

**DRAFT MINUTES OF THE REGULAR MEETING
APRIL 4, 2024**

The Regular Meeting of the Board of Cooperative Educational Services, Sole Supervisory District, Madison and Oneida counties, was held Thursday, April 4, 2024, in the Administration Board Room at the Madison-Oneida BOCES Main Campus in Verona. 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, Richard Engelbrecht - Madison, Donna Isbell - Morrisville-Eaton, Suzanne Carvelli - Rome, Joseph Monfiletto - Stockbridge Valley and Patrick Baron - VVS.

Absent: Michelle Jacobsen - Hamilton 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.

2023/24-407 Mr. Scott Budelmann welcomed the Board and reviewed the agenda for the evening. He introduced Executive Director of the Mohawk Regional Information Center Heather Mahoney and turned the floor over to her and her team to present their E&AP Report.

**DISTRICT
SUPERINTENDENT'S
WELCOME &
OVERVIEW**

2023/24-408 Executive Director Heather Mahoney introduced Eric Feola, Maria Rocker and Ryan Mahoney. The team shared information on Artificial Intelligence (AI), how it is developed, recent advancements, and how it can be utilized to support classroom instruction.

**E&AP REPORT:
MOHAWK REGIONAL
INFORMATION CENTER**

They discussed the cycle of new products such as AI, including the hype, expectations and plateau of productivity. The team also reviewed some of the risks associated with AI such as ethical use, inaccurate output, data privacy, copyright infringement, cyber fraud, and deceptive or manipulative content.

They shared some of the regulations and measures that have been implemented to protect students and the importance of having conversations with teachers about allowing time for attorneys to review products and associated contracts before utilizing them in the classroom. The team stressed that these tools are going to be used by students and we need to ensure that we are applying best practices, following NYS Guidance on Digital Fluency, and using them as tools, not replacements.

The Board thanked the RIC for their presentation and for their constant attention to advancements. Their involvement and constant monitoring help to ensure the protection of our services and our students far beyond our

- region.
- 2023/24-409 A motion was made by Donna Isbell and seconded by Pat Baron to amend the agenda to include revised Personnel Reports and the lease agreement with Oneida City School District. There were 7 ayes and 0 nays. The motion carried. **AMEND AGENDA**
- 2023/24-410 A motion was made by Donna Isbell and seconded by Doug Gustin to approve the March 7, 2024 Regular Meeting minutes. There were 7 ayes and 0 nays. The motion carried. **APPROVE:
MARCH 7, 2024
REGULAR MEETING
MINUTES**
- 2023/24-411 A motion was made by Doug Gustin and seconded by Sue Carvelli to approve the February 2024 Treasurer's Report. There were 7 ayes and 0 nays. The motion carried. **APPROVE:
FEBRUARY 2024
TREASURER'S REPORT**
- 2023/24-412 A motion was made by Doug Gustin and seconded by Pat Baron to approve the Monthly Claims Audit Report. There were 7 ayes and 0 nays. The motion carried. **APPROVE:
MONTHLY CLAIMS
AUDIT REPORT**
- 2023/24-413 A motion was made by Doug Gustin and seconded by Sue Carvelli to award the Food Occupations Supplies bid on a total 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 failure to submit all required bid documentation and rejection of bid items from specific vendor for failure to meet bid specifications. There were 7 ayes and 0 nays. The motion carried. **BID AWARD:
FOOD OCCUPATIONS
SUPPLIES
#IFB 24-02-005**
- 2023/24-414 A motion was made by Doug Gustin and seconded by Sue Carvelli to award the Athletic and Physical Education 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:
ATHLETIC AND
PHYSICAL EDUCATION
SUPPLIES
#IFB 24-01-001**
- 2023/24-415 A motion was made by Doug Gustin and seconded by Sue Carvelli to award the Science Supplies bid on a total 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:
SCIENCE SUPPLIES
#IFB 24-02-007**

- 2023/24-416 A motion was made by Doug Gustin and seconded by Sue Carvelli to award the Audio-Visual Equipment 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 item from specific vendor for failure to meet bid specifications. There were 7 ayes and 0 nays. The motion carried.
- BID AWARD:
AUDIO VISUAL
EQUIPMENT
#IFB 24-03-001
- 2023/24-417 A motion was made by Doug Gustin and seconded by Sue Carvelli 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 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:
PRINT SHOP AND COPY
PAPER
#IFB 24-03-006
- 2023/24-418 A motion was made by Doug Gustin and seconded by Sue Carvelli to declare the Equipment List as excess or obsolete. There were 7 ayes and 0 nays. The motion carried.
- APPROVE:
EXCESS/OBSOLETE
EQUIPMENT
- 2023/24-419 A motion was made by Doug Gustin and seconded by Sue Carvelli to approve the Installment Purchase Request for Carthage CSD for CoSer 505-6360 Instructional Technology Services. There were 7 ayes and 0 nays. The motion carried.
- APPROVE:
INSTALLMENT
PURCHASE REQUEST
FOR CARTHAGE CSD
- 2023/24-420 A motion was made by Doug Gustin and seconded by Sue Carvelli to approve the MediaFlex (OPALS) Contract Addendum. This Addendum adds the Center for Information Discovery and Educational Resources (CIDER) module to the contract enabling the School Library System to manage and facilitate interlibrary loans between school districts. There were 7 ayes and 0 nays. The motion carried.
- APPROVE:
MEDIAFLEX (OPALS)
CONTRACT ADDENDUM
- 2023/24-421 A motion was made by Doug Gustin and seconded by Sue Carvelli to approve the Turning Stone Hotel Guestroom Agreement for the Professional Cooking program held at Madison-Oneida BOCES during the summer. There were 7 ayes and 0 nays. The motion carried.
- APPROVE:
TURNING STONE HOTEL
GUESTROOM
AGREEMENT FOR
PROFESSIONAL
COOKING PROGRAM
- 2023/24-422 A motion was made by Doug Gustin and seconded by Sue Carvelli to approve the ten-year Lease Agreement with Oneida City School District, allowing the Madison-Oneida BOCES to utilize space for programming. There were 7 ayes and 0 nays. The motion carried.
- APPROVE:
LEASE AGREEMENT
WITH ONEIDA CITY
SCHOOL DISTRICT
- 2023/24-423 A motion was made by Donna Isbell and seconded by Pat Baron to approve the Resignations recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried.
- APPROVE:
RESIGNATIONS

- 2023/24-424 A motion was made by Donna Isbell and seconded by Pat Baron 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
- 2023/24-425 Upon the recommendation of District Superintendent Budelmann, a motion was made by Donna Isbell and seconded by Pat Baron to approve the Professional Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried. APPROVE:
PROFESSIONAL
APPOINTMENTS
- 2023/24-426 Upon the recommendation of District Superintendent Budelmann, a motion was made by Donna Isbell and seconded by Pat Baron 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
- 2023/24-427 A motion was made by Donna Isbell and seconded by Pat Baron 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
- 2023/24-428 A motion was made by Donna Isbell and seconded by Pat Baron to approve the Miscellaneous Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried. APPROVE:
MISCELLANEOUS
APPOINTMENTS
- 2023/24-429 A motion was made by Donna Isbell and seconded by Pat Baron to approve the Consultants recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried. APPROVE:
CONSULTANTS
- 2023/24-430 A motion was made by Donna Isbell and seconded by Pat Baron to approve the Exploratory Enrichment/Performing Arts recommended in the Personnel Report. There were 6 ayes and 0 nays. The motion carried. APPROVE:
EXPLORATORY
ENRICHMENT
/PERFORMING ARTS
- 2023/24-431 A motion was made by Donna Isbell and seconded by Pat Baron to approve the Summer School Appointments recommended in the Personnel Report. There were 7 ayes and 0 nays. The motion carried. APPROVE:
SUMMER SCHOOL
APPOINTMENTS
- 2023/24-432 A motion was made by Donna Isbell and seconded by Doug Gustin to approve Policy 8030 – Continuing (Adult) Community Education Programs. There were 7 ayes and 0 nays. The motion carried. APPROVE:
POLICY 8030 –
CONTINUING (ADULT)
COMMUNITY
EDUCATION PROGRAMS
- 2023/24-433 A motion was made by Doug Gustin and seconded by Donna Isbell to approve the Board Resolution removing certain Board Policies from the Policy Manual for the purposes of including them in a Board-approved APPROVE:
RESOLUTION
REMOVING CERTAIN
BOARD POLICIES FROM

Employee Handbook. The Policies remain Board approved in their substance and remain in full force and effect. There were 7 ayes and 0 nays. The motion carried.

POLICY MANUAL

2023/24-434 The Board moved to Deputy Superintendent Lisa Decker for the Finance & Operations update. Lisa thanked the Board for their approval of the lease agreement with Oneida City School District. This agreement is mutually beneficial in that it provides our Elementary Programs with much-needed space, and it provides resources to the district.

FINANCE &
OPERATIONS UPDATE

Lisa shared the recommended School Safety Team for the 2024-2025 school year and reviewed the Draft Technology Plan. She asked the Board to contact her with any questions related to the Technology Plan, prior to the May review of associated financials, and recommended approval of the 2024-2025 School Safety Team.

2023/24-435 A motion was made by Pat Baron and seconded by Donna Isbell to approve the recommended School Safety Team for the 2024-2025 school year. There were 7 ayes and 0 nays. The motion carried.

APPROVE:
RECOMMENDED 2024-
2025 SCHOOL SAFETY
TEAM

2023/24-436 The Board moved to Assistant Superintendent for Curriculum & Instruction Matthew Williams for the Curriculum & Instruction update. Matt spoke about the National Technical Honor Society inductions that took place on March 27, 2024. It was the largest contingent of students inducted, with 147 receiving the honor. There was also an Honorary Induction, Board President Richard Engelbrecht received this award. He extended his congratulations to all. CTE Open House took place on April 3, 2024 and there was a great turnout, with many ninth graders attending in order to visit the various programs. Matt shared information pertaining to a visit to campus by members of the Hamilton Board. He also reminded the Board that the CTE Enrollment Portal opens up on April 9, 2024.

CURRICULUM &
INSTRUCTION UPDATE

2023/24-437 A motion was made by Doug Gustin and seconded by Donna Isbell to move to Executive Session at 6:32 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 6:50 PM.

2023/24-438 A motion was made by Pat Baron and seconded by Donna Isbell to amend paragraph 2 of the District

APPROVE:
AMENDMENT TO

Superintendent's contract to provide that the District Superintendent's annual salary shall be \$208,250 inclusive of the \$43,499 state portion of his salary, for the period of March 1, 2024 through June 30, 2025, as memorialized in the Amendment to District Superintendent's Agreement. There were 7 ayes and 0 nays. The motion carried.

DISTRICT
SUPERINTENDENT'S
EMPLOYMENT
AGREEMENT

- 2023/24-439 The Board moved to District Superintendent Scott Budelmann for his report. Scott updated the Board on:
- Proposed legislation to notify parents of Advanced Placement opportunities
 - Proposed APPR legislation
 - New Mandated Reporter Training
 - Governor's position on proposed budget
 - District Superintendents meeting with RICs and discussion on ROC
 - District Superintendent Regionalization Committee
 - Canastota Pre-K preservation
 - Rome Superintendent Search
 - SBI Student Showcase debrief
 - Upcoming Annual Meeting
 - Proposed draft for August Board Planning Day
 - Upcoming Meetings and Events, including April 15 Policy Committee and April 22 Audit Committee

DISTRICT
SUPERINTENDENT'S
REPORT

- 2023/34-440 Rich Engelbrecht updated the Board on the SBI Showcase event held at Madison-Oneida BOCES. He expressed his appreciation for the food and the outstanding Culinary staff and student who delivered that evening, the programs showcased and the turnout. There were many compliments on the standards set by Madison-Oneida BOCES for such events.

BOARD ITEMS

The Facilities Committee reported out on their meeting that took place immediately prior to the Board Meeting.

The Board reviewed proposed dates for 2024-2025 meetings, including the Annual Meeting and the Administrative Budget Vote.

- 2023/24-441 A motion was made by Donna Isbell and seconded by Sally Sherwood to adjourn the meeting at 7:28 PM. There were 7 ayes and 0 nays. The motion carried.

ADJOURNMENT

Respectfully Submitted,

Niki J. Maiura, Clerk of the Board