

MINUTES OF THE REGULAR MEETING
MARCH 7, 2024

The Regular Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, March 7, 2024, in the Administration Board Room at the Madison-Oneida BOCES Main Campus in Verona, New York and 221 Fox Glen Drive, Naples, Florida. 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, Michelle Jacobsen - Hamilton, Richard Engelbrecht - Madison, Donna Isbell - Morrisville-Eaton, Joseph Monfiletto - Stockbridge Valley and Patrick Baron - VVS.

Absent: John Costello, Sr. - Oneida and Suzanne Carvelli - Rome.

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.

2023/24-358 Mr. Scott Budelmann welcomed the Board and reviewed the agenda for the evening. He introduced the Director of Adult & Continuing Education Brenda Wolak and turned the floor over to Adult & Continuing Education to present their E&AP Report.

DISTRICT
SUPERINTENDENT'S
WELCOME &
OVERVIEW

2023/24-359 Brenda Wolak introduced her team including Randy Raux, Kelli Johnson, Debra Leahy, Rachel Burleigh and Paula Mallard. Brenda discussed the collaborative efforts between departments within the BOCES, with community agencies, and with schools, all with the focus on helping students achieve educational goals. She elaborated on this, sharing recent moves which initially seemed daunting, but increased access for learners. She shared details about the partnership with Sherrill Manufacturing, which created an ENL class for their employees and families, enhancing the lives of everyone involved.

E&AP REPORT:
ADULT & CONTINUING
EDUCATION

Randy spoke about some of the classes offered through Adult & Continuing Education, from Literacy, ENL/ESL, GED, OSY, and health related to Vocational/Avocational where students can get credit for skilled trades such as HVAC, welding and Security Guard Training to hobby courses like volleyball, pickleball, and various culinary options.

Kelli Johnson reiterated that they meet students where they are, and that is critical in helping them overcome barriers. Teachers and Coordinators work together to help all students achieve their goals. This includes providing a flexible testing schedule affording students the ability to meet their commitments out of school and succeed in school.

Debra and Rachel discussed ways in which their team encourages students to engage in continuous learning, personally and professionally. They shared how they have utilized grants they have applied for and received in order to enhance learning and provide more opportunities. Rachel then presented a welding simulator purchased with some of these grant monies, demonstrated by board member Joe Monfiletto.

Paula Mallard reviewed some of the opportunities available in Health Occupations. Enrollment is on the rise in these programs and there have been improvements in testing, recruitment and retention, in addition to NCLEX successes.

During the closing, Brenda shared information with the Board on the Accreditation process that her team has been a part of. The process is culminating with a site visit in April.

Mr. Budelmann and the Board thanked the Adult & Continuing Education team for their presentation and their commitment to all learners. This team has had to market their services, be innovative, develop partnerships and rapidly adjust to changes. They have successfully done so in the interest of building a greater community.

- | | | |
|-------------|---|--|
| 2023/24-360 | A motion was made by Donna Isbell and seconded by Doug Gustin to amend the agenda to include revised Personnel Reports. There were 7 ayes and 0 nays. The motion carried. | AMEND AGENDA |
| 2023/24-361 | A motion was made by Michelle Jacobsen and seconded by Pat Baron to approve the February 1, 2024 Regular Meeting minutes. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
FEBRUARY 1, 2024
REGULAR MEETING
MINUTES |
| 2023/24-362 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the January 2024 Treasurer's Report. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
JANUARY 2024
TREASURER'S REPORT |
| 2023/24-363 | A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the Monthly Claims Audit Report. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
MONTHLY CLAIMS
AUDIT REPORT |
| 2023/24-364 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to award the Art Supplies 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 7 ayes and 0 nays. The motion carried. | BID AWARD:
ART SUPPLIES
#IFB 23-12-004 |

- 2023/24-365 A motion was made by Michelle Jacobsen and seconded by Donna Isbell to award the Health Supplies 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 7 ayes and 0 nays. The motion carried.
- BID AWARD:
HEALTH SUPPLIES
#IFB 24-01-003**
- 2023/24-366 A motion was made by Michelle Jacobsen and seconded by Donna Isbell to award the Cosmetology Supplies 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 7 ayes and 0 nays. The motion carried.
- BID AWARD:
COSMETOLOGY
SUPPLIES
#IFB 24-02-002**
- 2023/24-367 A motion was made by Michelle Jacobsen and seconded by Donna Isbell to award the Gasoline, Diesel Fuel, Fuel Oil and Propane 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 entire bid from specific vendor for unacceptable proposed exceptions and terms. There were 7 ayes and 0 nays. The motion carried.
- BID AWARD:
GASOLINE, DIESEL
FUEL, FUEL OIL AND
PROPANE
#IFB 24-02-008**
- 2023/24-368 A motion was made by Michelle Jacobsen and seconded by Donna Isbell to award the Playground Ground Cover Material bid on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds and offering the lowest overall cost. There were 7 ayes and 0 nays. The motion carried.
- BID AWARD:
PLAYGROUND GROUND
COVER MATERIAL
#IFB 24-01-005**
- 2023/24-369 A motion was made by Michelle Jacobsen and seconded by Donna Isbell to award the Vending Services bid on a total award basis to the lowest responsible bidder meeting the specifications and thresholds and offering the lowest overall cost. There were 7 ayes and 0 nays. The motion carried.
- BID AWARD:
VENDING SERVICES
#IFB 24-01-004**
- 2023/24-370 A motion was made by Michelle Jacobsen and seconded by Donna Isbell to award the Financial Forms bid on a total award basis to the lowest responsible bidder meeting the specifications and thresholds and offering the lowest overall cost. There were 7 ayes and 0 nays. The motion carried.
- BID AWARD:
FINANCIAL FORMS
#IFB 24-02-004**
- 2023/24-371 A motion was made by Michelle Jacobsen and seconded by Donna Isbell to award the Swimming Pool Supplies bid on a total award basis to the lowest responsible bidder meeting the specifications and thresholds and offering the lowest overall cost. There were 7 ayes and 0 nays. The motion carried.
- BID AWARD:
SWIMMING POOL
SUPPLIES
#IFB 24-01-008**

- | | | |
|-------------|---|---|
| 2023/24-372 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to award the Regional Wired Telecommunications Services bid on a line-by-line award basis to the lowest responsible bidder meeting the specifications and thresholds and offering the lowest overall cost. There were 7 ayes and 0 nays. The motion carried. | BID AWARD:
REGIONAL WIRED
TELECOMMUNICATIONS
SERVICES
#IFB 23-12-006 |
| 2023/24-373 | A motion was made by Michelle Jacobsen 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 |
| 2023/24-374 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Installment Purchase Request for Beaver River CSD for CoSer 602-7710 Administrative Computer Services. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
INSTALLMENT
PURCHASE REQUEST
FOR BEAVER RIVER CSD |
| 2023/24-375 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Installment Purchase Request for Sackets Harbor CSD for CoSer 602-7710 Administrative Computer Services. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
INSTALLMENT
PURCHASE REQUEST
FOR SACKETS HARBOR
CSD |
| 2023/24-376 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Municipal Cooperation Agreement for the creation of a vendor management Risk Operations Center (ROC) Consortium to protect student data. This agreement establishes a governance structure and documents the roles and responsibilities of participants. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
MUNICIPAL
COOPERATION
AGREEMENT RIC RISK
OPERATIONS CENTER |
| 2023/24-377 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the donation of hygiene products for Secondary Program students from the Delta Omega Sorority of Rome. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
DONATION FROM
DELTA OMEGA
SORORITY |
| 2023/24-378 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Internet Service Provider Contract with Spectrum, based on the results from the bid. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
INTERNET SERVICE
PROVIDER CONTRACT
WITH SPECTRUM |
| 2023/24-379 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Internet Service Provider Contract with Northland Communications, based on the results from the bid. There were 7 ayes and 0 nays. The motion carried. | APPROVE:
INTERNET SERVICE
PROVIDER CONTRACT
WITH NORTHLAND
COMMUNICATIONS |
| 2023/24-380 | A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Data Telecommunications Provider Contract with DANC, based on the results from | APPROVE:
DATA
TELECOMMUNICATIONS |

	the Regional Telecommunications bid. There were 7 ayes and 0 nays. The motion carried.	PROVIDER CONTRACT WITH DANC
2023/24-381	A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Data Telecommunications Provider Contract with Northland Communications, based on the results from the Regional Telecommunications bid. There were 7 ayes and 0 nays. The motion carried.	APPROVE: DATA TELECOMMUNICATIONS PROVIDER CONTRACT WITH NORTHLAND COMMUNICATIONS
2023/24-382	A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the Data Telecommunications Provider Contract with Spectrum, based on the results from the Regional Telecommunications bid. There were 7 ayes and 0 nays. The motion carried.	APPROVE: DATA TELECOMMUNICATIONS PROVIDER CONTRACT WITH SPECTRUM
2023/24-383	A motion was made by Michelle Jacobsen and seconded by Donna Isbell to approve the agreement with The Education Cooperative Student Data Privacy Alliance (TEC SDPA). This agreement will approve a partnership between the RIC ROC and the TEC SDPA, allowing them to negotiate collectively to reach agreements with vendors. There were 7 ayes and 0 nays. The motion carried.	APPROVE: TEC SDPA SERVICE AGREEMENT
2023/24-384	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Resignations recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: RESIGNATIONS
2023/24-385	A motion was made by Donna Isbell and seconded by Michelle Jacobsen 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
2023/24-386	Upon the recommendation of District Superintendent Budelmann, a motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Professional Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: PROFESSIONAL APPOINTMENTS
2023/24-387	Upon the recommendation of District Superintendent Budelmann, a motion was made by Donna Isbell and seconded by Michelle Jacobsen 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
2023/24-388	A motion was made by Donna Isbell and seconded by Michelle Jacobsen 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
2023/24-389	A motion was made by Donna Isbell and seconded by	APPROVE:

	Michelle Jacobsen to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	MISCELLANEOUS APPOINTMENTS
2023/24-390	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Consultants recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: CONSULTANTS
2023/24-391	A motion was made by Donna Isbell 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
2023/24-392	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Position Creations recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: POSITION CREATIONS/CHANGE
2023/24-393	A motion was made by Donna Isbell and seconded by Michelle Jacobsen to approve the Abolishment of Vacant Positions recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.	APPROVE: ABOLISHMENT OF VACANT POSITIONS
2023/24-394	A motion was made by Donna Isbell and seconded by Doug Gustin to approve new Policy 1004 - Service Animals. There were 7 ayes and 0 nays. The motion carried.	APPROVE: POLICY 1004 - SERVICE ANIMALS
2023/24-395	A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the recommended changes to Policy 3001 - Administrative Structure. There were 7 ayes and 0 nays. The motion carried.	APPROVE: POLICY 3001 - ADMINISTRATIVE STRUCTURE
2023/24-396	A motion was made by Doug Gustin and seconded Donna Isbell to approve Policy 5028 - School Wellness. There were 7 ayes and 0 nays. The motion carried.	APPROVE: POLICY 5028 - SCHOOL WELLNESS
2023/24-397	A motion was made by Doug Gustin and seconded by Michelle Jacobsen to approve the recommended changes to Policy 8005 - Authorized Signatories. There were 7 ayes and 0 nays. The motion carried.	APPROVE: POLICY 8005 - AUTHORIZED SIGNATORIES
2023/24-398	The Board moved to Deputy Superintendent Lisa Decker for the Finance & Operations update. Lisa updated the Board on the Workplace Violence Prevention Program and the implementation steps taken to date. Lisa advised the Board about a request for an easement and the negotiations involved in coming to an agreement that is mutually benefitting to the company and our students. She recommended approval of the agreement.	FINANCE & OPERATIONS UPDATE
2023/24-399	A motion was made by Donna Isbell and seconded by Pat Baron to approve the Grant of Easement – National Grid	APPROVE: GRANT OF EASEMENT –

	(Pivot Solar NY-4). The agreement allows National Grid to replace an existing utility pole and install a new brace pole, effectively upgrading its electric distribution system to accommodate a local solar project. There were 7 ayes and 0 nays. The motion carried.	NATIONAL GRID (PIVOT SOLAR NY-4)
2023/24-400	<p>The Board moved to Assistant Superintendent for Curriculum & Instruction Matthew Williams for the Curriculum & Instruction update. Matt spoke about the Adult & Continuing Education team navigating a very difficult landscape. They have made great strides and formed new partnerships that ultimately make the progression from their GED into college an easier one. The team has engaged in great recruiting efforts, navigating turnover, and ensured that we are supporting some of the students who need us most.</p> <p>Matt then shared an update on the SkillsUSA competition results, including that ten of our students were selected to move on to compete at the state level. He recommended approval of the field trip request included in the board packets.</p>	CURRICULUM & INSTRUCTION UPDATE
2023/24-401	A motion was made by Sally Sherwood and seconded by Donna Isbell to approve the SkillsUSA New York State Conference participation for CTE students and advisors at the New York State Fairgrounds. There were 7 ayes and 0 nays. The motion carried.	APPROVE: SKILLSUSA NEW YORK STATE CONFERENCE PARTICIPATION
2023/24-402	A motion was made by Pat Baron and seconded by Doug Gustin to move to Executive Session at 6:23 PM for the purposes of discussing 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 7:24 PM.	
2023/24-403	A motion was made by Michelle Jacobsen and seconded by Donna Isbell 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 CHART
2023/24-404	<p>The Board moved to District Superintendent Scott Budelmann for his report. Scott updated the Board on:</p> <ul style="list-style-type: none"> • Zero Emissions Busing – Report from superintendents due to the state by August 1, 2024 • Guidance pertaining to mixed gender competition is forthcoming • Building-level Emergency Response Plans – bill to 	DISTRICT SUPERINTENDENT’S REPORT

reduce the number of Lockdown drills; regulations to identify and respond to trauma, make age-appropriate and uniform in updated language

- Solar Eclipse on April 8th
- Governor's proposed budget
- Potential programming in schools with decreasing enrollment
- Canastota complaint regarding Pre-k
- SBI Showcase at MOBOCES (March 20, 2024)
- Annual Meeting (April 10, 2024)
- Open Meetings Laws and Committees Update
- Future discussion of board meeting times

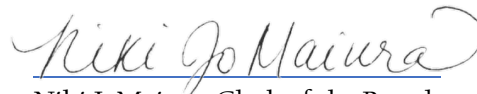
2023/34-405 Rich Engelbrecht updated the Board on the upcoming SBI Showcase and encouraged everyone to attend if they are able. He reminded the Board that Rural Schools nominations are due at the end of the month. Doug Gustin also shared that Rural Schools will be presenting a Teacher of the Year Award and there was a nomination from Madison-Oneida BOCES.

BOARD ITEMS

2023/24-406 A motion was made by Donna Isbell and seconded by Doug Gustin to adjourn the meeting at 7:58 PM. There were 7 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,



Niki J. Maiura, Clerk of the Board