

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

There will be a Regular Meeting of the Board of Cooperative Educational Services on Wednesday, January 18, 2023 at 6:00 p.m. at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559, Board Room.

BOARD MEMBERS

Dennis Laba, President

R. Charles Phillips, Vice President

John Abbott

Cindy Dawson

Kathleen Dillon

Trina Lorentz

Gerald Maar

Michael May

Heather Pyke

AGENDA

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Agenda Item(s) Modifications
4. Approval of Minutes: December 21, 2022 Regular Meeting Minutes
5. Public Interaction
6. Financial Reports
 1. Resolution to Accept Treasurer's Report
 2. Resolution to Accept WinCap Report
 3. Internal Claims Exception Log
 4. Quarterly Contractor Report
 5. Quarterly Extra Classroom Activity Fund Report
7. Board Presentation – CWD (Center for Workforce Development) Budget and Program Update – CWD Director Shawna Gareau-Kurtz and Assistant Director Rebecca Horowitz.
8. Old Business
9. New Business
 1. Resolution to Approve Transfer of Ownership of Office Furniture from Monroe Community College
 2. Resolution to Approve Turner Drive Lease Amendment
 3. Legislative Breakfast Attendance
 4. Annual Meeting Preparation
10. Personnel and Staffing
 1. Resolution to Approve Personnel and Staffing Agenda
 2. Resolution to Certify Lead Evaluators of Teachers
11. Bids/Lease Purchases
 1. Resolution to Accept Cooperative Health and Safety Supplies Bid.
 2. Resolution to Accept Cooperative Custodial Supplies Bid.
 3. Resolution to Accept Cooperative Printer and Copier Supplies Bid.
 4. Resolution to Accept Erie 1 BOCES FY 2022 – 2023 Distance Learning State-Wide Agreements, Add On #1

5. Resolution to Accept North Building Welding Lab Renovation Bid (HVAC)

12. Executive Officer's Reports

1. Albany D.S. Report
2. Local Update

13. Committee Reports

- Labor Relations Committee (J. Abbott, K. Dillon)
- Legislative Committee (K. Dillon, C. Dawson)
- Information Exchange Committee (C. Dawson, C. Phillips)

14. Upcoming Meetings/Calendar Events

January 16		Martin Luther King, Jr. Observance (BOCES Closed)
January 18	Noon	MCSBA Labor Relations Committee Meeting (DoubleTree)
	6:00 pm	Board Meeting (ESC, Board Room)
January 25	Noon	MCSBA Steering Committee Meeting (DoubleTree)
February 1	Noon	MCSBA Legislative Committee Meeting (DoubleTree)
February 4	9:00 am	MCSBA Legislative Breakfast (DoubleTree)
February 8	Noon	MCSBA Information Exchange (DoubleTree)
February 9	Noon	Board Office Agenda Review (RCC)
February 15	Noon	MCSBA Labor Relations Committee Meeting (DoubleTree)
	6:00 pm	Board Meeting (ESC, Board Room)

15. Other Items

16. Adjournment

1. Call the Meeting to Order

2. Pledge of Allegiance

3. Agenda Item(s) Modifications

4. Approval of Minutes: December 21, 2022 Regular Meeting Minutes

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 December 21, 2022, at 4:30 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
Cindy Dawson

Kathy Dillon
Trina Lorentz
Gerry Maar
Michael May

Staff Present:

Jo Anne Antonacci
Karen Brown, Esq.
Stephen Dawe
Ian Hildreth
Catherine Jackson

Kelly Mutschler
Marijo Pearson
Steve Roland
Thomas Schulte

1. Call the Meeting to Order

The meeting was called to order by President Laba at 4:30 p.m.

2. Pledge of Allegiance

3. Agenda Modifications

4. Approval of Minutes

Resolved: To Approve the Minutes of the November 16, 2022, Meeting Minutes as presented.
Moved by M. May, seconded by J. Abbott; passed unanimously

5. Public Interaction – There was no public interaction.

6. Financial Reports

1. Resolved: To Accept the Treasurer's Report as presented
Moved by J. Abbott, seconded by G. Maar; passed unanimously.
2. Resolved: To Accept the WinCap Report as presented
Moved by J. Abbott, seconded by G. Maar; passed unanimously

7. Old Business – There was no old business

8. New Business

1. Resolved: To Accept Single Audit Report for Year Ended June 30, 2022
Moved by J. Abbott seconded by G. Maar; passed unanimously.
2. Resolved: To Accept Extra Classroom Activity Funds Financial Report for year ended June 30, 2022.

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

3. Resolved: To Accept Corrective Action Plan for the year ended June 30, 2022.

Moved by M. May, seconded by G. Maar; passed unanimously

4. Resolved: To Accept a Donation of Damaged Autobody Panels from West Herr Auto Group

Moved by M. May, seconded by G. Maar; passed unanimously

5. Kathleen Dillon and Cindy Dawson volunteered to be Make All the Difference Scholarship Reviewers

9. Personnel and Staffing

1. Resolved: That the following position be created:

1.0 FTE Human Resources Coordinator for the Department of Exceptional Children, 12 months/year

Moved by J. Abbott; seconded by K. Dillon; passed unanimously

2. Resolved: To Approve the Personnel and Staffing Agenda as presented

Moved by G. Maar; seconded by J. Abbott; passed unanimously

10. Bids/Lease Purchases

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

1. Cooperative School Lunch Paper and Plastic Supplies Bid
Bid #RFB-2032-22 Regional Distributors, Inc \$586.06
2. Cooperative Electrical, Plumbing, and Building Supplies Bid
Bid #RFB-2031-22 Cooper Friedman Electric Supply Co. \$706.86
3. AUTHORIZING RESOLUTION
Equipment Lease-Purchase For the benefit of Greece Central School District

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 Greece 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 (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 BOCES 2 Board President is hereby authorized and directed to execute, and the BOCES 2 District Superintendent is hereby authorized and directed to attest and countersign the Agreements and any related exhibits attached thereto, and the BOCES 2 District Clerk is hereby authorized to affix the seal of BOCES 2 to such documents.

Section 2. Findings - Financial. The BOCES 2 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 2 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.

Moved by M. May, seconded by K. Dillon; passed unanimously

11. Executive Officer's Report

District Superintendent meeting was in Albany on December 18-20, 2022.

Counties are required to have a Domestic Terrorism Plan and are seeking interagency input from mental health professionals, law enforcement and school officials. Plans are due December 31, 2022.

New accountability restart system designation will be shared with schools on January 9, 2023. The goal is to make it a friendlier system and SED is working with DSs and professional development administrators across the state.

State Aid Budget SED objectives:

1. - Learning at the Core
2. - DEI
3. - Customer service
4. - Fully fund expense-based aid

Other matters of priority are PreK streamlining and equity funding, guidance on virtual learning, mixed competition guidance and commitment to expedite coaching certifications. New modules to aid teachers in new technology for in-person and remote learning will be presented to the Board of Regents in January.

The Board of Regents will also be looking at discipline reform in January. This is an important issue with BOCES and our components school districts. We are working with component representatives on a potential full day suspension program to include social emotional/mental health and parent engagement aspects. The first meeting will take place in January.

The Blue Ribbon Committee will present findings in June 2023 to the NYS Board of Regents

Locally, Holiday Connections, in its 10th year supported 41 families through donations by staff and partners – 17 families were supported by Mindex. The SEPTO/West Central Kiwanis breakfast and crafts with Santa event was a big success with many staff volunteers and over 150 attendees. Charitable events are happening in departments across the BOCES and District Superintendent commented on how proud and moved she is by the generosity of the BOCES 2 staff.

12. Committee Reports – No Committee Meetings in December.

1. Labor Relations - presented by Gates-Chili, lack of school buses.
2. Legislative Committee - prepped for Advocacy Day, calls to legislative offices made on December 5, 2022. Much information was provided to legislators' staff.
3. Information Exchange Committee - no meeting
4. COAC (Communications Outreach) – discussed preparation of talking points for new board members.

13. Upcoming Meetings/Calendar Events: The various meetings for the month were listed in the agenda.
14. Other items – There were no other items
15. At 5:04 p.m. a motion was made by J. Abbott to adjourn the meeting, seconded by G. Maar; passed unanimously.

Respectfully Submitted.



Kelly Mutschler
Clerk of the Board

draft

5. Public Interaction

6. Financial Reports

1. Resolution to Accept Treasurer's Report
2. Resolution to Accept WinCap Report
3. Internal Claims Exception Log
4. Quarterly Contractor Report
5. Quarterly Extra Classroom Activity Fund Report

Monroe 2 - Orleans BOCES
Treasurer's Report
Period Ending November 30, 2022

	GENERAL FUND		SPECIAL AID FUND	
BEGINNING CASH ON HAND		16,413,567.07		806,389.39
RECEIPTS:				
Interest Earned	11,956.46		88.00	
Charges for Services	8,648,264.16			
Non-Contract Services	54,280.75		8,349.00	
Collected for Other Funds				
State, Federal and Local Aid			440,822.20	
Transfers from Other Funds	578,093.36		-	
Miscellaneous Funds	97,938.86		141,466.85	
TOTAL RECEIPTS	9,390,533.59	9,390,533.59	590,726.05	590,726.05
DISBURSEMENTS				
Payroll and Benefits	3,304,227.43		1,300.00	
Warrants	4,833,563.27		79,236.00	
Transfers to Other Funds	10.62		578,093.36	
Miscellaneous Disbursements	608.00		154.32	
TOTAL DISBURSEMENTS	8,138,409.32	(8,138,409.32)	658,783.68	(658,783.68)
ENDING CASH ON HAND:		17,665,691.34		738,331.76
GENERAL FUND CHECKING		10,917,475.15	SPECIAL AID CHKG - CHASE	738,331.76
GENERAL FUND SAVINGS		295,396.14	SPECIAL AID CHKG - M&T	-
PAYROLL CHECKING		85,235.66		
DENTAL/FSA ACCOUNT CASH		315,888.74		
GENERAL FUND CD		1,003,442.65		
CASH- LIABILITY RESERVE		1,382,188.72		
CASH- UNEMPLOYMENT RES		620,238.18		
CASH- CTE RESERVE		393,808.93		
TREASURY INVESTMENTS		2,652,017.17		
		17,665,691.34		738,331.76

BEGINNING CASH ON HAND

RECEIPTS:

Interest Earned
Component Contributions
Transfers from Other funds
Donations
Miscellaneous Funds

TOTAL RECEIPTS

DISBURSEMENTS

Warrants
Scholarships
Transfers to Other Funds
Miscellaneous Disbursements

TOTAL DISBURSEMENTS

ENDING CASH ON HAND:

GIFT FUND SAVINGS

MISC SPECIAL REVENUE	
	70,192.88
Interest Earned	63.45
Component Contributions	-
Transfers from Other funds	-
Donations	-
Miscellaneous Funds	-
TOTAL RECEIPTS	63.45
	63.45
Warrants	-
Scholarships	-
Transfers to Other Funds	-
Miscellaneous Disbursements	-
TOTAL DISBURSEMENTS	-
	-
	70,256.33
GIFT FUND SAVINGS	70,256.33

CAPITAL FUND

CAPITAL FUND	
	1,989,742.20
Interest Earned	454.57
Component Contributions	-
Transfers from Other funds	10.62
Donations	-
Miscellaneous Funds	-
TOTAL RECEIPTS	465.19
	465.19
Warrants	-
Scholarships	-
Transfers to Other Funds	-
Miscellaneous Disbursements	-
TOTAL DISBURSEMENTS	-
	-
	1,990,207.39
CAPITAL FUND CHECKING	486,117.14
CAPITAL FUND INVESTMENTS	1,504,090.25
	1,990,207.39

----- CUSTODIAL FUNDS -----

	Rochester Area School Health Plan I	Rochester Area School Health Plan II	Rochester Area School Workers' Comp Plan	Wayne Finger Lakes Workers' Comp Plan	TOTAL CUSTODIAL
BEGINNING CASH ON HAND	17,460,781.82	136,793,053.93	32,862,388.62	361,954.29	187,478,178.66
RECEIPTS:					
Interest Earned	5,434.24	61,813.56	9,484.59	-	
Contributions	1,272,887.61	15,591,013.10	423,355.75	138,045.71	
Miscellaneous Funds	801.60	-	483.59	5,985.64	
TOTAL RECEIPTS	1,279,123.45	15,652,826.66	433,323.93	144,031.35	17,509,305.39
DISBURSEMENTS					
Claims	1,791,136.97	23,615,680.07	327,573.36	158,803.97	
Admin and Other Disbursements	1,854,914.06	734,080.64	410.00	-	
TOTAL DISBURSEMENTS	3,646,051.03	24,349,760.71	327,983.36	158,803.97	(28,482,599.07)
ENDING CASH ON HAND:	15,093,854.24	128,096,119.88	32,967,729.19	347,181.67	176,504,884.98
RASHP I CHECKING	2,981,041.13				2,981,041.13
RASHP I SAVINGS / INVESTMENTS	5,112,535.92				5,112,535.92
RASHP II CHECKING		14,956,249.88			14,956,249.88
RASHP II SAVINGS / INVESTMENTS		57,911,893.49			57,911,893.49
RASWC CHECKING			5,352,857.16		5,352,857.16
RASWC SAVINGS / INVESTMENTS			17,356,159.31		17,356,159.31
WFL WC CHECKING				347,181.67	347,181.67
TREASURY INVESTMENTS	7,000,277.19	55,227,976.51	10,258,712.72		72,486,966.42
TOTAL CASH	15,093,854.24	128,096,119.88	32,967,729.19	347,181.67	176,504,884.98

Collateral Analysis	M&T Bank	Five Star Bank	Chase Bank
Bank Totals	25,143,199.03	79,809,783.67	16,877,405.51
<i>Collateral:</i>			
FDIC	500,000.00	250,000.00	250,000.00
Additional FDIC through CD Option	-	64,774,421.71	-
Collateral held by Bank	-	-	17,817,925.65
Collateral held by Third Party	26,494,940.82	15,155,602.33	-
	<u>26,994,940.82</u>	<u>80,180,024.04</u>	<u>18,067,925.65</u>
Over / (Under) Collateralized	1,851,741.79	370,240.37	1,190,520.14

Treasurer's Notes:

RASHP I did an equity distribution of \$1,769,000 at the end of November

This is to certify that I have received these balances:

Kelly Mutschen
District Clerk

[Signature]
Assistant Superintendent for Finance and Operations

[Signature]
Treasurer

1/12/2023
Date

12/28/22
Date

12/22/22
Date

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 12/31/2022
Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
0 Administration							
100 SALARIES		1,221,019.00	-8,090.00	1,212,929.00	607,788.60	595,179.81	9,960.59
200 EQUIPMENT		15,650.00	43,758.00	59,408.00	30,488.50	32,603.00	-3,683.50
300 SUPPLIES		16,450.00	3,600.00	20,050.00	8,542.76	8,295.09	3,212.15
400 CONTRACTUAL		400,609.00	109,706.14	510,315.14	271,739.08	156,335.82	82,240.24
470 Rental of Facilities		2,370,568.00	0.00	2,370,568.00	1,167,244.96	610,632.34	592,690.70
700 INTEREST ON REVENUE NOTES		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
800 EMPLOYEE BENEFITS		608,158.00	-43,198.00	564,960.00	242,525.52	229,296.94	93,137.54
899 Oth Post Retirement Benft		6,066,488.00	-71,555.00	5,994,933.00	2,654,169.37	3.08	3,340,760.55
910 TRANSFER TO CAPITAL FUND		800,000.00	0.00	800,000.00	800,000.00	0.00	0.00
950 TRANSFER FROM O & M		69,837.00	0.00	69,837.00	69,837.00	0.00	0.00
960 TRANSFER CHARGE		271,154.00	1,677.55	272,831.55	272,831.55	0.00	0.00
Subtotal of 0 Administration		11,843,933.00	35,898.69	11,879,831.69	6,125,167.34	1,632,346.08	4,122,318.27
1 Career Education							
100 SALARIES		4,484,827.00	-104,000.00	4,380,827.00	1,617,465.94	2,588,389.32	174,971.74
200 EQUIPMENT		105,000.00	414,598.46	519,598.46	386,346.94	111,535.78	21,715.74
300 SUPPLIES		415,750.00	65,286.25	481,036.25	289,271.21	72,767.34	118,997.70
400 CONTRACTUAL		309,250.00	43,103.32	352,353.32	242,353.02	108,112.92	1,887.38
490 SCH DIST AND OTHER BOCES		28,125.51	6,746.37	34,871.88	15,241.14	0.00	19,630.74
800 EMPLOYEE BENEFITS		2,284,913.00	-155,000.00	2,129,913.00	724,350.34	931,144.45	474,418.21
950 TRANSFER FROM O & M		1,417,510.00	1,535.08	1,419,045.08	1,419,045.08	0.00	0.00
960 TRANSFER CHARGE		600,742.00	14,968.26	615,710.26	615,710.26	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		0.00	-835.00	-835.00	-835.00	0.00	0.00
990 TRANS CREDTS FR OTHER FUND		-6,750.00	-752.00	-7,502.00	-7,502.00	0.00	0.00
Subtotal of 1 Career Education		9,639,367.51	285,650.74	9,925,018.25	5,301,446.93	3,811,949.81	811,621.51
2 Special Education							
100 SALARIES		6,331,556.00	119,683.00	6,451,239.00	2,179,293.71	3,921,829.37	350,115.92
200 EQUIPMENT		148,071.00	-13,556.00	134,515.00	29,794.97	3,972.46	100,747.57
300 SUPPLIES		68,333.00	20,794.00	89,127.00	24,078.13	21,600.56	43,448.31
400 CONTRACTUAL		1,174,556.00	-216,952.38	957,603.62	36,302.15	51,360.06	869,941.41
490 SCH DIST AND OTHER BOCES		5,486,216.52	627,898.19	6,114,114.71	2,882,956.58	1,789.17	3,229,368.96
800 EMPLOYEE BENEFITS		3,606,135.00	134,444.00	3,740,579.00	1,453,577.00	1,818,023.16	468,978.84
950 TRANSFER FROM O & M		415,023.00	0.00	415,023.00	415,023.00	0.00	0.00
960 TRANSFER CHARGE		15,742,997.00	7,014.49	15,750,011.49	15,750,011.49	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		-187,595.00	-5,835.61	-193,430.61	-193,430.61	0.00	0.00
Subtotal of 2 Special Education		32,785,292.52	673,489.69	33,458,782.21	22,577,606.42	5,818,574.78	5,062,601.01
3 Itinerent Services							
100 SALARIES		12,272,957.00	-145,371.00	12,127,586.00	3,819,780.85	6,966,014.99	1,341,790.16
200 EQUIPMENT		116,420.00	-660.00	115,760.00	7,358.25	1,013.54	107,388.21
300 SUPPLIES		97,307.00	-2,127.00	95,180.00	10,486.47	3,107.34	81,586.19

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 12/31/2022

Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
400 CONTRACTUAL		1,183,047.00	-392,659.98	790,387.02	79,179.05	41,733.83	669,474.14
490 SCH DIST AND OTHER BOCES		651,205.39	-453,140.08	198,065.31	82,628.15	0.00	115,437.16
800 EMPLOYEE BENEFITS		6,525,938.00	-27,285.00	6,498,653.00	2,127,998.63	2,838,678.66	1,531,975.71
950 TRANSFER FROM O & M		8,415.00	1,200.34	9,615.34	9,615.34	0.00	0.00
960 TRANSFER CHARGE		1,358,059.00	-730.40	1,357,328.60	1,357,328.60	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		-11,265,795.00	0.00	-11,265,795.00	-11,265,795.00	0.00	0.00
Subtotal of 3 Itinerent Services		10,947,553.39	-1,020,773.12	9,926,780.27	-3,771,419.66	9,850,548.36	3,847,651.57
4 General Instruction							
100 SALARIES		1,823,548.00	1,206.00	1,824,754.00	1,199,781.89	631,708.73	-6,736.62
200 EQUIPMENT		5,100.00	5,350.00	10,450.00	0.00	5,233.88	5,216.12
300 SUPPLIES		10,850.00	3,188.52	14,038.52	5,951.90	1,815.65	6,270.97
400 CONTRACTUAL		691,688.00	42,486.65	734,174.65	363,752.21	26,261.26	344,161.18
490 SCH DIST AND OTHER BOCES		77,395.56	133,623.25	211,018.81	99,707.80	137.63	111,173.38
800 EMPLOYEE BENEFITS		640,205.00	4,346.00	644,551.00	328,073.72	247,843.58	68,633.70
950 TRANSFER FROM O & M		143,987.00	530.96	144,517.96	144,517.96	0.00	0.00
960 TRANSFER CHARGE		183,465.00	2,638.40	186,103.40	186,103.40	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		-48,055.00	-88.40	-48,143.40	-48,143.40	0.00	0.00
990 TRANS CREDTS FR OTHER FUND		-3,160.00	0.00	-3,160.00	-3,160.00	0.00	0.00
Subtotal of 4 General Instruction		3,525,023.56	193,281.38	3,718,304.94	2,276,585.48	913,000.73	528,718.73
5 Instruction Support							
100 SALARIES		5,863,168.00	43,848.45	5,907,016.45	2,438,303.99	3,030,611.74	438,100.72
200 EQUIPMENT		3,511,696.00	4,587,039.79	8,098,735.79	3,676,329.37	1,956,852.25	2,465,554.17
300 SUPPLIES		832,892.00	171,654.00	1,004,546.00	413,335.08	160,019.66	431,191.26
400 CONTRACTUAL		5,331,752.00	574,214.56	5,905,966.56	3,755,679.89	626,181.87	1,524,104.80
490 SCH DIST AND OTHER BOCES		617,369.02	199,622.87	816,991.89	400,318.80	0.00	416,673.09
800 EMPLOYEE BENEFITS		2,753,512.00	-3,251.71	2,750,260.29	1,046,310.24	1,239,621.28	464,328.77
950 TRANSFER FROM O & M		680,763.00	945.00	681,708.00	681,708.00	0.00	0.00
960 TRANSFER CHARGE		1,113,972.00	7,069.43	1,121,041.43	1,121,041.43	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		-2,729,807.00	-29,482.22	-2,759,289.22	-2,759,289.22	0.00	0.00
990 TRANS CREDTS FR OTHER FUND		-86,679.00	24,355.18	-62,323.82	-62,323.82	0.00	0.00
Subtotal of 5 Instruction Support		17,888,638.02	5,576,015.35	23,464,653.37	10,711,413.76	7,013,286.80	5,739,952.81
6 Other Services							
100 SALARIES		2,451,251.00	14,645.54	2,465,896.54	1,114,823.65	1,154,751.01	196,321.88
200 EQUIPMENT		483,443.00	423,189.04	906,632.04	82,835.60	350,237.58	473,558.86
300 SUPPLIES		34,988.00	15,946.29	50,934.29	16,676.65	4,598.05	29,659.59
400 CONTRACTUAL		3,787,082.00	378,571.84	4,165,653.84	1,293,946.17	1,497,415.44	1,374,292.23
490 SCH DIST AND OTHER BOCES		7,861,542.01	388,216.80	8,249,758.81	6,295,831.04	0.00	1,953,927.77
800 EMPLOYEE BENEFITS		1,095,634.00	-39,080.00	1,056,554.00	411,970.45	450,455.90	194,127.65
950 TRANSFER FROM O & M		121,997.00	0.00	121,997.00	121,997.00	0.00	0.00
960 TRANSFER CHARGE		125,810.00	0.00	125,810.00	125,810.00	0.00	0.00

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 12/31/2022

Fiscal Year: 2023

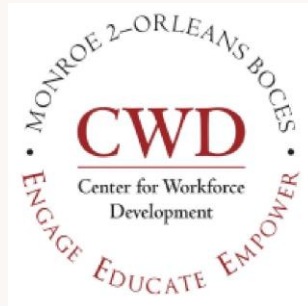
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
970 TR CRED FR SERVICE PROGR		-1,903,103.00	-3,948.42	-1,907,051.42	-1,907,051.42	0.00	0.00
990 TRANS CRED FR OTHER FUND		-115,726.00	22,824.57	-92,901.43	-92,901.43	0.00	0.00
Subtotal of 6 Other Services		13,942,918.01	1,200,365.66	15,143,283.67	7,463,937.71	3,457,457.98	4,221,887.98
7 Undefined							
100 SALARIES		3,418,835.00	-6,800.00	3,412,035.00	1,614,539.63	1,560,756.25	236,739.12
200 EQUIPMENT		48,800.00	-18,885.00	29,915.00	11,576.52	5,939.25	12,399.23
300 SUPPLIES		233,680.00	27,608.07	261,288.07	104,701.90	103,090.75	53,495.42
400 CONTRACTUAL		1,853,869.00	55,823.96	1,909,692.96	1,192,868.26	675,698.00	41,126.70
800 EMPLOYEE BENEFITS		1,638,322.00	-61,087.57	1,577,234.43	610,062.42	620,788.85	346,383.16
950 TRANSFER FROM O & M		574,609.00	2,546.34	577,155.34	577,155.34	0.00	0.00
960 TRANSFER CHARGE		1,543,402.00	7,551.92	1,550,953.92	1,550,953.92	0.00	0.00
970 TR CRED FR SERVICE PROGR		-8,237,387.00	-6,757.72	-8,244,144.72	-8,244,144.72	0.00	0.00
990 TRANS CRED FR OTHER FUND		-1,074,130.00	0.00	-1,074,130.00	-204,392.00	0.00	-869,738.00
Subtotal of 7 Undefined		0.00	0.00	0.00	-2,786,678.73	2,966,273.10	-179,594.37
Total GENERAL FUND		100,572,726.01	6,943,928.39	107,516,654.40	47,898,059.25	35,463,437.64	24,155,157.51

Contractor Report				
July 2022 - December 2022				
Vendor	Department	Amount	Purpose	Term
BEVONA, CHERIE M.	Professional Development	\$49,121.33	Grant Writer	One Year
BFB ASSOCIATES	Administration	\$65,128.27	Lease of Building Space	Multi Year
BUSINESSOLVER COM, INC	Administration	\$252,177.23	Electronic Enrollment System	Multi Year
CAPITAL COMPUTERS ASSOCIATES	Administration	\$106,866.58	Accounting Software	One Year
DAVID CORPORATION	Workers' Comp	\$88,805.47	Claims Processing System	Multi Year
DEMARTE COMPANIES PROPERTY HOLDINGS	Administration	\$85,200.00	Lease of Building Space	One Year
EASTERN COPY PRODUCTS, INC.	CaTS	\$65,696.57	Lease of BOCES/District Equipment	Multi Year
ENCOMPASS SUPPLY CHAIN SOLUTIONS, INC.	CaTS	\$91,869.89	IT Supplies	One Year
FRONTEDGE, INC.	HR	\$83,911.77	Online Web Recruitment	Multi Year
FRONTIER COMMUNICATIONS	CaTS	\$45,734.96	Data Services	Multi Year
FUEL EDUCATION LLC	CaTS	\$41,000.00	Online Catalog for Grades 6-12	One Year
GOLDEN OVAL INTERNATIONAL	CWD	\$41,370.00	Lease of Building Space	Multi Year
HERMANCE MACHINE CO.	CTE	\$45,610.00	Dust Collector Bag Filter	One Year
KONICA MINOLTA BUSINESS SOLUTIONS	CaTS	\$109,169.16	Lease of BOCES/District Equipment	Multi Year
PRECISION PROPERTIES	Administration	\$650,455.29	Lease of Building Space	Multi Year
SOUTHWORTH-MILTON, INC.	CTE	\$102,865.58	Mini Hydraulic Excavator	One Year
TECH PARK OWNER LLC	Administration	\$299,323.39	Lease of Building Space	Multi Year
TOSHIBA BUSINESS SOLUTIONS	CaTS	\$333,906.86	Lease of BOCES/District Equipment	Multi Year
TURNER DRIVE ASSOCIATES LLC	Administration	\$86,175.00	Lease of Building Space	Multi Year
UNITED PARCEL SERVICE	B4S	\$129,102.43	Package Delivery Service	Multi Year
VAN BORTEL FORD, INC.	CTE	\$64,025.00	Vehicle Purchases	One Year
XEROX CORPORATION	CaTS	\$325,132.94	Lease of BOCES/District Equipment	Multi Year

7. Board Presentation – CWD (Center for Workforce Development)
Budget and Program Update – CWD Director Shawna Gareau-Kurtz
and Assistant Director Rebecca Horowitz.

CENTER FOR WORKFORCE DEVELOPMENT DIVISIONAL UPDATE



January 2023



PRESENTATION OVERVIEW

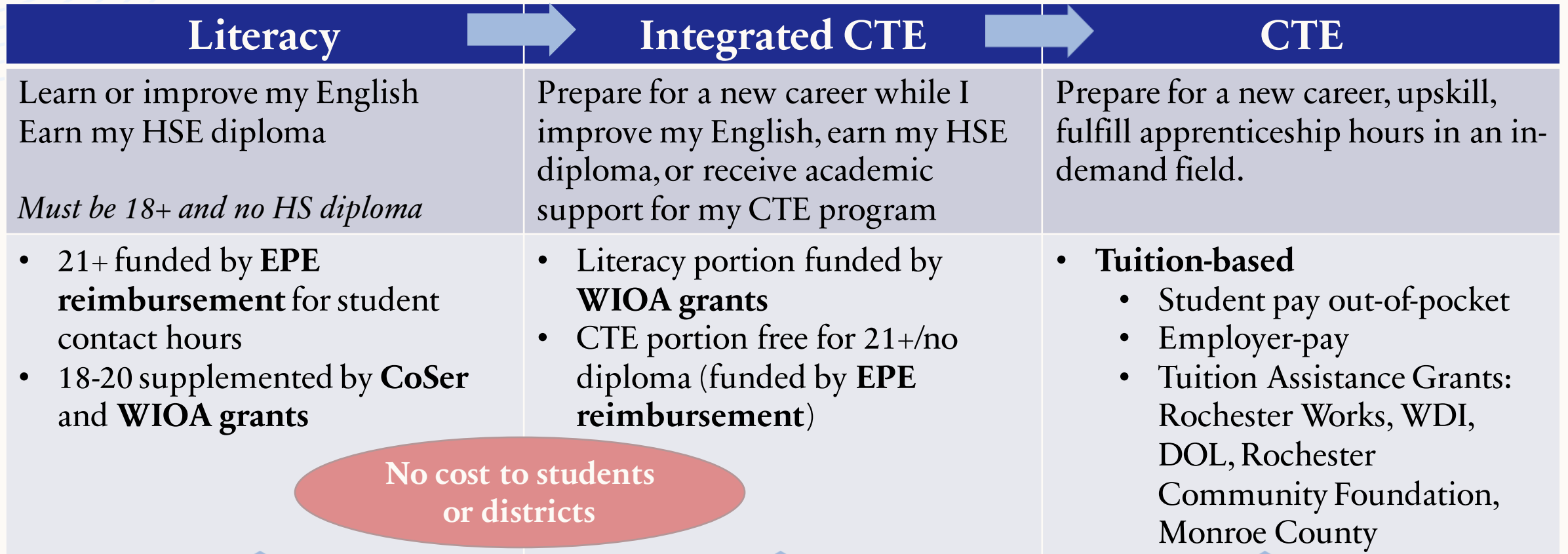
- Past Fiscal Performance (2021-2022)
- What we have learned this year and responses (2022-2023)
- CWD Business Plan for the future (2023-2024)

2021-22 FISCAL PERFORMANCE

	2021-22
Carry Over Deficit (6/30/21)	\$ (3,314,613)
2021-22 School Year Deficit	\$ (255,120)
Cumulative Deficit (6/30/22)	\$ (3,569,733)

Projected Loss in January 2021 was \$350,000

ORGANIZATIONAL FRAMEWORK



No cost to students or districts

Eligibility and program placement based on need, interest, age, diploma status, and assessment scores.

LITERACY = THE FOUNDATION FOR EMPLOYMENT

72,000 adults in Monroe County without a high school diploma

32,000 adults in Monroe County without English proficiency



Foundational community services: High School Equivalency and English Language



Employment Preparation Education (EPE) is formula based on daily student attendance



Reimbursement rate does not fully cover expenses



WIOA helps to supplement expenses - reduced EPE loss by \$60K this year

ENROLLMENT TRENDS

What we've learned

- Post-secondary enrollment decreases with a trend towards non-degree, short term certificates
- Minimum wage increase & "gig" economy reduced interest in middle-skill jobs that require full-time training
- Low unemployment
- Fewer financial resources for short-term programming (not financial aid eligible)

How we've responded

- Increased short-term, 160 hours & under, evening offerings
- Eliminate under-performing, costly programs (600+ hours: MOA, HVAC/R, Dental)
- Establish relationships with area employers for advisory, enrollment pipelines, apprenticeships, and career placement
- Workforce Development Institute (WDI) and Department of Labor (DOL) Tuition Reimbursement
- All CTE programming approved by Rochester Works for Tuition Assistance

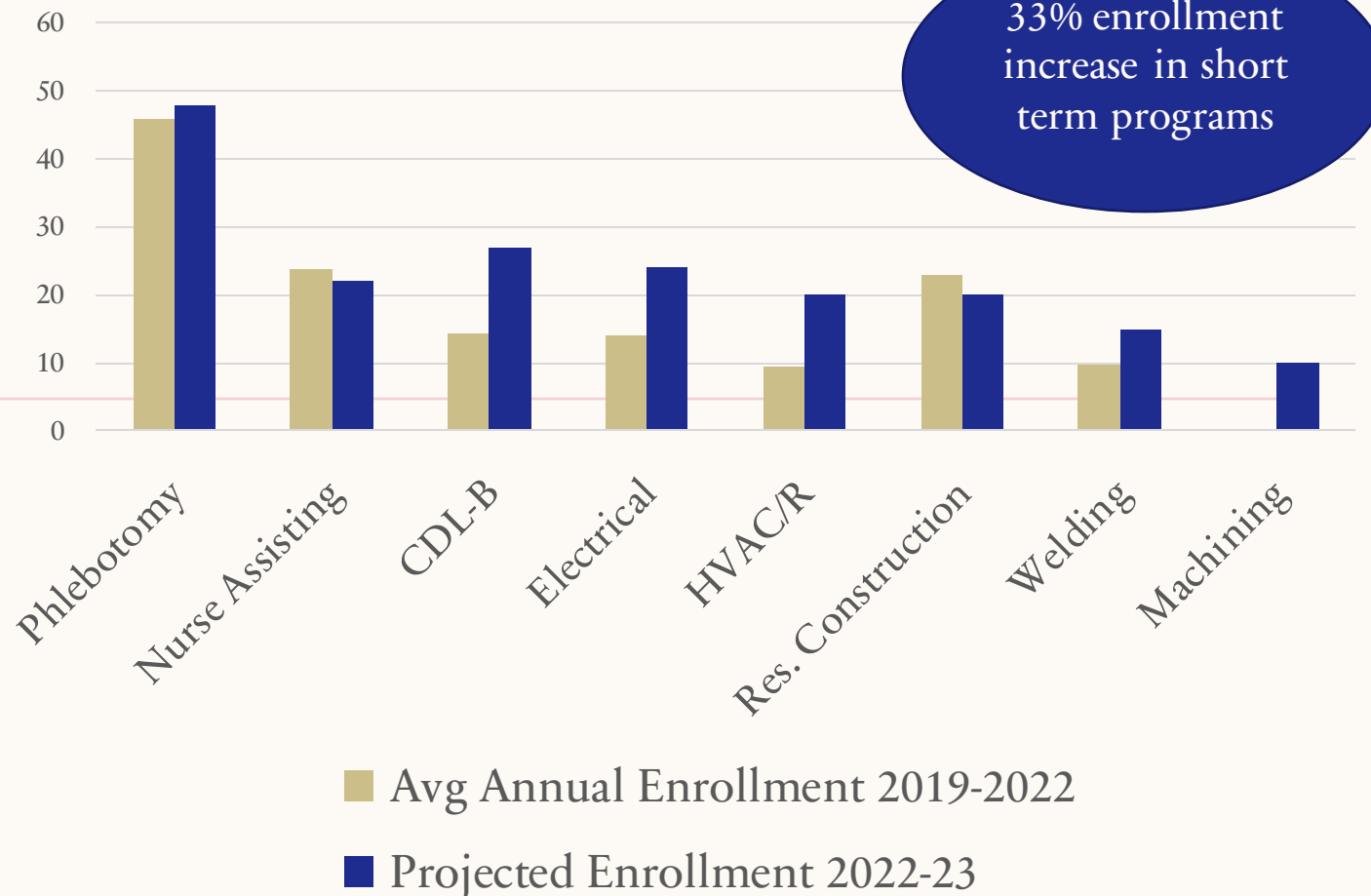
LONG-TERM, DAYTIME CTE ENROLLMENT TRENDS

	Target	2019-20	2020-21	2021-22	2022-23 Projections
Dental Assisting	40	30	22	24	11
HVAC/R	30	19	14	10	0
Medical Office Assisting	30	13	12	9	0

Steady trend of decreased enrollment + higher operating costs due to staffing needs, financial aid, COE accreditation requirements and space

SHORT-TERM, EVENING CTE ENROLLMENT TRENDS

Enrollment Comparison 3-year average vs. current



CTE Classes converted from Continuing Ed

December 2021 YTD Revenue: **\$35,569**

December 2022 YTD Revenue: **\$69,430**

95% increase in revenue in short-term programming when comparing Dec 2021 to Dec 2022

EXPENSES (STAFFING AND SPACE)

What we've learned

- High fixed costs = little room for flexibility when enrollment fluctuates
- Shifts in program offerings resulted in opportunities for staffing efficiencies
- Grant funding available to help us build capacity in staffing (ESL & WIOA)

How we've responded

- Realign staffing to maximize use of grant funding
- Seeking community partnerships for low/no cost space
- Adult Education work structure to reduce required square footage and increase evening support
- Seeking new capacity building grants:
 - Invited to apply for further funding via ESL Capacity Grant (increase from \$227K to \$627K over 4 years)
 - Other grants to support staffing costs: Ralph C. Wilson, Office of Strategic Workforce Development (OSWD)

COST SAVING STRATEGIES

Strategy	Savings in 2022-23
Staffing Reductions	\$275,000
WIOA Grant (direct offset)	\$175,000
Fixed cost reduction (space)	\$70,000
Total	<u>\$520,000</u>



STRATEGIC PLANNING 2023-2024

- **External Team:** Focus Group for CWD Strategic Planning (6 sessions spring 2023)
 - Facilitated by consultant from Livingston Associates
- **Internal Team:** CWD department staff engaging in strategic planning every 2 weeks
 - Facilitated by our staff
- **Purpose:**
 - establishing the *goals and priorities* for CWD,
 - evaluating the *marketplace* (competitors and collaborators),
 - evaluating CWD's *own strengths and challenges*,
 - developing a *clear plan and operating model* that allows us to publicize, promote, and execute going forward.

CWD BUSINESS PLAN

Focused on building a lean, flexible infrastructure without compromising program quality and student experience

Cost Reduction

Staffing

- Opportunities for job-sharing and adult ed work structures
- Continuous evaluation of staffing needs

Space

- Reduce square footage
- Seeking community partnerships for low/no cost space

Program Changes

- Reduce textbook and material costs (e.g. textbook class sets)

CWD BUSINESS PLAN

Focused on building a lean, flexible infrastructure without compromising program quality and student experience

Revenue Growth

Grants

- WIOA Grants –\$691,000 per year (until 2027)
- ESL and Ralph Wilson Capacity grants (to supplement staffing costs)
- OSWD (NYS workforce development funds aligned with Finger Lakes Workforce Development Strategy)

Program Changes

- Improve and build capacity in current programs
- Increase recruitment and marketing
- Align tuition with the competitive market
- Increase programs offered
- Related instruction provider for NYS internships



THANK YOU

Questions?

8. Old Business

9. New Business

1. Resolution to Approve Transfer of Ownership of Office Furniture from Monroe Community College

TRANSFER OF OWNERSHIP

General Information:

Company or Individual Name: Monroe Community College (MCC)
Patrick Bates (Director of Purchasing); Travis Regan (Property Control)

If Company, Contact Person:

Address: 1000 East Henrietta Road

Phone Number: 585-292-3247

E-Mail: tregan@monroecc.edu

Description of item(s) to be donated; if additional space is need, please add additional page and check here:
Computer Station x 10; Tables (5' x 2') x 26; Tables (5' x 18") x 10; Chairs (grey) x 30; Chairs (black, with cushion) x 13

Is Item(s) in Working Condition: Yes

If not, please explain:

When can BOCES 2 Staff view the item: December 2022

Your signature indicates your offer to transfer ownership of the above item(s). Only the Board may accept this transfer. Any items transferred and accepted will be by official action through Board resolution. The Board will not accept transfers that place encumbrances on future boards or result in unreasonable additional or hidden costs. The Board will not accept a transfer which constitutes a conflict of interest and/or gives the appearance of impropriety. All items transferred shall become the sole property of the BOCES. The District Superintendent or designee will acknowledge, in writing, the receipt of the transfer on behalf of the Board, but does not assign a value for tax purposes.

Signature of MCC:



Patrick M. Bates Director of Purchasing

Date:

12/21/2022

To Be Completed By BOCES 2 Staff:

Staff Member Name: Steven Montemarano Dept: BOCES 4 Science Phone Ext: 2360

Name of Staff Member to be notified upon Board Approval: Marijo Pearson/Steven Montemarano Supervisor Name and Review: _____

Proposed Use of Transferred Item:
Production Space Furniture

How will the Item Reduce Costs or Benefit the Program:
Furniture to replace existing furniture that is no longer usable

Board Date: _____

Steven Montemarano
Cabinet Administrator Signature

12/21/22
Date

Jeffrey Anteracci
District Superintendent

1/6/2023
Date

Board Action: Accept

Board Action: Reject

9. New Business

2. Resolution to Approve Turner Drive Lease Amendment

LEASE AMENDMENT AND MODIFICATION

This Lease Amendment and Modification dated January 18, 2023, by and between DeMarte Companies Property Holdings LLC., located at 6 Turner Drive, Spencerport, NY 14559 (“Landlord”) and Monroe 2-Orleans BOCES, a Board of Cooperative Educational Services (“Tenant”), with its principal office located at 3599 Big Ridge Road, Spencerport, NY 14559, is for the purpose of an one month extension and modification of the lease dated October 1, 2022, for premises located at 38 Turner Drive, Spencerport New York 14559.

Modification to the said lease hereinabove is as follows:

- 1) The term of the lease is extended by one month through February 28, 2023

All other terms and conditions of the original lease dated October 1, 2022, remain unchanged.

Reviewed, accepted, and agreed to this 18th day of January 2023.

DeMarte Companies
(Landlord)

Monroe 2-Orleans BOCES
(Tennant)

By: _____
Eric DeMarte
President

By _____
Jo Anne Antonacci
District Superintendent

9. New Business

3. Legislative Breakfast Attendance

9. New Business

4. Annual Meeting Preparation

10. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

10. Personnel and Staffing

2. Resolution to Certify Lead Evaluators of Teachers

RESOLUTION TO CERTIFY LEAD EVALUATOR OF TEACHERS

WHEREAS, the BOCES Board has been provided evidence that the following individuals have completed training which meets the requirements of 8 NYCRR 30-2.10 and the Monroe 2-Orleans BOCES 2022-2023 State-approved Annual Professional Performance Review Plan for certification as a Lead Evaluator of teachers, therefore

BE IT RESOLVED, that, upon recommendation of the District Superintendent, the following individuals be certified as a Lead Evaluator of teachers:

Theresa Alampi-Cortez

David Liesegang

11. Bids/Lease Purchases

1. Resolution to Accept Cooperative Health and Safety Supplies Bid.
2. Resolution to Accept Cooperative Custodial Supplies Bid.
3. Resolution to Accept Cooperative Printer and Copier Supplies Bid.
4. Resolution to Accept Erie 1 BOCES FY 2022 – 2023 Distance Learning State-Wide Agreements, Add On #1
5. Resolution to Accept North Building Welding Lab Renovation Bid (HVAC)

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Second Supervisory District of Monroe and Orleans Counties
3599 Big Ridge Road, Spencerport, NY 14559**

BID RECOMMENDATION

COOPERATIVE HEALTH AND SAFETY SUPPLIES

Bid# RFB-2017-22 was opened on November 16, 2022, at 2:00 p.m. My recommendation for the award of this contract is as follows:

School Health Corp	\$2,185.21
Medco Supply	\$1,006.39
Quill	\$527.19
Pyramid School Products	\$80.05

Bids obtained: 33 Bids returned: 7

Bid Analysis

The bid for Cooperative Health & Safety Supplies has been recommended for award on a line by line basis to the lowest responsive and responsible bidders who met all the required specifications. The bid for Cooperative Health & Safety Supplies will be used by Monroe 2 BOCES teachers and office staff members.

Funds to be provided from the 2022-2023 and 2023-2024 Exceptional Children and O&M budgets.

January 5, 2023
Date



Director of Procurement

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Second Supervisory District of Monroe and Orleans Counties
3599 Big Ridge Road, Spencerport, NY 14559**

BID RECOMMENDATION

COOPERATIVE CUSTODIAL SUPPLIES

Bid# RFB-2019-22 was opened on November 16, 2022, at 2:00 p.m. My recommendation for the award of this contract is as follows:

Unipak Corp.	\$54,600.00
Dobmeier Janitor Supply	\$31,015.00
Quill	\$8,593.50
Pyramid School Products	\$2,880.95

Bids obtained: 46 Bids returned: 13

Bid Analysis

The bid for Cooperative Custodial Supplies has been recommended for award on a line by line basis to the lowest responsive and responsible bidders who met all the required specifications. The bid for Cooperative Custodial Supplies will be used by the O&M department and Monroe 2 BOCES teachers and office staff members.

Funds to be provided from the 2022-2023 & 2023-2024 all programs budgets.

January 5, 2023
Date



Director of Procurement

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Second Supervisory District of Monroe and Orleans Counties
3599 Big Ridge Road, Spencerport, NY 14559

BID RECOMMENDATION

COOPERATIVE PRINTER AND COPIER SUPPLIES

Bid# RFB-2020-22 was opened on November 16, 2022 at 2:00 p.m. My recommendation for the award of this contract is as follows:

Staples Inc	\$1,905.22
Atlaz International LTD	\$1,080.00
WB Mason	\$231.04

Bids obtained: 28 Bids returned: 4

Bid Analysis

The bid for Cooperative Printer and Copier Supplies has been recommended for award on a line by line basis to the lowest responsive and responsible bidders that met all the required specifications. The bid for Cooperative Printer and Copier Supplies will be used by Monroe 2 BOCES teachers and office staff members.

Funds to be provided from the 2022-2023 and 2023-2024 all program budgets.

January 5, 2023
Date



Director of Procurement

BOARD RESOLUTION

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2022-2023 fiscal year for Air Tutors, BookNook, Inc., Brainfuse, Inc., Paper Education America, Remind 101, Inc., Tutor Me Education, Varsity Tutors for Schools, Mango Languages, Focal Point, and,

WHEREAS, The Monroe 2 – Orleans BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the distance learning student courses 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 courses, and record training sessions in Zoom and post those recorded sessions to the consortium, 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.

CERTIFICATION

It is hereby certified that the above motion was approved by the Monroe 2 – Orleans BOCES Board at its meeting, duly noticed, held on Wednesday, January 18, 2023.

Dated _____, 2023

Board Clerk

Memo To: NYS DL Consortium

From: David Brace, Manager – Operations, Technology Services, Erie 1 BOCES

Date: December 20, 2022

Subject: FY 2022 – 2023 Distance Learning State-Wide Agreements, Add On #1

Each year your local Board of Education must pass a resolution to participate in the State-wide contracts, managed by Erie 1 BOCES (on behalf of the consortium members). A single resolution may cover any combination of contracts. However, each contract, with which your center wishes to participate, must be specified in the resolution. The following contracts are currently being negotiated by Erie 1 BOCES for Distance Learning.

Tutoring

Air Tutors

BookNook, Inc.

Brainfuse, Inc.

Paper Education America

Remind 101, Inc.

Tutor Me Education

Varsity Tutors for Schools

Mango Languages

LMS

Focal Point

All contracts are new with the addition of language pertaining to Education Law 2D.

Please return the completed resolutions to David Brace by 1/20/2023.

Please return the completed resolution to me, as soon as possible, as an email attachment, fax or hard copy via the USPS. If you have any questions, please contact Michelle Okal-Frink at 716-821-7200, mokal@e1b.org or me at (716) 821-7362, dbrace@e1b.org. My fax number is 716-821-7394.



December 19, 2022

Board of Education
Monroe 2- Orleans BOCES
3599 Big Ridge Road
Spencerport, NY 14559

RE: North Building Welding Lab Renovations
Award of Contract No. 1 – Mechanical Work (HVAC)

LaBella Project No. 2222377

SED Number: Monroe 2- Orleans BOCES – North Building 26-92-00-00-0-001-021

On December 16, 2022, bids were received, publicly opened, and read aloud for the above noted project. At the time of bid opening, Pipitone Enterprises, LLC. was the apparent low bidder. After the bid opening, LaBella Associates reviewed the scope of project work with Pipitone Enterprises to ensure their bid contained all materials and labor required to complete the work contained within the contract documents.

At this time LaBella Associates recommends the award of contract to Pipitone Enterprises as we have determined them to be the lowest qualified bidder for this project. We recommend a contract award in the amount listed below, inclusive of all project alternates and allowances.

Contract No. 1 – Mechanical Work (HVAC):	\$210,000
--	-----------

Total Amount of Recommended Award	\$210,000
-----------------------------------	-----------

Please advise us of the Board of Education's approval and we will prepare an award letter for the contractor.

Respectfully submitted,
LaBella Associates, DPC

Michael Place, AIA
Project Manager / Architect

12. Executive Officer's Reports
 1. Albany D.S. Report
 2. Local Update

13. Committee Reports

- Labor Relations Committee (J. Abbott, K. Dillon)
- Legislative Committee (K. Dillon, C. Dawson)
- Information Exchange Committee (C. Dawson, C. Phillips)

14. Upcoming Meetings/Calendar Events

January 16		Martin Luther King, Jr. Observance (BOCES Closed)
January 18	Noon	MCSBA Labor Relations Committee Meeting (DoubleTree)
	6:00 pm	Board Meeting (ESC, Board Room)
January 25	Noon	MCSBA Steering Committee Meeting (DoubleTree)
February 1	Noon	MCSBA Legislative Committee Meeting (DoubleTree)
February 4	9:00 am	MCSBA Legislative Breakfast (DoubleTree)
February 8	Noon	MCSBA Information Exchange (DoubleTree)
February 9	Noon	Board Office Agenda Review (RCC)
February 15	Noon	MCSBA Labor Relations Committee Meeting (DoubleTree)
	6:00 pm	Board Meeting (ESC, Board Room)

15. Other Items

16. Adjournment