

**MINUTES OF THE ORGANIZATIONAL MEETING
THURSDAY, JULY 6, 2023**

The Organizational Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, July 6, 2023, in the Administration Board Room of the Madison-Oneida BOCES, located at 4937 Spring Road, Verona, New York. President Doug Gustin called the meeting to order at 5:02 p.m. There was no public comment. The Board recited the pledge of allegiance.

Present: Sally Sherwood – Camden, Douglas Gustin – Canastota, Richard Engelbrecht – Madison, John Costello, Sr. – Oneida, Suzanne Carvelli – Rome, Joseph Monfiletto – Stockbridge Valley and Patrick Baron – VVS.

Absent: Michelle Jacobsen – Hamilton and Donna Isbell – Morrisville-Eaton.

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.

The Oath of Allegiance was given to all board members at the start of the meeting.

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| 2023/24-001 | A motion was made by Sue Carvelli and seconded by Rich Engelbrecht to appoint Niki Maiura as Clerk of the Board for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried. | CLERK OF THE BOARD |
| 2023/24-002 | A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Sandra Foley as Treasurer for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried. | TREASURER |
| 2023/24-003 | A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Mara Luther as Deputy Treasurer through July 14, 2023 and Crystal Swiech as Deputy Treasurer for 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried. | DEPUTY TREASURER |
| 2023/24-004 | A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint James Weaver as Treasurer of the Student Activity Fund for the 2023-2024 school year and authorize him to sign checks from the Student Activity Fund. It is noted that two signatures are required for checks exceeding \$500. There were 7 ayes and 0 nays. The motion carried. | TREASURER OF
STUDENT ACTIVITY
FUND |
| 2023/24-005 | A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Molly LiBritz as Deputy Treasurer of the Student Activity Fund for the 2023-2024 school year and authorize her to sign checks from the Student Activity Fund. It is noted that two signatures are required for checks exceeding \$500. There were 7 ayes and 0 nays. The motion carried. | DEPUTY TREASURER OF
STUDENT ACTIVITY
FUND |

2023/24-006	A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Tia Theall as Claims Auditor and Donna Jacuk as the Deputy Claims Auditor for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	CLAIMS AUDITOR / DEPUTY CLAIMS AUDITOR
2023/24-007	A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint D'Arcangelo as the Independent Auditor for the 2023-2024 school year (\$29,000). There were 7 ayes and 0 nays. The motion carried.	INDEPENDENT AUDITOR
2023/24-008	A motion was made by Rich Engelbrecht and seconded by Pat Baron that the school attorney(s) for the 2023-2024 school year will be Ferrara Fiorenza PC (\$230/hour), Justin Murphy, Kristine Kipers, Stephen Pearce, Kimberly Kolch & David Pellow. There were 7 ayes and 0 nays. The motion carried.	SCHOOL ATTORNEY(S)
2023/24-009	A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Tara Pawlowski as Purchasing Agent for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	PURCHASING AGENT
2023/24-010	A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Cheryl Fleming as Deputy Purchasing Agent for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	DEPUTY PURCHASING AGENT
2023/24-011	A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Lisa Decker as Data Protection Officer for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	DATA PROTECTION OFFICER
2023/24-012	A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Justin Murphy as Test Integrity Officer for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	TEST INTEGRITY OFFICER
2023/24-013	A motion was made by Rich Engelbrecht and seconded by Pat Baron to designate the following bank depositories for the 2023-2024 school year: Bank of America, NBT, Community Bank, N.A., JP Morgan Chase, Bank of New York Mellon, Manufacturers & Traders Trust Company (M&T Bank), Key Bank, Wells Fargo Bank, N.A., Webster, N. A., and U.S. Bank. There were 7 ayes and 0 nays. The motion carried.	BANK DEPOSITORIES
2023/24-014	A motion was made by Rich Engelbrecht and seconded by Pat Baron to designate regular meeting dates for the 2023-2024 school year to be held on the BOCES campus on the first Thursday of the month in the Board Room of the District Offices Building at 5:00 p.m. Meetings will take place the Wednesday following the first Thursday, when necessary. There were 7 ayes and 0 nays. The motion carried.	MEETING DATES

2023/24-015	A motion was made by Rich Engelbrecht and seconded by Pat Baron to designate the Oneida Daily Dispatch and the Rome Sentinel as the official newspapers of the BOCES for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	OFFICIAL NEWSPAPERS
2023/24-016	A motion was made by Rich Engelbrecht and seconded by Pat Baron to authorize Treasurer Sandra Foley, or Deputy Treasurer Mara Luther (through July 14, 2023), or Deputy Treasurer Crystal Swiech to sign checks for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	SIGNATURES ON CHECKS
2023/24-017	A motion was made by Rich Engelbrecht and seconded by Pat Baron to authorize a blanket bond covering the BOCES personnel for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	BLANKET BONDING
2023/24-018	A motion was made by Rich Engelbrecht and seconded by Pat Baron to authorize Deputy Superintendent for Finance & Operations Lisa Decker (Alternate: Assistant Superintendent for Curriculum & Instruction) to certify payrolls for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	PAYROLL CERTIFICATION
2023/24-019	A motion was made by Rich Engelbrecht and seconded by Pat Baron to establish petty cash funds for the 2023-2024 school year as follows: Rossetti Center Office - \$50 (<i>Director of Secondary Programs</i>), School Lunch Fund - \$25 (<i>Cook Manager</i>), District Superintendent's Office - \$50 (<i>District Clerk</i>), Continuing Education Office - \$75 (<i>Sr. Office Specialist I</i>), Utica ACCESS Site - \$50 (<i>Sr. Office Specialist I</i>) and the Rome ACCESS Site - \$25 (<i>Sr. Office Specialist I</i>). There were 7 ayes and 0 nays. The motion carried.	PETTY CASH FUNDS
2023/24-020	A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Oneida Healthcare Center to provide School Physician services in the amount of \$9,850.69 for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	SCHOOL PHYSICIAN SERVICES
2023/24-021	A motion was made by Rich Engelbrecht and seconded by Pat Baron to authorize the Board President or the Board Vice President, in the President's absence only, to sign contracts for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	CONTRACT SIGNATURES
2023/24-022	A motion was made by Rich Engelbrecht and seconded by Pat Baron to establish a reserve for payment of 2022-2023 purchase orders for items, which have not yet been received by the BOCES. There were 7 ayes and 0 nays. The motion carried.	CAPITAL ACCOUNT

2023/24-023	A motion was made by Rich Engelbrecht and seconded by Pat Baron to authorize board members to attend conferences and seminars with reimbursement of necessary expenses for the 2023-2024 school year as per Board Policy 2015 – Reimbursement for Board Member Expenses, Conference Attendance. There were 7 ayes and 0 nays. The motion carried.	CONFERENCES & SEMINARS
2023/24-024	A motion was made by Rich Engelbrecht and seconded by Pat Baron to designate Wednesday, April 10, 2024 as the date for the Madison-Oneida BOCES Annual Meeting. There were 7 ayes and 0 nays. The motion carried.	ANNUAL MEETING
2023/24-025	A motion was made by Rich Engelbrecht and seconded by Pat Baron to approve the 2023-2024 Substitute Hourly Rates as per Policy 6044 – Substitute Employees. There were 7 ayes and 0 nays. The motion carried.	SUBSTITUTE RATES: INSTRUCTIONAL & NON-INSTRUCTIONAL
2023/24-026	A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Lisa Decker as Representative and Tara Pawlowski as Alternate for the Madison-Oneida-Herkimer Health Care Consortium for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	MADISON-ONEIDA- HERKIMER HEALTH CARE CONSORTIUM REPRESENTATIVES
2023/24-027	A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Lisa Decker as Representative and Tara Pawlowski as Alternate for the Madison-Oneida-Herkimer Workers Compensation Consortium for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	MADISON-ONEIDA- HERKIMER WORKERS COMPENSATION CONSORTIUM REPRESENTATIVES
2023/24-028	A motion was made by Rich Engelbrecht and seconded by Pat Baron to appoint Scott Budelmann (\$4,000), Lisa Decker (\$4,000) and Tara Pawlowski (\$15,000) as authorized card holders/users of the BOCES credit card for the 2023-2024 school year (not to exceed a total of \$20,000). There were 7 ayes and 0 nays. The motion carried.	AUTHORIZED CREDIT CARD USERS
2023/24-029	A motion was made by Rich Engelbrecht and seconded by Pat Baron to authorize the use of a Walmart, Tops, Grand Union or Tractor Supply Credit Card upon issuance of a valid purchase order for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	AUTHORIZE USE OF WALMART, TOPS, GRAND UNION OR TRACTOR SUPPLY CREDIT CARD
2023/24-030	A motion was made by Rich Engelbrecht and seconded by Pat Baron to authorize the District Superintendent's travel, conference and meeting expenses for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	AUTHORIZE DISTRICT SUPERINTENDENT TRAVEL & MEETING EXPENSES
2023/24-031	A motion was made by Rich Engelbrecht and seconded by Pat Baron to approve bank wire transfer limits at \$2,500,000 with call back verifications on all. There were 7 ayes and 0 nays. The motion carried.	BANK WIRE TRANSFER LIMITS

2023/24-032	A motion was made by Rich Engelbrecht and seconded by Pat Baron to approve the renewal of its membership in the BOCES Education Consortium for the 2023-2024 school year at an estimated annual dues amount of \$1,600. There were 7 ayes and 0 nays. The motion carried.	MEMBERSHIP: BOCES EDUCATION CONSORTIUM
2023/24-033	A motion was made by Rich Engelbrecht and seconded by Pat Baron to approve the renewal of its membership in the New York State School Boards Association for the 2023-2024 school year at an estimated annual dues amount of \$10,966. There were 7 ayes and 0 nays. The motion carried.	MEMBERSHIP: NYSSBA
2023/24-034	A motion was made by Rich Engelbrecht and seconded by Pat Baron to approve the renewal of its membership in the Rural Schools Association for the 2023-2024 school year at an annual dues amount of \$850. There were 7 ayes and 0 nays. The motion carried.	MEMBERSHIP: RURAL SCHOOLS ASSOCIATION
2023/24-035	A motion was made by Rich Engelbrecht and seconded by Pat Baron to approve the renewal of its membership in the Oneida Chamber of Commerce for the 2023-2024 school year at an annual dues amount of \$120. There were 7 ayes and 0 nays. The motion carried.	MEMBERSHIP: ONEIDA CHAMBER OF COMMERCE
2023/24-036	A motion was made by Rich Engelbrecht and seconded by Pat Baron to approve the renewal of its membership in the AESA for the 2023-2024 school year at an estimated annual dues amount of \$460. There were 7 ayes and 0 nays. The motion carried.	MEMBERSHIP: AESA
2023/24-037	A motion was made by Rich Engelbrecht and seconded by Pat Baron to approve the renewal of its membership in the NYS Association for Women in Administration for the 2023-2024 school year at an estimated annual dues amount of \$250. There were 7 ayes and 0 nays. The motion carried.	MEMBERSHIP: NYS ASSOCIATION FOR WOMEN IN ADMINISTRATION
2023/24-038	A motion was made by Rich Engelbrecht and seconded by Pat Baron to authorize Tara Pawlowski to approve budget transfers for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	AUTHORIZATION FOR APPROVAL OF BUDGET TRANSFERS
2023/24-039	A motion was made by Rich Engelbrecht and seconded by Pat Baron to authorize Sandra Foley, Mara Luther (through July 14, 2023), or Crystal Swiech to invest funds for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	AUTHORIZATION TO INVEST FUNDS
2023/24-040	A motion was made by Rich Engelbrecht and seconded by Pat Baron to authorize Sandra Foley, Mara Luther (through July 14, 2023), or Crystal Swiech to transfer funds between interest and checking accounts for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	AUTHORIZATION TO TRANSFER FUNDS

2023/24-041	Based on the recommendation of the Nominating Committee, John Costello, Sr. made a motion to appoint Rich Engelbrecht as President of the Madison-Oneida BOCES Board for the period of July 1, 2023 through June 30, 2024. Sue Carvelli made a motion from the floor to appoint Douglas Gustin as Board President, which he respectfully declined. Pat Baron seconded the motion for Rich Engelbrecht. There were 7 ayes and 0 nays. The Nominating Committee's recommendation and corresponding motion carried.	BOARD PRESIDENT
2023/24-042	Based on the recommendation of the Nominating Committee, John Costello, Sr. made a motion to appoint Sue Carvelli for Vice-President of the Madison-Oneida Board of Cooperative Educational Services for the period of July 1, 2023 through June 30, 2024. Sally Sherwood seconded the motion. There were 7 ayes and 0 nays. The Nominating Committee's recommendation and corresponding motion carried.	BOARD VICE-PRESIDENT
2023/24-043	A motion was made by Pat Baron and seconded by Joe Monfiletto to appoint Richard Engelbrecht and Douglas Gustin as the BOCES Representatives, on the School Board Institute Executive Committee for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	SCHOOL BOARD INSTITUTE EXECUTIVE COMMITTEE REPRESENTATIVE/ ALTERNATE
2023/24-044	A motion was made by Pat Baron and seconded by Joe Monfiletto to appoint Richard Engelbrecht and John J. Costello, Sr. as Board Representatives for the BOCES Consortium of Continuing Education Policy Board for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	CONSORTIUM POLICY BOARD REPRESENTATIVES
2023/24-045	A motion was made by Pat Baron and seconded by Joe Monfiletto for the Educational Foundation Representatives to consist of the District Superintendent, Deputy Superintendent for Finance & Operations, Assistant Superintendent for Curriculum & Instruction, and Board Member John Costello, Sr. for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	EDUCATIONAL FOUNDATION REPRESENTATIVES
2023/24-046	A motion was made by Pat Baron and seconded by Joe Monfiletto for the Board Policy Review Committee to consist of Sally Sherwood (<i>Chair</i>) and Joseph Monfiletto for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	BOARD POLICY REVIEW COMMITTEE
2023/24-047	A motion was made by Pat Baron and seconded by Joe Monfiletto for the Board Audit Committee to consist of Douglas Gustin (<i>Chair</i>), Richard Engelbrecht, Suzanne Carvelli and Michelle Jacobsen for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried.	BOARD AUDIT COMMITTEE

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| 2023/24-048 | A motion was made by Pat Baron and seconded by Joe Monfiletto for the Board Facilities Committee to consist of John Costello, Sr. (<i>Chair</i>), Patrick Baron, Richard Engelbrecht and Donna Isbell for the 2023-2024 school year. There were 7 ayes and 0 nays. The motion carried. | BOARD FACILITIES
COMMITTEE |
| 2023/24-049 | A motion was made by Pat Baron and seconded by Joe Monfiletto for the Board Nominating Committee to consist of the President, Past President, Prior Past President and District Superintendent. There were 7 ayes and 0 nays. The motion carried. | BOARD NOMINATING
COMMITTEE |
| 2023/24-050 | Being no further business, a motion was made by John Costello, Sr. and seconded by Pat Baron to adjourn the Organizational Meeting at 5:05 P.M. There were 7 ayes and 0 nays. The motion carried. | ADJOURN |

Respectfully Submitted,



Niki J. Maiura, Clerk of the Board