

**MINUTES OF THE REGULAR MEETING  
JANUARY 9, 2024**

The Regular Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Tuesday, January 9, 2024 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: Douglas Gustin - Canastota, Richard Engelbrecht - Madison, John Costello, Sr. - Oneida, Suzanne Carvelli - Rome, Joseph Monfiletto - Stockbridge Valley and Patrick Baron - VVS.

Absent: Sally Sherwood – Camden, 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.

2023/24-291 Mr. Scott Budelmann welcomed the Board and reviewed the agenda for the evening. He thanked everyone for attending despite the inclement weather. He then introduced the Director of Staff & Curriculum Development Ed Rinaldo to present their E&AP Report.

**DISTRICT  
SUPERINTENDENT'S  
WELCOME &  
OVERVIEW**

2023/24-292 Ed Rinaldo introduced his team consisting of Maria Papa, Jon Cornue, Jody Popple, Becky Copp, Kristin Capotosto, Brandy Nittiskie and Sue LeBlanc. Maria Smith was unable to attend.

**E&AP REPORT:  
STAFF & CURRICULUM  
DEVELOPMENT**

The team reviewed some of the services they provide including, APPR, Certifications and Recertifications, Literacy, Pedagogy, Leadership, Standards, Investigations, Grading Structure, Subject-specific support, statewide DEI work, Homeschool Coordination, Special Education work, embedded work, IEP Development, Teacher Center, School Library System coordination, and physical and electronic resources. The team has been providing much more work in-district to meet the specific needs of each school. They are working on more synchronous and asynchronous workshops for next year based on participation numbers from this year. The Summer Conference will once again focus on behavior, as that has been in high demand. The team will also continue to provide summer workshops and training for new teachers, with check-ins scheduled in the fall.

The team then divided board members and administration into three teams for a Jeopardy activity specific to the Staff & Curriculum Development programs and services.

The Board thanked Ed and the Staff & Curriculum Development team for their presentation and for all of the

work they do, not only for our region, but statewide. Their work reaches far beyond the students served on the BOCES campus, impacting educators and students across the state.

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| 2023/24-293 | A motion was made by Sue Carvelli and seconded by Pat Baron to amend the agenda to include revised Personnel Reports, Workplace Violence Prevention Policy, and 2024-2025 Proposed Student Program Calendar. There were 6 ayes and 0 nays. The motion carried.  | AMEND AGENDA   |
| 2023/24-294 | A motion was made by Doug Gustin and seconded by Joe Monfiletto to approve the December 13, 2023 Regular Meeting minutes. There were 6 ayes and 0 nays. The motion carried.   | APPROVE:<br>DECEMBER 13, 2023<br>REGULAR MEETING<br>MINUTES  |
| 2023/24-295 | A motion was made by Doug Gustin and seconded by Pat Baron to approve the November 2023 Treasurer's Report. There were 6 ayes and 0 nays. The motion carried.   | APPROVE:<br>NOVEMBER 2023<br>TREASURER'S REPORT              |
| 2023/24-296 | A motion was made by Doug Gustin and seconded by John Costello, Sr. to approve the Monthly Claims Audit Report. There were 6 ayes and 0 nays. The motion carried.   | APPROVE:<br>MONTHLY CLAIMS<br>AUDIT REPORT                   |
| 2023/24-297 | A motion was made by John Costello, Sr. and seconded by Doug Gustin to award the Computer Supplies bid on a category award basis to the lowest responsible bidder meeting the specifications and thresholds, and offers the lowest overall cost. Rejection of entire bids from specific vendors for failure to submit required bid documentation. There were 6 ayes and 0 nays. The motion carried. | BID AWARD:<br>COMPUTER SUPPLIES<br>#IFB 23-11-001            |
| 2023/24-298 | A motion was made by John Costello, Sr. and seconded by Doug Gustin 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 items from vendors for failure to meet bid specifications. There were 6 ayes and 0 nays. The motion carried.          | BID AWARD:<br>PRINT SHOP AND COPY<br>PAPER<br>#IFB 23-11-003 |
| 2023/24-299 | A motion was made by John Costello, Sr. and seconded by Doug Gustin to award the Office Supplies 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 items from vendors for failure to meet bid specifications. There were 6 ayes and 0 nays. The motion carried.                           | BID AWARD:<br>OFFICE SUPPLIES<br>#IFB 23-12-003              |
| 2023/24-300 | A motion was made by John Costello, Sr. and seconded by Doug Gustin to award the School Supplies 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 item from vendor for failure to meet bid specifications. There were 6 ayes and 0 nays. The motion carried.                      | BID AWARD:<br>SCHOOL SUPPLIES<br>#IFB 23-12-005              |

2023/24-301	A motion was made by John Costello, Sr. and seconded by Doug Gustin to declare the Equipment List as excess or obsolete. There were 6 ayes and 0 nays. The motion carried.	APPROVE: EXCESS/OBSELETE EQUIPMENT
2023/24-302	A motion was made by John Costello, Sr. and seconded by Doug Gustin to approve the Addendum to the Access411 Agreement, enabling access to the transportation module for participating school districts. There were 6 ayes and 0 nays. The motion carried.	APPROVE: ACCESS411 ADDENDUM
2023/24-303	A motion was made by John Costello, Sr. and seconded by Doug Gustin to approve Cold Beverage Vending Service Contract Extension with Servomation. There were 6 ayes and 0 nays. The motion carried.	APPROVE: COLD BEVERAGE VENDING SERVICE CONTRACT EXTENSION
2023/24-304	A motion was made by John Costello, Sr. and seconded by Doug Gustin to rescind the December 13, 2023 Resolution from NYSMEC for Natural Gas. The resolution included in the December 13, 2023 board packet contained an incorrect cost per therm. There were 6 ayes and 0 nays. The motion carried.	RESCIND: DECEMBER 13, 2023 NYSMEC RESOLUTION FOR NATURAL GAS
2023/24-305	A motion was made by John Costello, Sr. and seconded by Doug Gustin to approve the corrected Resolution from NYSMEC for Natural Gas. The updated Resolution included the corrected cost per therm. There were 6 ayes and 0 nays. The motion carried.	APPROVE: NYSMEC AGREEMENT FOR NATURAL GAS - CORRECTION
2023/24-306	A motion was made by Doug Gustin and seconded by Pat Baron to approve the Resignations recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried.	APPROVE: RESIGNATIONS
2023/24-307	A motion was made by Doug Gustin and seconded by Pat Baron to approve the Leaves of Absence recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried.	APPROVE: LEAVES OF ABSENCE
2023/24-308	Upon the recommendation of District Superintendent Budelmann, a motion was made by Doug Gustin and seconded by Pat Baron to approve the Professional Appointments recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried.	APPROVE: PROFESSIONAL APPOINTMENTS
2023/24-309	Upon the recommendation of District Superintendent Budelmann, a motion was made by Doug Gustin and seconded by Pat Baron to approve the Civil Service Appointments recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried.	APPROVE: CIVIL SERVICE APPOINTMENTS
2023/24-310	A motion was made by Doug Gustin and seconded by Pat Baron to approve the Adult & Continuing Education Appointments recommended in the Personnel Report.	APPROVE: ADULT & CONTINUING EDUCATION

	There were 6 ayes and 0 nays. The motion carried.	APPOINTMENTS
2023/24-311	A motion was made by Doug Gustin and seconded by Pat Baron to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried.	APPROVE: MISCELLANEOUS APPOINTMENTS
2023/24-312	A motion was made by Doug Gustin and seconded by Pat Baron to approve the Consultants recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried.	APPROVE: CONSULTANTS
2023/24-313	A motion was made by Doug Gustin and seconded by Pat Baron to approve the Performing Arts recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried.	APPROVE: PERFORMING ARTS
2023/24-314	A motion was made by Sue Carvelli and seconded by Joe Monfiletto to approve the recommended changes to Policy 0013 – Title IX Grievance Process. There were 6 ayes and 0 nays. The motion carried.	APPROVE: POLICY 0013 – TITLE IX GRIEVANCE PROCESS
2023/24-315	A motion was made by Doug Gustin and seconded by John Costello, Sr. to approve the recommended changes to Policy 0015 – Equal Opportunity and Prohibition of Discrimination, Harassment and Bullying. There were 6 ayes and 0 nays. The motion carried.	APPROVE: POLICY 0015 – EQUAL OPPORTUNITY AND PROHIBITION OF DISCRIMINATION, HARASSMENT AND BULLYING
2023/24-316	A motion was made by Joe Monfiletto and seconded by John Costello, Sr. to amend Section II.K.1.a. of Policy 6010 – Prohibition of Sexual Harassment and Discrimination in the Workplace, by adding the word, “Unwanted” at the beginning of the sentence. There were 6 ayes and 0 nays. The motion carried.	AMEND: POLICY 6010 – PROHIBITION OF SEXUAL HARASSMENT AND DISCRIMINATION IN THE WORKPLACE
2023/24-317	A motion was made by Doug Gustin and seconded by Sue Carvelli to approve Policy 6010 – Prohibition of Sexual Harassment and Discrimination in the Workplace, as amended. There were 6 ayes and 0 nays. The motion carried.	APPROVE: POLICY 6010 – PROHIBITION OF SEXUAL HARASSMENT AND DISCRIMINATION IN THE WORKPLACE
2023/24-318	A motion was made by Doug Gustin and seconded by Pat Baron to approve new Policy 5022 – Workplace Violence Prevention. There were 6 ayes and 0 nays. The motion carried.	APPROVE: POLICY 5022 – WORKPLACE VIOLENCE PREVENTION
2023/24-319	The Board moved to Deputy Superintendent Lisa Decker for the Finance & Operations update. Lisa shared information on Positive Pay with the Board. Sandy Foley began utilizing this service which sends information to the bank ahead of warrants, in order to protect against	FINANCE & OPERATIONS UPDATE

fraud. In the past two weeks, this has saved the BOCES approximately \$14,000.

Lisa also showed the Board an article on the front page of the December issue of NYSSBA's On Board, highlighting our Director of Communications Sapna Kollali. The story focused on the struggle of navigating issues on social media platforms, with large companies who do not view schools as government entities and refuse to communicate or negotiate with us.

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| 2023/24-320   | The Board moved to Assistant Superintendent for Curriculum & Instruction Matthew Williams for the Curriculum & Instruction update. Matt highlighted the work that Ed Rinaldo and his Staff & Curriculum Development team are doing. Here at BOCES, we directly serve around 1,400 students. But when you see the behind-the-scenes regional leadership and work they do for our educators, you realize they impact thousands of students. The team shares important information and guidance, bringing to light how key our organization is in serving students. The team does a great job, continues to grow, and has a positive effect on the region. | CURRICULUM &<br>INSTRUCTION UPDATE      |
| 2023/24-321   | A motion was made by Sue Carvelli and seconded by Doug Gustin to move to Executive Session at 6:26 PM for the purposes of discussing 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 6 ayes and 0 nays. The motion carried.  | EXECUTIVE SESSION                       |
| The President returned to regular session at 6:38 PM. |   |   |
| 2023/24-322   | Upon the recommendation of District Superintendent Budelmann, a motion was made by Pat Baron and seconded by Sue Carvelli to grant tenure to Tara Roher in the tenure area of CTE, Health Related Careers, effective March 23, 2024. The District Superintendent has advised the Board that Tara Roher holds appropriate certification for the tenure area, and has satisfied any applicable requirements related to annual professional performance review ratings. There were 6 ayes and 0 nays. The motion carried.  | APPOINTMENT TO<br>TENURE:<br>TARA ROHER |
| 2023/24-323   | The Board moved to District Superintendent Scott Budelmann for his report. Scott updated the Board on: <ul style="list-style-type: none"><li>• Summary from Governor Hochul's State of the State speech</li><li>• Recap of legislative actions including, Epi pens, student government, student voter registration, recruitment and retention of underrepresented</li></ul>   | DISTRICT<br>SUPERINTENDENT'S<br>REPORT  |

teachers in the profession, Dyslexia Task Force and Dysgraphia, Lunar New Year, Workplace Safety Committee, Civil Service Exams, Labor, and credit for service after Civil Service exam is passed.

- MOBOCES Cell Phone Policy
- Program Budget Development
- Rome Superintendent Search status
- Administrative Budget Presentations with component school boards (schedule shared)
- SBI Showcase at MOBOCES (March 20, 2024)
- Joint Board Meeting of the Morrisville-Eaton and Cazenovia Boards of Education concerning a possible merger
- MOBOCES updated Organizational Charts (shared)
- April 8, 2024 Solar Eclipse

Mr. Budelmann reviewed the 2024-2025 Proposed Madison-Oneida BOCES Student Program Calendar.

Per Policy 0014, Policy on Diversity, Equity and Inclusion, Mr. Budelmann provided the Board with an annual update. Initially, a DEI Committee was formed based on an approved application and screening process. The Committee has been meeting monthly since March and has identified and implemented two subcommittees, 1) Human Resources (Retention), and 2) Climate and Culture. Instructional work falls under Matt's supervision and guidance. Religious and cultural considerations are taken into account during calendar and meeting development. Other measures that have been implemented or are being considered are the grade level realignment at the BOCES, future subcommittees, including women in CTE, student discipline, and website review.

2023/24-324 A motion was made by Sue Carvelli and seconded by Doug Gustin to approve the proposed 2024-2025 Madison-Oneida BOCES Student Program Calendar. There were 6 ayes and 0 nays. The motion carried.

APPROVE:  
2024-2025 MADISON-  
ONEIDA BOCES  
STUDENT PROGRAM  
CALENDAR

2023/24-325 Per the request of Joe Monfiletto, the NYSSBA Email Handbook was shared with the Board for reference.


BOARD ITEMS

Doug Gustin shared an update with regard to the alignment of legislative priorities amongst Rural Schools, SBI and NYSSBA. He also reminded the Board of the upcoming Legislative Forum opportunity at SBI on January 25.

2023/24-326 A motion was made by Doug Gustin and seconded by Sue Carvelli to adjourn the meeting at 7:22 PM. There were 6 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,

  
Niki J. Maiura, Clerk of the Board