

**MINUTES OF THE REGULAR MEETING
THURSDAY, NOVEMBER 2, 2023**

The Regular Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, November 2, 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, Richard Engelbrecht – Madison, Donna Isbell – Morrisville-Eaton, John Costello, Sr. – Oneida (*arrived late*), Joseph Monfiletto – Stockbridge Valley and Patrick Baron - VVS.

Absent: Michelle Jacobsen – Hamilton, Suzanne Carvelli – Rome, and Lisa Decker - Deputy Superintendent for Finance & Operations (*reported by phone*)

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

2023/24-222 Mr. Scott Budelmann welcomed the Board and reviewed the agenda for the evening. He expressed his thanks to the Board for their hard work and years of service, noting that Board Appreciation Week took place in October, but we routinely celebrate in November. Mr. Budelmann shared that we have received two Genesis Awards this year, one for the Early Childhood Education Embedded CTE Program and Dr. Amanda Hopkins received an Outstanding Educator Award. He then introduced Director of Elementary Programs Dr. Amanda Hopkins for the Elementary Programs E&AP Report.

**DISTRICT
SUPERINTENDENT'S
WELCOME &
OVERVIEW**

2023/24-223 Dr. Amanda Hopkins introduced her team consisting of Lindsey Kurak, Jen Scalise, Kim Nowakowski, Teresa Williams and Danielle Suydam. The team discussed some of their Pre-K program highlights including:

- ParentSquare implementation and utilization.
- All classrooms successfully piloted the Three Cheers for Pre-K curriculum.
- Continued partnership with QualitystarsNY that resulted in the formal assessment of all of our sites, additional materials for classrooms, and professional development for staff. It is important to note here that less than 5% of Early Childhood programs qualify due to the rigor of required standards, their evaluation and re-evaluation.
- Staff was offered free trainings on multiple topics, including Pyramid Model and the DIAL-4 screener.
- BOCES Elementary Director earned Level 10A on the Aspire Registry and became a Master Cadre Pyramid Model Trainer.
- BOCES Elementary Director and EC Coordinator attended the Summit for Early Educators that were put on by the R4K Advisory Board. BOCES EC

**E&AP REPORT:
ELEMENTARY
PROGRAMS**

Coordinator presented at the Evening Summit.

- Offer a wide array of daytime, evening and take-home activities to include as many families as possible.

The team pointed out that their grant award has remained the same since 2011, but they have been able to maintain high quality programming due in part to their partnerships and support from outside agencies.

Rich Engelbrecht thanked the team for their work and dedication to our youngest learners. He expressed how eager children are at this age to learn and how this program provides them with a solid foundation. The Board is also very proud that we do not separate students based on their abilities, but we differentiate their instruction to ensure their success.

2023/24-224 A motion was made by Donna Isbell and seconded by Doug Gustin to amend the agenda to include revised Personnel Reports and the NYSSBA Convention Update. There were 6 ayes and 0 nays. The motion carried.

AMEND AGENDA

John Costello, Sr. arrived to the meeting

2023/24-225 A motion was made by Pat Baron and seconded by Doug Gustin to approve the October 5, 2023 Regular Meeting minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE:
OCTOBER 5, 2023
REGULAR MEETING
MINUTES

2023/24-226 A motion was made by Donna Isbell and seconded by Doug Gustin to approve the October 13, 2023 Special Meeting minutes. There were 7 ayes and 0 nays. The motion carried.

APPROVE:
OCTOBER 13, 2023
SPECIAL MEETING
MINUTES

2023/24-227 A motion was made by Doug Gustin and seconded by Donna Isbell to approve the September 2023 Treasurer's Report. There were 7 ayes and 0 nays. The motion carried.

APPROVE:
SEPTEMBER 2023
TREASURER'S REPORT

2023/24-228 A motion was made by Doug Gustin and seconded by Joe Monfiletto to approve the Monthly Claims Audit Report. There were 7 ayes and 0 nays. The motion carried.

APPROVE:
MONTHLY CLAIMS
AUDIT REPORT

2023/24-229 A motion was made by Doug Gustin and seconded by Donna Isbell to award the Catalog Printing Services bid on a total award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of bid from bidder for failure to adhere to bid specifications. There were 7 ayes and 0 nays. The motion carried.

BID AWARD:
CATALOG PRINTING
SERVICES
#IFB 23-10-001

2023/24-230 A motion was made by Doug Gustin and seconded by Donna Isbell to declare the Equipment List as excess or obsolete. There were 7 ayes and 0 nays. The motion carried.

APPROVE:
EXCESS/OBSOLETE
EQUIPMENT

2023/24-231	A motion was made by Doug Gustin and seconded by Donna Isbell to approve the proposed Intermunicipal Agreement for Shared School Attorneys with Walton 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 WALTON CSD
2023/24-232	A motion was made by Doug Gustin and seconded by Donna Isbell to approve the proposed resolution that would authorize OCM BOCES to bid jointly for the purchase of specified forms, equipment and software for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	APPROVE: PARTICIPATION IN OCM BOCES JOINT BIDDING
2023/24-233	A motion was made by Doug Gustin and seconded by Donna Isbell to approve the donation of professional Gel Nail supplies from Michele Passalacqua of Hair Designs by Michele for the Cosmetology program. There were 7 ayes and 0 nays. The motion carried.	APPROVE: DONATION OF SUPPLIES FROM HAIR DESIGNS BY MICHELE
2023/24-234	A motion was made by Doug Gustin 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
2023/24-235	A motion was made by Doug Gustin and seconded by Donna Isbell to approve the Leaves of Absence recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: LEAVES OF ABSENCE
2023/24-236	Upon the recommendation of District Superintendent Budelmann, a motion was made by Doug Gustin 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
2023/24-237	Upon the recommendation of District Superintendent Budelmann, a motion was made by Doug Gustin 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
2023/24-238	A motion was made by Doug Gustin 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
2023/24-239	A motion was made by Doug Gustin 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

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| 2023/24-240 | A motion was made by Doug Gustin and seconded Donna Isbell to approve the Consultants recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
CONSULTANTS |
| 2023/24-241 | A motion was made by Doug Gustin and seconded by Donna Isbell to approve the Performing Arts recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
PERFORMING ARTS |
| 2023/24-242 | A motion was made by Doug Gustin and seconded by Donna Isbell to approve the Position Creations recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
POSITION CREATIONS |
| 2023/24-243 | A motion was made by Doug Gustin and seconded by Pat Baron to approve Policy 6041 – Mentoring Program. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
POLICY 6041 –
MENTORING PROGRAM |
| 2023/24-244 | <p>The Board moved to Deputy Superintendent Lisa Decker for the Finance & Operations update. Lisa reported to the Board via telephone. She updated the Board on the Claims Auditor they appointed at their October 13, 2023 Special Meeting. Ghada Abouqamar has been active in the role since October 19, 2023.</p> <p>Lisa reviewed the results of the ELC Funds Audit, which was related to COVID testing and supplies. The BOCES took the responsibility of this grant from the Madison County Health Department at their request, and administered the grant for the benefit of Madison County School Districts. While the draft audit report states that the expenses submitted for reimbursement under the contract were supported by the documentation provided and that there was evidence that MOBOCES was monitoring the activities of the subrecipients (school districts), the auditors noted that MOBOCES had not established written subrecipient monitoring procedures. We created written procedures in support of Board Policy #4402 to specifically address this area. The document, titled “Subrecipient Monitoring and Management,” was reviewed with the Directors. Directors are responsible for ensuring that these procedures are followed where applicable for future grant funds. Lisa recommended that this activity be documented as the corrective action taken by BOCES to address the auditor’s comments.</p> | FINANCE &
OPERATIONS UPDATE |
| 2023/24-245 | A motion was made by Doug Gustin and seconded by Donna Isbell to approve the Corrective Action Plan in response to the Epidemiology & Laboratory Capacity Audit. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
CORRECTIVE ACTION
PLAN – EPIDEMIOLOGY
& LABORATORY
CAPACITY AUDIT |
| 2023/24-246 | The Board moved to Assistant Superintendent Matthew | CURRICULUM & |

Williams for the Curriculum & Instruction update. Matt shared his pride in the Elementary team and all they are doing to support and encourage our learners. He also expressed his appreciation for the Board's time, energy and care for outcomes that allows them to do their work.

INSTRUCTION UPDATE

He shared that the Open House in October highlighted the interest in our CTE programs. We have added programs, including a second HVAC class in partnership with SUNY Morrisville, in order to increase access for any students who would like to attend. We continue to monitor and discuss additional programming in response to district requests.

Matt discussed the PTECH grant totaling \$2.4 million over 5 years. The receipt of this grant will give students the opportunity to leave high school with an Associate Degree. Advertising for this program will begin in January with the first group starting in the fall.

Dr. Williams updated the Board with regard to the SkillsUSA leadership group.

- 2023/24-247 A motion was made by Donna Isbell and seconded by John Costello, Sr. to move to Executive Session at 6:03 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 7 ayes and 0 nays. The motion carried.

EXECUTIVE SESSION

The President returned to regular session at 6:31 PM.

- 2023/24-248 A motion was made by Donna Isbell and seconded by Sally Sherwood to approve the October 19, 2023 Memorandum of Agreement with the Instructional Professionals' Association concerning the Corporate and Community Education Coordinator compensation. There were 7 ayes and 0 nays. The motion carried.

APPROVE:
MEMORANDUM OF
AGREEMENT WITH
INSTRUCTIONAL
PROFESSIONALS'
ASSOCIATION

- 2023/24-249 A motion was made by Doug Gustin and seconded by Sally Sherwood 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 7 ayes and 0 nays. The motion carried.

APPROVE:
NON-NEGOTIATING
EMPLOYEE
CATEGORIZED SALARY
RANGES

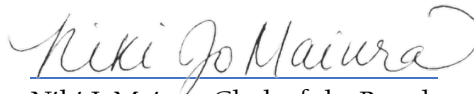
- 2023/24-250 The Board moved to District Superintendent Scott Budelmann for his report. Scott updated the Board on:
- Graduation Measures
 - Section 75 reform

DISTRICT
SUPERINTENDENT'S
REPORT

- Civil Service Exams reform
- Higher education pathways
- NYSSBA Annual Convention (thank you Rich and Doug for attending)
- Assembly Roundtable to discuss electric busses
- Substantial Equivalency
- Rome Superintendent Search
- SBI Showcase – March 21, 2024 at MOBOCES

2023/24-251	The Board discussed:	BOARD ITEMS
	<ul style="list-style-type: none"> • Zero Emissions Regulations and a plan for MOBOCES • Membership with the Genesis Group • NYSSBA Resolutions • The NYSSBA Annual Convention • School Board Appreciation Week 	
2023/24-252	A motion was made by Pat Baron and seconded by Donna Isbell to join the Genesis Group for a \$500 annual membership fee. There were 7 ayes and 0 nays. The motion carried.	APPROVE: MEMBERSHIP WITH THE GENESIS GROUP
2023/24-253	A motion was made by Donna Isbell and seconded by Sally Sherwood to adjourn the meeting at 7:18 PM. There were 7 ayes and 0 nays. The motion carried.	ADJOURNMENT

Respectfully Submitted,


Niki J. Maiura, Clerk of the Board