

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

The Regular 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 at the Madison-Oneida BOCES Main Campus in Verona, New York. President Richard Engelbrecht called the meeting to order at 5:05 p.m. (The Board had recited the pledge of allegiance at the Organizational Meeting.) There was no public comment.

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.

- |             |  |   |
|-------------|--|---|
| 2023/24-051 | Mr. Scott Budelmann welcomed the Board and explained that the Audit Committee meeting will be scheduled later during the summer. He gave a brief overview of the agenda. He shared that the BOCES received a Champions of Change award for the Sports Management Program in Canastota and received notification regarding a PTECH Grant award of \$2.35 million. More information and a press release from SED are anticipated in the near future. | <b>DISTRICT<br/>SUPERINTENDENT'S<br/>WELCOME &amp;<br/>OVERVIEW</b> |
| 2023/24-052 | A motion was made by Pat Baron and seconded by Sue Carvelli to amend the agenda to include Personnel Reports. There were 7 ayes and 0 nays. The motion carried.  | <b>AMEND AGENDA</b>   |
| 2023/24-053 | A motion was made by Doug Gustin and seconded by John Costello, Sr. to approve the June 1, 2023 Regular Meeting minutes. There were 7 ayes and 0 nays. The motion carried.   | <b>APPROVE:<br/>JUNE 1, 2023 REGULAR<br/>MEETING MINUTES</b>        |
| 2023/24-054 | A motion was made by Doug Gustin and seconded by John Costello, Sr. to approve the June 22, 2023 Special Meeting minutes. There were 7 ayes and 0 nays. The motion carried.  | <b>APPROVE:<br/>JUNE 22, 2023 SPECIAL<br/>MEETING MINUTES</b>       |
| 2023/24-055 | A motion was made by Sue Carvelli and seconded by Pat Baron to approve the May 2023 Treasurer's Report. There were 7 ayes and 0 nays. The motion carried.  | <b>APPROVE:<br/>TREASURER'S REPORT</b>                              |
| 2023/24-056 | A motion was made by Doug Gustin and seconded by John Costello, Sr. to approve the Monthly Claims Audit Report. There were 7 ayes and 0 nays. The motion carried.  | <b>APPROVE:<br/>MONTHLY CLAIMS<br/>AUDIT REPORT</b>                 |
| 2023/24-057 | A motion was made by John Costello, Sr. and seconded by  | <b>BID AWARD:</b>   |

	Doug Gustin 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 various bidders for failure to adhere to bid specifications. There were 7 ayes and 0 nays. The motion carried.	CAFETERIA GROCERIES AND MEATS #IFB 23-05-001
2023/24-058	A motion was made by John Costello, Sr. and seconded by Doug Gustin to award the Equine and Animal Science Facility Rental bid on a total award basis to the lowest responsible bidder. There were 7 ayes and 0 nays. The motion carried.	BID AWARD: EQUINE AND ANIMAL SCIENCE FACILITY RENTAL #IFB
2023/24-059	A motion was made by John Costello, Sr. and seconded by Doug Gustin to declare the Equipment List as excess or obsolete. There were 7 ayes and 0 nays. The motion carried.	APPROVE: EXCESS/OBSELETE EQUIPMENT
2023/24-060	A motion was made by John Costello, Sr. and seconded by Doug Gustin to approve the Installment Purchase Request with Adirondack 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 ADIRONDACK CSD
2023/24-061	A motion was made by John Costello, Sr. and seconded by Doug Gustin to approve the Installment Purchase Request with Canastota 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 CANASTOTA CSD
2023/24-062	A motion was made by John Costello, Sr. and seconded by Doug Gustin to approve the Installment Purchase Request with South Jefferson Central School District to purchase 505-6360 Instructional Technology Services and 602-7710 Administrative Computer Services. There were 7 ayes and 0 nays. The motion carried.	APPROVE: INSTALLMENT PURCHASE AGREEMENT WITH SOUTH JEFFERSON CSD
2023/24-063	A motion was made by John Costello, Sr. and seconded by Doug Gustin to approve the Automotive Repair Services Agreement with the Town of Westmoreland, allowing the Central Bus Maintenance to continue to provide automobile repair services on the town's fleet of vehicles. There were 7 ayes and 0 nays. The motion carried.	APPROVE: AUTOMOTIVE REPAIR SERVICES AGREEMENT
2023/24-064	A motion was made by John Costello, Sr. and seconded by Sue Carvelli to approve the Resignations recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: RESIGNATIONS
2023/24-065	Upon the recommendation of District Superintendent Budelmann, a motion was made by John Costello, Sr. and seconded by Sue Carvelli to approve the Professional	APPROVE: PROFESSIONAL APPOINTMENTS

Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.

- |             |  |   |
|-------------|--|---|
| 2023/24-066 | Upon the recommendation of District Superintendent Budelmann, a motion was made by John Costello, Sr. and seconded by Sue Carvelli to approve the Civil Service Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.  | APPROVE:<br>CIVIL SERVICE<br>APPOINTMENTS                   |
| 2023/24-067 | A motion was made by John Costello, Sr. and seconded by Sue Carvelli to approve the Adult & Continuing Education Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>ADULT & CONTINUING<br>EDUCATION<br>APPOINTMENTS |
| 2023/24-068 | A motion was made by John Costello, Sr. and seconded by Sue Carvelli to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.  | APPROVE:<br>MISCELLANEOUS<br>APPOINTMENTS                   |
| 2023/24-069 | A motion was made by John Costello, Sr. and seconded by Sue Carvelli to approve the Consultants recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>CONSULTANTS                                     |
| 2023/24-070 | A motion was made by John Costello, Sr. and seconded by Sue Carvelli to approve the Summer Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>SUMMER<br>APPOINTMENTS                          |
| 2023/24-071 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Doug Gustin and seconded by John Costello, Sr. to grant tenure to Brittany Gaffney in the tenure area of Instructional Support Services, Integration of Technology into Instructional Practices, effective August 26, 2023. The District Superintendent has advised the Board that Brittany Gaffney 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<br>TENURE:<br>BRITTANY GAFFNEY               |
| 2023/24-072 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Joe Monfiletto and seconded by Doug Gustin to grant tenure to Chelsea Bourgeois in the tenure area of General Special Education, effective September 1, 2023. The District Superintendent   | APPOINTMENT TO<br>TENURE:<br>CHELSEA BOURGEOIS              |


has advised the Board that Chelsea Bourgeois 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.

- |             |  |   |
|-------------|--|---|
| 2023/24-073 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Doug Gustin and seconded by Pat Baron to grant tenure to Danielle Suydam in the tenure area of Elementary, effective September 2, 2023. The District Superintendent has advised the Board that Danielle Suydam 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<br>TENURE:<br>DANIELLE SUYDAM  |
| 2023/24-074 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Sally Sherwood and seconded by Sue Carvelli to grant tenure to Mark Schoff in the tenure area of CTE Trade Subject: Heating, Ventilation Air Conditioning (HVAC), effective September 1, 2023. The District Superintendent has advised the Board that Mark Schoff 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<br>TENURE:<br>MARK SCHOFF  |
| 2023/24-075 | A motion was made by Pat Baron and seconded by Sue Carvelli to approve Policy 2200 – Meetings. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>POLICY 2200 –<br>MEETINGS   |
| 2023/24-076 | A motion was made by Doug Gustin and seconded by Sally Sherwood to approve Policy 5021 – Accident Response Reporting & Record Keeping. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>POLICY 5021 –<br>ACCIDENT RESPONSE<br>REPORTING & RECORD<br>KEEPING           |
| 2023/24-077 | A motion was made by Sally Sherwood and seconded by Doug Gustin to approve Policy 6300 – Teachers Association. There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>POLICY 6300 –<br>TEACHERS<br>ASSOCIATION                                      |
| 2023/24-078 | A motion was made by Doug Gustin and seconded by John Costello, Sr. to approve Policy 6301 – Teachers Association Continuing Education Employees, as amended to correct the spelling of the word “Continuing.” There were 7 ayes and 0 nays. The motion carried.   | APPROVE:<br>POLICY 6301 –<br>TEACHERS<br>ASSOCIATION<br>CONTINUING<br>EDUCATION EMPLOYEES |

2023/24-079	A motion was made by Sally Sherwood and seconded by Sue Carvelli to approve Policy 6302 – Teacher Aides Association. There were 7 ayes and 0 nays. The motion carried.	APPROVE: POLICY 6302 – TEACHER AIDES ASSOCIATION
2023/24-080	A motion was made by Doug Gustin and seconded by Sally Sherwood to approve Policy 6303 – Instructional Professionals Association (IPA). There were 7 ayes and 0 nays. The motion carried.	APPROVE: POLICY 6303 – INSTRUCTIONAL PROFESSIONALS ASSOCIATION (IPA)
2023/24-081	A motion was made by Sally Sherwood and seconded by Sue Carvelli to approve Policy 6304 – Civil Service Employees Association, as amended to add the word “Employees.” There were 7 ayes and 0 nays. The motion carried.	APPROVE: POLICY 6304 – CIVIL SERVICE EMPLOYEES ASSOCIATION
2023/24-082	The Board moved to Deputy Superintendent Lisa Decker for the Finance & Operations update. Lisa spoke about Safety & Security Summit she attended with the Safety Team. She conveyed her appreciation of the Board’s support of this important endeavor, the benefits of being able to have the team attend together and the team building opportunities it provided. Lisa updated the Board on the progress of the Rossetti rooftop unit installation. She shared information pertaining to the Clerk of the Works. Lisa also reviewed the status of the BOCES-wide Safety Plan with the Board. The Plan was posted to the BOCES website and did not receive any recommendations from the public.	FINANCE & OPERATIONS UPDATE
2023/24-083	A motion was made by Doug Gustin and seconded by Sue Carvelli to adopt the BOCES-wide Safety Plan as amended to reflect personnel updates. There were 7 ayes and 0 nays. The motion carried.	APPROVE: 2023-2024 BOCES- WIDE SAFETY PLAN
2023/24-084	The Board moved to Assistant Superintendent Matthew Williams for the Curriculum & Instruction update. Matt spoke about all of the commencements for BOCES students and thanked the Board for their presence and support. Matt spoke about the receipt of the PTECH grant in association with MVCC. This will allow us to provide more high tech pathways for our students and give them even more opportunities to explore. He expressed his gratitude to Lisa Seitz for her hard work and collaboration on this grant application. Matt reviewed the Professional Learning Plan that is aligned with Board Goals and submitted to SED annually.	CURRICULUM & INSTRUCTION UPDATE
2023/24-085	A motion was made by Doug Gustin and seconded by Pat Baron to approve the 2023-2024 Professional Learning Plan. There were 7 ayes and 0 nays. The motion carried.	APPROVE: 2023-2024 PROFESSIONAL LEARNING PLAN

2023/24-086	A motion was made by John Costello, Sr. and seconded by Sue Carvelli to move to Executive Session at 5:44 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.	EXECUTIVE SESSION
The President returned to regular session at 6:12 PM.		
2023/24-087	A motion was made by Doug Gustin and seconded by Sally Sherwood to increase the base salary of the District Superintendent to a total of \$200,000 inclusive of the \$43,499 State Portion of his salary, effective March 1, 2023. There were 7 ayes and 0 nays. The motion carried.	APPROVE: DISTRICT SUPERINTENDENT SALARY INCREASE
2023/24-088	A motion was made by Sue Carvelli and seconded by John Costello, Sr. to grant the Board President the authority to execute any documents necessary to ensure the District Superintendent's employment contract reflects the change in Item 2023/24-087. There were 7 ayes and 0 nays. The motion carried.	APPROVE: AUTHORIZATION FOR THE BOARD PRESIDENT TO EXECUTE CONTRACT
2023/24-089	The Board moved to District Superintendent Scott Budelmann for his report. Scott spoke to the Board about: APPR Possible legislative restrictions on suspensions Possible changes in lockdown protocols Updates on Mascots Education of Students with Disabilities Transgender guidance Herkimer District Superintendent Search Results Commencement Ceremony at Vernon Downs	DISTRICT SUPERINTENDENT'S REPORT
2023/24-090	Board President Rich Engelbrecht thanked former President Doug Gustin for his service on the Board as well as his representation and advocacy on the Rural Schools Association and School Board Institute Boards. Mr. Gustin spoke about the two presentations by Madison-Oneida BOCES at the RSA Summer Conference. The Board finalized their plans for Board Planning Day.	BOARD ITEMS
2023/24-091	A motion was made by John Costello, Sr. and seconded by Sue Carvelli to adjourn the meeting at 6:30 PM. There were 7 ayes and 0 nays. The motion carried.	ADJOURNMENT

Respectfully Submitted,

  
Niki J. Maiura, Clerk of the Board