Minutes of the Regular Meeting of the Board of Cooperative Educational Services, Second Supervisory District of Monroe and Orleans Counties, held on Wednesday, August 16, 2017 at 7:00 p.m. at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present:
Dennis Laba, President
R. Charles Phillips, Vice President
John Abbott
Kathleen Dillon

Members Absent:
Gerald Maar

Staff Present:
Jo Anne Antonacci
Karen Brown, Esq.
Thomas Burke
Ginger Critchley
Steve Dawe
Ray Miller
Joe Patti
Steve Roland
Lynda VanCoske, Esq.

Guests:
Mark Esposito, John Limbeck, and Marco Marascio (Campus Construction)
Mike Place (LaBella)

1. **Call the Meeting to Order**
The meeting was called to order by President Laba at 7:00 p.m.

2. **Pledge of Allegiance**

3. **Agenda/Items(s) Modifications**
Resolved: To approve the Agenda as modified by moving Item 8 Old Business Campus Presentation prior to Item 4.

   Motion by J. Heise, seconded by J. Abbott; passed unanimously.

4. **Approval of Minutes**
Resolved: To approve the July 11, 2017 Reorganizational and Regular Meeting Minutes as presented.

   Motion by J. Heise, seconded by J. Abbott; passed unanimously.

5. **Public Interaction**
There was no public interaction.
6. **Financial Reports**  

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

Motion by C. Phillips, seconded by M. May; passed unanimously.

7. **Audit Committee Update**  
1. S. Roland reported on the July 11, 2017 Audit Committee Meeting Minutes.

8. **Old Business**  
1. John Limbeck from Campus Construction gave a capital project update. At 7:18 p.m., Mark Esposito, Marco Marascio, John Limbeck (from Campus Construction) and Mike Place (from LaBella) left the meeting.

9. Director of Human Resources Karen Brown gave an annual Human Resources report. Director of Operations and Maintenance Tom Burke introduced Joe Patti to the board and then presented an annual review on Operations and Maintenance. The board asked questions and thanked them for their presentations.

T. Burke, R. Miller, and J. Patti left the meeting at 7:48 p.m.

10. **New Business**  
1. **First Reading of Policy Series 4000**  
   M. May recommended waiving the second reading; seconded by J. Heise.

   Resolved: To waive Second Reading for Policy Series 4000 as presented.

   Motion by M. May, seconded by J. Heise; passed unanimously.

   Resolved: To approve the Second Reading for Policy Series 4000 as presented.

   Motion by M. May, seconded by J. Heise; passed unanimously.

L. VanCoske left the meeting at 7:50 p.m.

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. K. Dillon volunteered to be the alternate voting delegate.

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

   Motion by J. Abbott, seconded by J. Heise; passed unanimously.

3. Resolved: To approve donation of two knee mills.

   Motion by J. Abbott, seconded by J. Heise; passed unanimously.
4. Resolved: To approve donation of Malibu pedicure chairs.

   Motion by J. Abbott, seconded by J. Heise; passed unanimously.

5. Resolution to Approve CTE Equipment Reserve Fund Contribution of $107,000.00
   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 $107,000.00 from 2016-17 school year expenditures as presented.

   Motion by J. Abbott, seconded by M. May; passed unanimously.

6. Resolution to Approve Expenditures from Retirement Contribution Reserve Fund of $212,947.05
   Resolved: 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 $212,947.05 from the 2016-17 school year budget as presented.

   Motion by J. Abbott, seconded by J. Heise; passed unanimously.


   Motion by J. Abbott, seconded by J. Heise; passed unanimously.


   Motion by J. Abbott, seconded by J. Heise; passed unanimously.


10. J. Antonacci gave an overview of the 2016-17 School Year Student Attendance.

11. J. Antonacci gave an overview of Extended School Year Program (ESYP) and Regional Summer School (RSS).

12. Resolved: To approve updated special education advisory council membership for 2017-18 as presented.

   Moved by C. Rockow, seconded by J. Abbott; passed unanimously.

13. The Monroe County School Boards Association’s survey was discussed.

11. Personnel and Staffing

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

   Motion by J. Abbott, seconded by C. Rockow; passed unanimously.
12. **Bids/Lease Purchases**

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

1. **Hilton CSD Lease Purchase of Xerox Copiers**

   Resolved: To purchase copier equipment for the Hilton CSD. The total installment purchase cost will be $819,852.00 with monthly payments.

   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 Board of Education of BOCES 2 is hereby authorized and directed to execute, and the 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 Board of Education 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 Board of Education 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 EQUIPMENT:

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<th>Equipment Description</th>
<th>Quantity</th>
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<td>6-Xerox Versalink C7030</td>
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<tr>
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<tr>
<td>1-Xerox EX-I Fiery</td>
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<tr>
<td>60-Papercut Licenses</td>
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Cost of the Equipment: $819,852.00
Finance Cost: $0
Total Cost: $819,852.00
DISTRICT INSTALLMENT PAYMENT SCHEDULE

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<td>FY 21/22</td>
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<td></td>
</tr>
<tr>
<td>FY 22/23</td>
<td>$27,328.40</td>
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2. Wheatland-Chili CSD Lease Purchase of Toshiba Copier

Resolved: To purchase copier equipment for the Wheatland-Chili CSD. The total installment purchase cost will be $4,267.80 with annual payments.

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 Wheatland-Chili Central School District (the “District”) relating to same; and

Whereas, in order to acquire such equipment, the BOCES 2 proposes to enter into with Toshiba Business Solutions (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;

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Section 2. Findings- Financial. The Board of Education finds and determines that it is in BOCES 2’s best financial interest to acquire the Equipment for the benefit of the District because:
August 16, 2017 Regular Meeting Minutes

(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 Board of Education 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.

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

DESCRIPTION OF EQUIPMENT:
1-Toshiba e-Studio 2505AC

Cost of the Equipment: $4,267.80
Finance Cost: $0
Total Cost: $4,267.80
DISTRICT INSTALLMENT PAYMENT SCHEDULE

<table>
<thead>
<tr>
<th>Payment</th>
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<th>(billed annually)</th>
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<tbody>
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<td>FY 17/18</td>
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<td>FY 18/19</td>
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<td></td>
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<tr>
<td>FY 20/21</td>
<td>$237.10</td>
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</table>

Motion to approve the bids and lease purchases by J. Abbott, seconded by C. Rockow; passed unanimously.

13. Executive Officer’s Report
The ESSA Plan has been sent to the Governor for review.

Revisions to Standards is in progress. They have not yet been approved by the Board of Regents.

The website of BOCES of New York State has been revamped. It is part of the ongoing effort to promote the image of BOCES across the state by educating the general public and legislators on what a BOCES is and what services they provide.

Input was solicited from the BOCES 2 board and will be submitted to Monroe County School Boards Association (MCSBA) regarding topics of interest for the 2017-18 school year.

The Comptroller Audit on-site work for the milk bid has been completed. A report will be forthcoming.

J. Antonacci, D. White, and S. Roland will be meeting with area legislators in regards to Preschool Rate Setting.

J. Antonacci will be participating on the Greater Rochester Chamber of Commerce Business Rounds on September 7, 2017.

J. Antonacci recently met with County Executive Dinolfo, Jeff Adair from Imagine Monroe, Spencerport Town Supervisor, Mayor, County Legislator, and business representatives in Spencerport; BOCES 2 representation continues the conversation regularly preparing students for employment and area opportunities.

J. Antonacci was recently interviewed by Democrat and Chronicle reporter Justin Murphy regarding Preschool Rate Setting.

J. Antonacci and District Superintendent Dan White will be the presenters at the September 13, 2017 MCSBA Information Exchange giving an Every Student Succeeds Act (ESSA) update.

Board member portraits will be held the evening prior to the September board meeting.

14. Committee Reports
There were no reports.

15. Upcoming Meetings/Events
The various meetings for the upcoming month were listed on the agenda. Board members planning to attend Opening Day on September 5 at 11:30 a.m. were asked to notify G. Critchley.
16. **Other Items**
   There were no other items.

17. At 8:30 p.m., a motion was made by D. Laba, seconded by C. Rockow, passed unanimously to enter into Executive Session to discuss the employment history of a particular person(s) and proposed, pending or current litigation.

Respectfully submitted,

Virginia M. Critchley
Clerk of the Board

Members Present:
Dennis Laba, President
R. Charles Phillips, Vice President
John Abbott
Kathleen Dillon

John Heise
George Howard
Michael May
Constance Rockow

Members Absent:
Gerald Maar

Staff Present:
Jo Anne Antonacci
Karen Brown

Steve Roland
Lynda VanCoske

Guest: Tom DeSimon, Harris Beach

T. DeSimon and L. VanCoske left the meeting at 8:59 p.m.

At 9:25 p.m., a motion was made by J. Abbott, seconded by C. Rockow to come out of executive session; passed unanimously.

18. **Adjournment**
   At 9:25 p.m., a motion was made by J. Heise to adjourn the meeting, seconded M. May; passed unanimously.

Respectfully submitted,

Jo Anne L. Antonacci
Clerk Pro-Tem