

**MINUTES OF THE REGULAR MEETING
THURSDAY, OCTOBER 5, 2023**

The Regular Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, October 5, 2023 in the Administration Board Room at the Madison-Oneida BOCES Main Campus in Verona, 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, Suzanne Carvelli – Rome, Joseph Monfiletto – Stockbridge Valley and 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.

2023/24-180 Mr. Scott Budelmann welcomed the Board and reviewed the agenda for the evening. Mr. Budelmann then introduced Director of Labor Relations & Policy Justin Murphy for the E&AP Report.

**DISTRICT
SUPERINTENDENT'S
WELCOME &
OVERVIEW**

2023/24-181 Justin Murphy introduced his team including Kristine Kipers, Kim Kolch, Carrie Reilly and Stephen Pearce. He also mentioned that Julia DePietro and Kati Parker support the office, but were not present this evening.

**E&AP REPORT:
LABOR RELATIONS &
POLICY OFFICE**

Justin and his team reviewed the Labor Relations and Policy Services, as well as the Legal Services offered through Intermunicipal Agreements, which our BOCES was the first in the state to offer.

The team elaborated on the topics covered under these services, including but not limited to Policy Audits and Development, Collective Bargaining, Annual Salary & Benefits Survey, Workforce Training, 3214 Hearings, Contracts and Lease Review, FOIL guidance, and support for MORIC Ed Law 2-d, Labor Relations, and Cooperative Bidding. They also discussed potential growth areas.

Rich Engelbrecht thanked the team and expressed the pride the Board felt in having been a part of putting this service together and seeing the continued growth and success. Scott expressed his gratitude for having such a diverse team of in-house attorneys. There is a huge savings here and for the component school districts. This is an updated and modernized office and they are always there for us. The BOCES is fortunate to have this knowledgeable team of professionals.

2023/24-182 A motion was made by Sue Carvelli and seconded by

AMEND AGENDA

Doug Gustin to amend the agenda to include updated Personnel Reports. There were 9 ayes and 0 nays. The motion carried.

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| 2023/24-183 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the September 7, 2023 Regular Meeting minutes. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
SEPTEMBER 7, 2023
REGULAR MEETING
MINUTES |
| 2023/24-184 | A motion was made by Doug Gustin and seconded by Sue Carvelli to approve the July 2023 Treasurer's Report. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
JULY 2023
TREASURER'S REPORT |
| 2023/24-185 | A motion was made by Joe Monfiletto and seconded by Doug Gustin to approve the August 2023 Treasurer's Report. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
AUGUST 2023
TREASURER'S REPORT |
| 2023/24-186 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the Monthly Claims Audit Report. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
MONTHLY CLAIMS
AUDIT REPORT |
| 2023/24-187 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to award the Cafeteria Groceries and Meats 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 bids from bidder for failure to adhere to bid specifications. There were 9 ayes and 0 nays. The motion carried. | BID AWARD:
CAFETERIA GROCERIES
AND MEATS
#IFB 23-09-001 |
| 2023/24-188 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to award the Cafeteria 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 bids from various bidders for failure to adhere to bid specifications. There were 9 ayes and 0 nays. The motion carried. | BID AWARD:
CAFETERIA PAPER
#IFB 23-09-002 |
| 2023/24-189 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to declare the Equipment List as excess or obsolete. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
EXCESS/OBSELETE
EQUIPMENT |
| 2023/24-190 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Utica City School District, allowing BOCES to provide legal services for the 2023-24 school year. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
INTERMUNICIPAL
AGREEMENT FOR
SHARED SCHOOL
ATTORNEYS WITH
UTICA CITY SD |
| 2023/24-191 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Lease Renewal Agreement with Oneida City School District for the Costello | APPROVE:
LEASE RENEWAL
AGREEMENT WITH |

	Transportation Center. The agreement extends the Madison-Oneida BOCES use of the facility through June 30, 2033 with all other terms and conditions remaining consistent with the previous agreement. There were 9 ayes and 0 nays. The motion carried.	ONEIDA CITY SCHOOL DISTRICT FOR THE COSTELLO TRANSPORTATION CENTER
2023/24-192	A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Licensing Agreement with ELITE Gaming, LLC. This agreement will allow districts to offer their students programs related to the esports industry. There were 9 ayes and 0 nays. The motion carried.	APPROVE: LICENSING AGREEMENT WITH ELITE GAMING, LLC
2023/24-193	A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Installment Purchase Request from South Lewis Central School District to purchase CoSer 602-7710 Administrative Computer Services. There were 9 ayes and 0 nays. The motion carried.	APPROVE: INSTALLMENT PURCHASE AGREEMENT WITH SOUTH LEWIS CENTRAL SCHOOL DISTRICT
2023/24-194	A motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the Resignations recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.	APPROVE: RESIGNATIONS
2023/24-195	A motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the Leaves of Absence recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.	APPROVE: LEAVES OF ABSENCE
2023/24-196	Upon the recommendation of District Superintendent Budelmann, a motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the Professional Appointments recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.	APPROVE: PROFESSIONAL APPOINTMENTS
2023/24-197	Upon the recommendation of District Superintendent Budelmann, a motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the Civil Service Appointments recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.	APPROVE: CIVIL SERVICE APPOINTMENTS
2023/24-198	A motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the Adult & Continuing Education Appointments recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.	APPROVE: ADULT & CONTINUING EDUCATION APPOINTMENTS
2023/24-199	A motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried.	APPROVE: MISCELLANEOUS APPOINTMENTS

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| 2023/24-200 | A motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the Consultants recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
CONSULTANTS |
| 2023/24-201 | A motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the Performing Arts recommended in the Personnel Report. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
PERFORMING ARTS |
| 2023/24-202 | <p>Upon the recommendation of District Superintendent Budelmann, a motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the LEAD Evaluator of Teachers and Principals Recertification for the following administrators: (annual recertification for 2023-24)</p> <p>James Weaver
Molly LiBritz</p> <p>The administrators have completed training which meets the requirements of 8 NYCRR 30-2.9 and the Madison-Oneida BOCES Annual Professional Performance Review Plan for recertification as Lead Evaluators of Teachers and Lead Evaluators of Principals. There were 9 ayes and 0 nays. The motion carried.</p> | <p>APPROVE:
RECERTIFICATION AS
LEAD EVALUATORS OF
TEACHERS AND
PRINCIPALS FOR:
JAMES WEAVER
MOLLY LIBRITZ</p> |
| 2023/24-203 | <p>Upon the recommendation of District Superintendent Budelmann, a motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the LEAD Evaluator of Teachers Recertification for the following administrators: (annual recertification for 2023-24)</p> <p>Kane Calabro
Susan LeBlanc
Candice Paravati</p> <p>The administrators have completed training which meets the requirements of 8 NYCRR 30-2.9 and the Madison-Oneida BOCES Annual Professional Performance Review Plan for recertification as a Lead Evaluators of Teachers. There were 9 ayes and 0 nays. The motion carried.</p> | <p>APPROVE:
RECERTIFICATION AS
LEAD EVALUATORS OF
TEACHERS FOR:
KANE CALABRO
SUSAN LEBLANC
CANDICE PARAVATI</p> |
| 2023/24-204 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Doug Gustin and seconded by Donna Isbell to grant tenure to Melissa Perritano in the tenure area of Teacher, English as a Second Language, effective December 9, 2023. The | <p>APPOINTMENT TO
TENURE:
MELISSA PERRITANO</p> |

District Superintendent has advised the Board that Melissa Perritano 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.

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| 2023/24-205 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Donna Isbell and seconded by Sally Sherwood to grant tenure to Ashley Esengard in the tenure area of Teacher Assistant, effective December 11, 2023. The District Superintendent has advised the Board that Ashley Esengard 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
TENURE:
ASHLEY ESENGARD |
| 2023/24-206 | <p>The Board moved to Deputy Superintendent Lisa Decker for the Finance & Operations update. Lisa advised the Board that Tara Pawlowski was in attendance and would be providing the 2022-2023 Adjusted Budget and Return of Surplus. She shared with the Board that they had been meeting with all of the districts to discuss aid projections. Lisa informed the Board that she had been asked to participate in the selection process for the new business official for Oneida CSD. Lisa then turned the floor over to Tara who reviewed the 2022-2023 Adjusted Budget and Return of Surplus, as well as the 2022-2023 Reserve Funds Activity Report.</p> <p>Lisa reviewed the Change Order Summary with the Board, adding that neither resulted in a change to the budget.</p> | FINANCE &
OPERATIONS UPDATE |
| 2023/24-207 | A motion was made by Doug Gustin and seconded by John Costello, Sr. to approve the 2022-2023 Finalized Adjusted Budget and Return of Surplus, as presented. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
2022-2023 MADISON-
ONEIDA BOCES
FINALIZED ADJUSTED
BUDGET |
| 2023/24-208 | A motion was made by Doug Gustin and seconded by Sue Carvelli to approve the 2022-2023 Reserve Funds Activity Report, as presented. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
2022-2023 RESERVE
FUNDS ACTIVITY
REPORT |
| 2023/24-209 | The Board moved to the Audit Committee Update while Tara Pawlowski was present. Audit Committee Chairman Doug Gustin reviewed the 2022-2023 Year End Independent Audit Report with the Board. Per the unmodified opinion, there were no issues of non-compliance, no internal control weaknesses and no concerns of note. | AUDIT COMMITTEE
UPDATE |

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| 2023/24-210 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to adopt the 2022-2023 Year End Independent Audit Report provided by D'Arcangelo. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
2022-2023 YEAR END
INDEPENDENT AUDIT |
| 2023/24-211 | The Board moved to Assistant Superintendent Matthew Williams for the Curriculum & Instruction update. Matt shared a few positive recent interactions with staff, students and former students, all of whom expressed gratitude for the BOCES environment and services provided. He spoke about the Workforce Development Board YouthBuild High School Equivalency contract, the SkillsUSA overnight field trip request, and the recommendation for School Library System Council Representatives. Matt praised the SkillsUSA team that encourages our students to be involved and take on leadership roles. | CURRICULUM &
INSTRUCTION UPDATE |
| 2023/24-212 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the Workforce Development Board YouthBuild High School Equivalency Contract, which provides funding for literacy instruction for students to gain their High School Equivalency. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
WORKFORCE
DEVELOPMENT BOARD
YOUTHBUILD HIGH
SCHOOL EQUIVALENCY
CONTRACT |
| 2023/24-213 | A motion was made by Donna Isbell and seconded by Sally Sherwood to approve an overnight field trip for the SkillsUSA New York State Fall Leadership Conference in Albany, New York in November. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
OVERNIGHT FIELD TRIP
FOR THE SKILLSUSA
FALL LEADERSHIP
CONFERENCE |
| 2023/24-214 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve Mary Laverty and Ryan Perry to serve as representatives on the School Library System Council. There were 9 ayes and 0 nays. The motion carried. | APPROVE:
SCHOOL LIBRARY
SYSTEM COUNCIL
REPRESENTATIVES
MARY LAVERTY
RYAN PERRY |
| 2023/24-215 | A motion was made by Doug Gustin and seconded by Donna Isbell to move to Executive Session at 6:42 PM for the purposes of discussing proposed, pending or current litigation; collective negotiations pursuant to Article Fourteen 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 7:07 PM. | | |
| 2023/24-216 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Partial Settlement of Vaping Litigation and to authorize the Board President, | APPROVE:
PARTIAL SETTLEMENT
OF VAPING LITIGATION |

District Superintendent or their designee(s) to sign and enter into the Settlement Agreement on behalf of the BOCES and take all actions and execute all documents necessary or appropriate to carry out the intent of the Resolution. There were 9 ayes and 0 nays. The motion carried.

RESOLUTION

2023/24-217 The Board moved to District Superintendent Scott Budelmann for his report. Scott updated the Board on:

DISTRICT
SUPERINTENDENT'S
REPORT

- APPR Reform
- Computer Based Testing
- Graduation Measures and emphasis on hands-on learning
- Data Privacy and the RIC ROC
- SED Focus on Literacy
- NOVELny
- Ban on Biometrics in Schools
- Lunar New Year
- Review of Curriculum
- Change in required number of instructional hours for suspended students
- Teacher Certification Reform
- Workplace Violence
- Civil Service Provisional status counting toward Probationary Period
- Section 75 – Review of Protections
- Civil Service Exam Process Review
- District Superintendent Legislative Committee
- BOCES instruction for students – opportunities closer to their home districts
- Issues with sports after incident at Utica CSD
- Rome Superintendent Search
- Gartner Conference
- BOCES Statewide Leadership Conference
- SBI Student and Community Showcase – March 21, 2023 at MOBOCES
- Delivery of the Annual Report

2023/24-218 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to adjourn the meeting at 7:42 PM. There were 9 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,


Niki Jo Maiura

