 2023/24-174 | A motion was made by Sue Carvelli and seconded by Sally Sherwood to remove from consideration the August 3, 2023 agenda item relating to the possible award of tenure to Felicia Nicholas because as a part time employee, Felicia Nicholas is not eligible for tenure. There were 8 ayes and 0 nays. The motion carried. | REMOVE FROM
CONSIDERATION:
AWARD OF TENURE |
| 2023/24-175 | A motion was made by Michelle Jacobsen and seconded by Doug Gustin to approve the Strategic Plan as presented. The Plan identifies the Madison-Oneida BOCES Mission and Board Priorities, and further outlines Divisional Goals based on established priorities. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
2023-2024 STRATEGIC
PLAN |
| 2023/24-176 | Board President Rich Engelbrecht moved to Doug Gustin to discuss the Audit Committee Update. Mr. Gustin summarized the results from the Questar III attendance audit and the proposed Corrective Action Plan to address the audit findings. He also discussed an increase to the stipends for the Claims Auditor and Deputy Claims Auditor, based on the Audit Committee's annual review. | BOARD ITEMS |
| 2023/24-177 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to accept the Corrective Action Plan as recommended by the Board Audit Committee. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
CORRECTIVE ACTION
PLAN |
| 2023/24-178 | A motion was made by Doug Gustin and seconded by Donna Isbell to increase the Claims Auditor's Annual Stipend to \$3,100 and the Deputy Claims Auditor's Stipend to \$1,060, effective July 1, 2023, as recommended by the Board Audit Committee. There were 8 ayes and 0 nays. The motion carried. | APPROVE:
CLAIMS AUDITOR /
DEPUTY CLAIMS
AUDITOR STIPENDS |

2023/24-179 A motion was made by Donna Isbell and seconded by Joe Monfiletto to adjourn the meeting at 6:31 PM. There were 8 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,


Niki J. Maiura, Clerk of the Board