

**DRAFT MINUTES OF THE REGULAR MEETING
FEBRUARY 1, 2024**

The Regular Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, February 1, 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: Michelle Jacobsen - Hamilton, Richard Engelbrecht - Madison, Donna Isbell - Morrisville-Eaton, Suzanne Carvelli - Rome, Joseph Monfiletto - Stockbridge Valley and Patrick Baron - VVS.

Absent: Sally Sherwood - Camden, Douglas Gustin - Canastota, and John Costello, Sr. - Oneida.

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.

2023/24-327 Mr. Scott Budelmann welcomed the Board and reviewed the agenda for the evening. He introduced the Director of Secondary Programs James Weaver and spoke about witnessing firsthand how this team relates to students from day one, how they have the ability to cut through panic and provide crucial and timely information, how they have eliminated cracks for students to fall through, and normalized integration. He turned the floor over to Secondary Programs to present their E&AP Report.

**DISTRICT
SUPERINTENDENT'S
WELCOME &
OVERVIEW**

2023/24-328 Jim Weaver introduced his team consisting of Candice Paravati, Phil Helmer, Molly LiBritz, Kane Calabro, Jeff Bellamy, Rachel Helmer, and teacher Alyssa Cresswell. The team reviewed the programs they oversee and shared some of the numbers achieved in them, including dual credits, CTE graduates, National Technical Honor Society inductees, CDA/Tri graduates and SkillsUSA members.

**E&AP REPORT:
SECONDARY PROGRAMS**

They reviewed their onsite partnerships with various departments, including Buildings & Grounds and the RIC. The team is expanding access for students and making connections. They reinforced their availability to students over the summer, with the support of our outside agencies, bringing a pre-open house event to the students.

The team has been working to develop a community feel within the school, working to foster confidence and a sense of belonging. There have been home visits, parent drop-in meetings, and an increase in parent conferences and student attendance.

Alyssa Creswell shared some of the successes in her Large Animal & Veterinary Science class and led the Board in an

activity that the students in her class take part in.
Jim thanked his diverse and talented team, adding that none of it would be possible without the assistance they receive from their remarkable support staff.

The Board thanked Secondary Programs for the presentation, their enthusiasm and passion for education, and the strides they have made.

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| 2023/24-329 | A motion was made by Sue Carvelli and seconded by Pat Baron to amend the agenda to include revised Personnel Reports and the Madison-Oneida BOCES 2024-2025 Preliminary Budget. There were 6 ayes and 0 nays. The motion carried. | AMEND AGENDA |
| 2023/24-330 | A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the January 9, 2024 Regular Meeting minutes. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
JANUARY 9, 2024
REGULAR MEETING
MINUTES |
| 2023/24-331 | A motion was made by Donna Isbell and seconded by Sue Carvelli to approve the December 2023 Treasurer's Report. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
DECEMBER 2023
TREASURER'S REPORT |
| 2023/24-332 | A motion was made by Pat Baron and seconded by Michelle Jacobsen to approve the Monthly Claims Audit Report. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
MONTHLY CLAIMS
AUDIT REPORT |
| 2023/24-333 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to award the Cafeteria Paper bid on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds and offering the lowest overall cost. Rejection of bid items from specific vendors for failure to meet bid specifications. There were 6 ayes and 0 nays. The motion carried. | BID AWARD:
CAFETERIA PAPER
#IFB 23-12-002 |
| 2023/24-334 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen 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 offering the lowest overall cost. Rejection of bid items from specific vendors for failure to meet bid specifications. There were 6 ayes and 0 nays. The motion carried. | BID AWARD:
CAFETERIA GROCERIES
AND MEATS
#IFB 23-12-001 |
| 2023/24-335 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to declare the Equipment List as excess or obsolete. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
EXCESS/OBSELETE
EQUIPMENT |
| 2023/24-336 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Capital Region BOCES DREAM Consortium Renewal for the 2024-2025 school | APPROVE:
CAPITAL REGION
BOCES DREAM |

year. This membership allows the Madison-Oneida BOCES School Library System to purchase a variety of databases and digital library products and resources. There were 6 ayes and 0 nays. The motion carried.

CONSORTIUM
RENEWAL

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| 2023/24-337 | A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the donation of a 50-horsepower tractor, loaned by Clinton Tractor for the remainder of the 2023-2024 school year. The tractor will be used primarily for the Large Animal program to aid in instruction. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
CLINTON TRACTOR
DONATION |
| 2023/24-338 | A motion was made by Sue Carvelli and seconded by Michelle Jacobsen to approve the Resignations recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
RESIGNATIONS |
| 2023/24-339 | A motion was made by Sue Carvelli and seconded by Michelle Jacobsen 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 |
| 2023/24-340 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Sue Carvelli and seconded by Michelle Jacobsen to approve the Professional Appointments recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
PROFESSIONAL
APPOINTMENTS |
| 2023/24-341 | Upon the recommendation of District Superintendent Budelmann, a motion was made by Sue Carvelli and seconded by Michelle Jacobsen 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 |
| 2023/24-342 | A motion was made by Sue Carvelli and seconded by Michelle Jacobsen to approve the Adult & Continuing Education Appointments recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
ADULT & CONTINUING
EDUCATION
APPOINTMENTS |
| 2023/24-343 | A motion was made by Sue Carvelli and seconded by Michelle Jacobsen to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
MISCELLANEOUS
APPOINTMENTS |
| 2023/24-344 | A motion was made by Sue Carvelli and seconded by Michelle Jacobsen to approve the Performing Arts recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried. | APPROVE:
PERFORMING ARTS |
| 2023/24-345 | A motion was made by Sue Carvelli and seconded by Michelle Jacobsen to approve the Internships / Fieldwork | APPROVE:
INTERNSHIPS / |

Experiences recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried.

FIELDWORK
EXPERIENCES

2023/24-346 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve new Policy 0019 – Student Registration and Pre-Registration to Vote. There were 6 ayes and 0 nays. The motion carried.

APPROVE:
POLICY 0019 – STUDENT
REGISTRATION AND
PRE-REGISTRATION TO
VOTE

2023/24-347 A motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the recommended changes to Policy 4402 – Procurement: Uniform Grant Guidance for Federal Awards. There were 6 ayes and 0 nays. The motion carried.

APPROVE:
POLICY 4402 –
PROCUREMENT:
UNIFORM GRANT
GUIDANCE FOR
FEDERAL AWARDS

2023/24-348 A motion was made by Donna Isbell and seconded Michelle Jacobsen to approve new Policy 6098 – Bone Marrow and Blood Donation Leave. There were 6 ayes and 0 nays. The motion carried.

APPROVE:
POLICY 6098 – BONE
MARROW AND BLOOD
DONATION LEAVE

2023/24-349 The Board moved to Deputy Superintendent Lisa Decker for the Finance & Operations update. Lisa shared information on the Change Order Summary included in the board packet. With the changes included, the project is still under budget. We will be getting a head start on the Middle School project that is scheduled to begin over the summer. The work will commence in the locker rooms over February break.

FINANCE &
OPERATIONS UPDATE

Tara Pawlowski joined the meeting to walk through the 2024-2025 Madison-Oneida BOCES Preliminary Budget. She reviewed student enrollments, changes in instructional services, the Regional Information Center, and Management Services.

2023/24-350 A motion was made by Donna Isbell and seconded by Joe Monfiletto to approve the Change Order Summary. There were 6 ayes and 0 nays. The motion carried.

APPROVE:
CHANGE ORDER
SUMMARY

2023/24-351 A motion was made by Michelle Jacobsen and seconded by Sue Carvelli to approve the Madison-Oneida BOCES 2024-2025 Preliminary Budget as presented by Director of Business Services Tara Pawlowski. There were 6 ayes and 0 nays. The motion carried.

APPROVE:
MADISON-ONEIDA
BOCES 2024-2025
PRELIMINARY BUDGET

2023/24-352 The Board moved to Assistant Superintendent for Curriculum & Instruction Matthew Williams for the Curriculum & Instruction update. Matt highlighted the Secondary Programs' presentation, noting their energy and enthusiasm. He focused on the registration process we are continuing to adjust to allow access to all learners.

CURRICULUM &
INSTRUCTION UPDATE

Matt talked about working to increase programming for students and decrease the length of time they spend on buses.

Dr. Williams also focused on the theme of vertical alignment and building pathways for success. One example of this is shifting the Rome ACCESS site to MVCC, meaning that our GED classes are now housed on a college campus. This exposes students to increased possibilities and helps to eliminate barriers and labels.

- 2023/24-353 A motion was made by Donna Isbell and seconded by Sue Carvelli to move to Executive Session at 6:52 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 6 ayes and 0 nays. The motion carried.

EXECUTIVE SESSION

The President returned to regular session at 7:16 PM.

- 2023/24-354 A motion was made by Donna Isbell and seconded by Michelle Jacobsen 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 6 ayes and 0 nays. The motion carried.

APPROVE:
NON-NEGOTIATING
EMPLOYEE
CATEGORIZED SALARY
CHART

- 2023/24-355 A motion was made by Michelle Jacobsen and seconded by Donna Isbell to extend the District Superintendent's contract for an additional year so that the resulting term of employment is March 1, 2024 through February 28, 2027. There were 6 ayes and 0 nays. The motion carried.

APPROVE:
EXTENSION OF THE
DISTRICT
SUPERINTENDENT'S
CONTRACT

- 2023/24-356 The Board moved to District Superintendent Scott Budelmann for his report. Scott updated the Board on:

DISTRICT
SUPERINTENDENT'S
REPORT

- The Governor's proposed state budget
- Foundation Aid Formula
- Legislative Advocacy
- Joint Commission on Elementary and Secondary Hearing
- Madison-Oneida BOCES Administrative Budget presentation at Morrisville-Eaton
- Child Nutrition Audit (every three years)
- Virtual Learning Regulations updated and defined by SED
- Guidance pertaining to mixed gender competition is forthcoming
- Special Education Support RFP is out – Jefferson

Lewis BOCES is submitting the proposal for this shared resource

- English Language Learners
- Science Exams
- Changing regulations for Child Abuse Mandated Reporting
- SBI Showcase at MOBOCES (March 20, 2024)
- Rome Superintendent Search
- Joint Board Meeting of the Morrisville-Eaton and Cazenovia Boards of Education concerning a possible merger – discussed the significant incentives that are available with potential mergers

2023/24-357 A motion was made by Donna Isbell and seconded by Michelle Jacobsen to adjourn the meeting at 7:55 PM. There were 6 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,

Niki J. Maiura, Clerk of the Board