

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SECOND SUPERVISORY DISTRICT
COUNTIES OF MONROE AND ORLEANS

Minutes of the Regular Meeting of the Board of Cooperative Educational Services, Second Supervisory District of Monroe and Orleans Counties, held on Wednesday, August 15, 2018 at 6:30 p.m. at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present:

Dennis Laba, President (arrived 6:45pm)
R. Charles Phillips, Vice President
Kathleen Dillon

John Heise
George Howard
Michael May

Members Absent:

John Abbott
Gerald Maar
Constance Rockow

Staff Present:

Jo Anne Antonacci
Thomas Burke
Ginger Critchley
Steve Dawe

Tim Dobbertin
Dr. Marijo Pearson
Steve Roland
Dr. Michelle Ryan

Guests:

Marco Marascio and John Limbeck (Campus Construction)
Mike Place (LaBella)

1. Call the Meeting to Order
The meeting was called to order by Vice President Phillips at 6:30 p.m.
2. Pledge of Allegiance
3. Agenda/Items(s) Modifications
Resolved: To approve the Agenda as presented.

Motion by M. May, seconded by J. Heise; passed 5-0.
4. Approval of Minutes
Resolved: To approve the July 11, 2018 Reorganizational and Regular Meeting Minutes as presented.

Motion by M. May, seconded by J. Heise; passed 5-0.
5. Public Interaction
There was no public interaction.

6. Financial Reports

S. Roland reported on the Treasurer's Report, WINCAP Report, Internal Claims Exception Log, Bi-Annual Educational Foundation Fund Activity Statement, and Extra Class Report.

Steve reviewed a transfer greater than \$100,000 in the Pre-School Budget to align salary codes with SED reporting codes.

Resolved: To approve the Treasurer's and WINCAP Reports as presented.

Motion by J. Heise, seconded by M. May; passed 5-0.

7. Audit Committee Update

1. S. Roland reported on the July 11, 2018 Audit Committee Meeting Minutes.

Dennis Laba arrived at 6:45 p.m.

8. Old Business

1. Marco Marascio gave a capital project update. At 6:49 p.m., John Limbeck, Marco Marascio, (Campus Construction) and Mike Place (LaBella) left the meeting.

2. Resolution to Accept the New York State Comptroller's Final Audit Report of 2018

Resolved: To accept the New York State Comptroller's Final Audit Report of 2018 as presented.

Motion by J. Heise, seconded by K. Dillon; passed 6-0.

9. Director of Operations and Maintenance Tom Burke presented an annual review on Operations and Maintenance. The board asked questions and thanked him for his presentation.

T. Burke left the meeting at 7:09 p.m.

10. New Business

1. First Reading of Policy Series 6000

The board reviewed policy series 6000. The second reading will be done at the September 19 board meeting.

2. Resolution to Designate a Voting Delegate and Alternate to the New York State School Board Association (NYSSBA) Convention

D. Laba volunteered to be the voting delegate for the NYSSBA Convention. C. Phillips volunteered to be the alternate voting delegate.

Resolved: To appoint D. Laba as the voting delegate and C. Phillips as the alternate voting delegate at the NYSSBA Convention in October.

Motion by J. Heise, seconded by M. May; passed 6-0.

3. Resolution to Approve CTE Equipment Reserve Fund Contribution of \$110,000.00
Resolved: That based upon the recommendation of the District Superintendent, the Monroe 2-Orleans BOCES Board authorizes a contribution to the previously established Career and Technical Education (CTE) Equipment Reserve Fund in the amount of \$110,000.00 from 2017-18 school year expenditures as presented.

Motion by C. Phillips, seconded by J. Heise; passed 6-0.

4. Resolution to Approve Expenditures from Retirement Contribution Reserve Fund of \$700,451.48
Resolved: That based upon the recommendation of the District Superintendent, the Monroe 2-Orleans BOCES Board authorizes expenditures from the previously established Retirement Contribution Reserve Fund in the amount of \$700,451.48 from the 2017-18 school year budget as presented.

Motion by J. Heise, seconded by K. Dillon; passed 6-0.

5. Resolved: To Approve State Approved Teacher Annual Professional Performance Review (APPR) Plan 2018-19 as presented.

Motion by J. Heise, seconded by M. May; passed 6-0.

6. Resolved: To Approve State Approved Principal Annual Professional Performance Review (APPR) Plan 2018-19 as presented.

Motion by J. Heise, seconded by M. May; passed 6-0.

7. Resolution to Approve 2018-2020 Professional Development Plan
Resolved: To approve the 2018-2020 Professional Development Plan as presented.

Motion by J. Heise, seconded by M. May; passed 6-0.

8. T. Dobbertin gave an overview of the 2017-18 School Year Student Attendance.
9. T. Dobbertin gave an overview of Enrollment for Extended School Year Program (ESYP) and Regional Summer School (RSS).
10. Based on encouragement from New York State School Boards, Board President Dennis Laba and the BOCES 2 board discussed New York State legislation pertaining to the District Superintendent's salary cap. Board Trustee George Howard requested additional information which will be provided to the entire board.

11. Personnel and Staffing

1. Resolved: To approve the Personnel and Staffing Agenda as presented.

Motion by C. Phillips, seconded by J. Heise; passed 6-0.

2. Resolved: To approve Substitute, Per Diem and Hourly Pay Rates for 2018-19 as presented.

That the Board approved the following substitute/per diem/hourly pay rates effective July 1, 2018:

Cleaner substitute	\$10.40/hour
Clerical substitute	\$10.40/hour
Clerical substitute who is a BOCES 2 retiree	\$14.00/hour
College Co-op student	\$15.00/hour
Interpreter substitute	\$32.45/hour
Interpreter substitute – RID certified	\$34.61/hour
Job Training Specialist substitute	\$11.55/hour
Licensed Practical Nurse substitute	\$20.01/hour
Notetaker substitute	\$10.40/hour
Registered Nurse substitute	\$29.57/hour
Sign Skills Coach substitute	\$14.62/hour
Student Behavioral Assistant substitute	\$11.55/hour
Student Behavioral Assistant substitute who is a BOCES 2 retiree	\$14.00/hour
Student Helper	\$10.40/hour
Teacher substitute per diem	
Uncertified teacher	\$90/day
Certified teacher	\$100/day
Teacher Aide substitute	\$10.40/hour
Teacher Aide substitute who is a BOCES 2 retiree	\$13.00/hour
Tutor	\$18.20/hour

Moved by J. Heise, seconded by K. Dillon; passed 6-0.

12. Bids/Lease Purchases

Resolved: To accept the bid recommendations and awarding of the following bids and lease purchases as presented:

- Resolution to Accept Batteries Bid

Interstate All Battery Center - Rochester	\$23,030.00
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- Resolution to Accept Rockets and Rocket Parts Bid

Ward's Science	\$40,680.00
AC Supply	\$22,750.00
Electronix Express	\$2,220.00
- Resolution to Accept Packaging and Shipping Supplies Bid

WB Mason	\$9,283.96
Chudy Paper	\$4,344.12
Hill & Markes, Inc.	\$1,182.70
Veritiv	\$1,010.00
- Resolution to Accept Containers Bid

Veritiv Operating Co.	\$20,892.50
International Paper	\$19,667.00

- 5. Resolution to Accept BOCES 4 Science Bid

Orcon Industries, Inc.	\$35,550.00
Sempco	\$22,501.00
Wards Natural Science\VWR	\$11,040.00
Frey Scientific LLC	\$9,508.00
Chudy Paper	\$6,869.10
Quill Corp.	\$6,080.00

- 6. Resolution to Accept Automatic Punch & Wire Binder Bid

Spiel Associates, Inc.	\$30,950.00
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- 7. Resolution to Accept Collator Saddle-Stitcher Equipment Bid

Standard Duplication Machines Corporation	\$353,213.94
Less trade in	(\$20,000)
	\$333,213.94

- 8. Resolution to Accept Monroe 2-Orleans BOCES lease purchase of Collator Saddle-Stitcher Equipment

WHEREAS, the Monroe 2-Orleans BOCES desires to secure for its use the equipment listed below; and

WHEREAS, MONROE 2-ORLEANS BOCES is willing to arrange for the installment purchase of the Equipment (which includes an equipment lease purchase) for the price and on the terms listed below.

NOW, THEREFORE, be it resolved as follows:

MONROE 2-ORLEANS BOCES is authorized to enter into an agreement (the "Installment Purchase Agreement").

The Purchasing Agent is authorized to approve the final form and terms of and to execute, on behalf of MONROE 2-ORLEANS BOCES, such agreements, documents, schedules, addendum, certificates, letters and instruments as may be necessary to complete the installment purchase transaction described below.

This resolution shall take effect when adopted.

DESCRIPTION OF EQUIPMENT	PURCHASE PRICE and TERMS
Collator Saddle-Stitcher	Installment Purchase of \$333,213.94 with annual installments for 5 years at 2.83% interest.

- 9. Resolution to Accept Hilton CSD lease purchase of software to be added to existing Equipment

Whereas, Board of Cooperative Educational Services, Second Supervisory District of Monroe County ("BOCES 2"), a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State of New York, is authorized by the laws of the State of New York to purchase, acquire and lease personal property and to enter into contracts with respect thereto; and

Whereas, pursuant to New York State Education Regulations contained at 8 NYCRR Part 170.3(f), and in furtherance of BOCES 2's mission and essential functions, BOCES 2 desires to purchase, acquire and lease certain equipment constituting personal property in connection BOCES's ongoing service programs; to wit, the Lessor anticipates entering into a contract with Hilton Central School District (the "District") relating to same; and

Whereas, in order to acquire such equipment, the BOCES 2 proposes to enter into with Xerox (the "Lessor"), the form of which has been presented to the governing body of the BOCES 2 at this meeting; and

Whereas, the governing body of the BOCES 2 deems it for the benefit of the BOCES 2 and for the efficient and effective administration thereof to enter into the Agreement for the purchase, acquisition and leasing of the equipment therein described on the terms and conditions therein provided;

Now, Therefore, Be It And It Is Hereby Resolved;

Section 1. Approval of Documents. The form, terms and provisions of the Agreement and cross-contracts with the District (collectively, the "Agreements") are hereby approved in substantially the form presented at this meeting, with such insertions, omissions and changes as shall be approved by counsel to BOCES 2 or other authorized representatives of BOCES 2 executing the same, the execution of such documents being conclusive evidence of such approval; and the President of the BOCES 2 Board is hereby authorized and directed to execute, and the District Superintendent of BOCES 2 is hereby authorized and directed to attest and countersign the Agreements and any related exhibits attached thereto, and the District Clerk of BOCES 2 is hereby authorized to affix the seal of BOCES 2 to such documents.

Section 2. Findings- Financial. The BOCES Board finds and determines that it is in BOCES 2's best financial interest to acquire the Equipment for the benefit of the District because:

- (i) it provides an opportunity to use the equipment without committing to the full costs of purchase; and
- (ii) after seeking competitive quotes, Lessor provides the most financially advantageous lease terms; and

Section 3. Findings - Ordinary Contingent Expense. The BOCES Board finds and determines that the Equipment is necessary to maintain BOCES 2's educational program, preserve property or assure the health and safety of students and staff and thus payments under the Agreements constitute ordinary contingent expenses.

Section 4. Other Actions Authorized. The officers and employees of BOCES 2 shall take all action necessary or reasonably required by the parties to the Agreements to carry out, give effect to and consummate the transactions contemplated thereby and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Agreements.

Section 5. No General Liability. Nothing contained in this Resolution, the Agreements nor any other instrument shall be construed with respect to BOCES 2 as incurring a pecuniary liability or charge upon the general credit of BOCES 2 or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Agreements or any other instrument or

document executed in connection therewith impose any pecuniary liability upon BOCES 2 or any charge upon its general credit or against its taxing power, except to the extent that the Rental Payments payable under the Agreements are special limited obligations of BOCES 2 as provided in the Agreements.

Section 6. Section 265(b)(3) Designation. BOCES 2 hereby designates the Agreements as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. BOCES 2 further represents that BOCES 2 reasonably anticipates that BOCES 2 and other entities that BOCES 2 controls will not issue tax-exempt obligations (including the Agreement) that exceed the aggregate principal amount of \$10,000,000 during the calendar year in which the Agreement is executed and delivered.

Section 7. Severability. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 8. Effective Date. This Resolution shall be effective immediately upon its approval and adoption.

DESCRIPTION OF SOFTWARE:

Cost of the Software: \$11,376.00

Finance Cost: \$ 0

Total Cost: \$11,376.00

DISTRICT INSTALLMENT PAYMENT SCHEDULE

<u>Payment</u>	<u>Amount</u>	
FY 18/19	\$2,370.00	(billed monthly)
FY 19/20	\$2,844.00	(billed monthly)
FY 20/21	\$2,844.00	(billed monthly)
FY 21/22	\$2,844.00	(billed monthly)
FY 22/23	\$474.00	(billed monthly)

10. Resolution to Accept Erie 1 Instructional Technology State Wide Licensing Agreements – Add on #1

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for Tech4Learning, Legends of Learning, Type to Learn, TEQ, VidCode, Typing Pal Online, Wow U Education and,

WHEREAS, the Monroe 2-Orleans BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the Monroe 2-Orleans BOCES Board authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned software/learning packages, and,

BE IT FURTHER RESOLVED, That the Monroe 2-Orleans BOCES Board agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Monroe 2-Orleans BOCES Board agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

Motion to approve the bids and lease purchases by C. Phillips, seconded by J. Heise; passed 6-0.

13. Executive Officer's Report

New York State Education Department is in the process of collecting input on the next APPR Process.

District Superintendent Antonacci is in the process of conducting the District Superintendent search for Wayne-Finger Lakes BOCES and the Superintendent search for Gates Chili.

District Superintendent Antonacci shared information pertaining to the Cultural Education Visit with Commissioner Elia. The event was well received.

The Opening Day Ceremony will be held on Tuesday, September 4, 2018 at 11:30 a.m. at ESC, PDC.

Monroe 2-Orleans BOCES is hosting the August 16 Monroe County School Boards Association event on the topic of 'Board President and Superintendent Symposium: Leadership at Its Best'. Monroe One BOCES Board President Bob Dickson and District Superintendent Dan White along Monroe 2-Orleans BOCES Board President Dennis Laba and District Superintendent Jo Anne Antonacci will be the presenters.

14. Committee Reports

Labor Relations Committee (J. Abbott/J. Heise) – There were no updates.

Legislation Committee (D. Laba/K. Dillon) – There were no updates.

Information Exchange Committee (R. Charles Phillips/J. Heise) – There were no updates.

15. Upcoming Meetings/Events

The various meetings for the upcoming month were listed on the agenda.

16. Other Items

There were no other items.

17. At 8:31 p.m., a motion was made by M. May, seconded by C. Phillips, passed 6-0 to enter into Executive Session after a brief break to discuss the employment history of a particular person(s) and collective negotiations pursuant to Article 14 of the Civil Service Law.

Respectfully submitted,

Virginia M. Critchley
Clerk of the Board

August 15, 2018 Regular Meeting Minutes

Members Present:

Dennis Laba, President
R. Charles Phillips, Vice President
Kathleen Dillon

John Heise
George Howard
Michael May

Members Absent:

John Abbott
Gerald Maar
Constance Rockow

Staff Present:

Jo Anne Antonacci
Tim Dobbertin
Steve Roland

At 8:55 p.m. a motion was made by J. Heise, seconded by C. Phillips to come out of executive session; passed 6-0.

18. Adjournment

At 8:55 p.m., a motion was made by M. May to adjourn the meeting, seconded J. Heise; passed 6-0.

Respectfully submitted,

Jo Anne L. Antonacci
Clerk Pro-Tem