

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, February 15, 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.

Anticipated Executive Session immediately following the regular board meeting to discuss litigation information related to KBM Management and the employment history of a particular person.

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: January 18, 2023 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. Rochester Area Community Foundation (for the Monroe 2-Orleans Educational Foundation) April 1 through December 31, 2022 Statement
7. Board Presentation – 2023-24 Proposed Budget - Steve Roland, Assistant Superintendent for Finance and Operations
8. Old Business
9. New Business
 1. Resolution to Approve Center for Workforce Development Job Training Program – ServSafe
 2. Resolution to Accept Donation of Older Model Cars for Student Practice from Monroe Community College
10. Personnel and Staffing
 1. Resolution to Approve Personnel and Staffing Agenda
 2. Resolution to Create Position
11. Bids/Lease Purchases - None
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

February 15	Noon MCSBA Labor Relations (DoubleTree) 6:00pm Regular Board Meeting (ESC; Board Room)
February 20	President's Day Holiday – BOCES Closed
February 20-24	Winter Recess
March 1	Advocacy Day-Albany (<i>Laba</i>) Noon MCSBA Legislative Committee (DoubleTree) 5:45pm MCSBA Board Leadership Meeting (Location TBD)
March 6-7	MCSBA Advocacy Days
March 9	Noon Board Officer Agenda Review Meeting (RCC)
March 15	Noon MCSBA Information Exchange Committee (DoubleTree) 6:00pm Board Meeting (ESC, Board Room)

15. Other Items

16. Executive Session

17. Adjournment

1. Call the Meeting to Order

2. Pledge of Allegiance

3. Agenda Item(s) Modifications

4. Approval of Minutes: January 18, 2023 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 January 18, 2023, at 6:00 p.m. at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present:

Dennis Laba, President	Kathy Dillon
R. Charles Phillips, Vice President	Trina Lorentz
John Abbott	Michael May
	Heather Pyke

Staff Present:

Jo Anne Antonacci	
Stephen Dawe	Kelly Mutschler
Shawna Gareau-Kurtz	Marijo Pearson
Ian Hildreth	Melissa Pound
Rebecca Horowitz	Steve Roland
Casey Karger	Thomas Schulte
Carrie McKain	Jaclyn Stowe

1. Call the Meeting to Order

The meeting was called to order by President Laba at 6:00 p.m.

2. Pledge of Allegiance

3. Agenda Modifications - there were no modifications

4. Approval of Minutes

Resolved: To Approve the Minutes of the December 21, 2022, Meeting Minutes as presented.
Moved by J. Abbott, seconded by K. Dillon; 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 M. May, seconded by J. Abbott; passed unanimously.

2. Resolved: To Accept the WinCap Report as presented
Moved by K. Dillon, seconded by J. Abbott; passed unanimously

7. Board Presentation – CWD Director Shawna Gareau-Kurtz and CWD Assistant Director Rebecca Horowitz updated the board on the Center for Workforce Development program and its budget. The board asked questions and thanked the presenters. Shawna, Rebecca, Casey Karger, Carrie McKain, and Jaclyn Steve left the meeting at 6:40 p.m.

8. Old Business – There was no old business.

9. New Business

1. Resolved: To Approve Transfer of Ownership of Office Furniture from Monroe Community College
Moved by K. Dillon seconded by M. May; passed unanimously.
2. Resolved: To Approve Turner Drive Lease Amendment.
Moved by J. Abbott, seconded by K. Dillon; passed unanimously
3. Details of the Monroe County School Boards Legislative Breakfast were discussed.
4. District Superintendent Antonacci updated the board the status of BOCES Board Member elections and BOCES Budget vote. Details of the Annual Meeting preparations were also discussed.

10. Personnel and Staffing

1. Resolved: To Approve the Personnel and Staffing Agenda as presented
Moved by C. Phillips; seconded by J. Abbott; passed unanimously
2. 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

Moved by K. Dillon, seconded by H. Pyke; passed unanimously

11. Bids/Lease Purchases

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

1. Cooperative Health and Safety Supplies Bid - Bid# RFB-2017-22

School Health Corp	\$ 2,185.21
Medco Supply	\$ 1,006.39
Quill	\$ 527.19
Pyramid School Products	\$ 80.05
2. Cooperative Custodial Supplies Bid - Bid# RFB-2019-22

Unipak Corp.	\$54,600.00
Dobmeier Janitor Supply	\$31,015.00
Quill	\$ 8,593.50
Pyramid School Products	\$ 2,880.95
3. Cooperative Printer and Copier Supplies Bid - Bid# RFB-2020-22

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

Items 11.1-11.3 Moved by M. May, seconded by K. Dillon; passed unanimously

4. 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

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.

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

12. Executive Officer's Report

The District Superintendent meeting is January 23-24, 2023. Regent Turner has resigned from her NYS Regent post to become a deputy superintendent in the Rochester City School District. Regent Norwood remains the Regent at Large for the Mid-west JMT.

The upcoming ACT for Education webcast is at noon on January 25th. District Superintendent Antonacci will facilitate the discussion on parent engagement with panelists Spencerport Superintendent Kristin Swann, Penfield Superintendent Dr. Tom Putnam, Fairport Assistant Superintendent Dr. Tanya Wilson-Hevanesan, Greece CSD parent Shelby LaVetro and West Irondequoit parent Kate Copeland.

District Superintendents Antonacci and White are State Ed representatives for the Systems Integration Team, TogetherNow. This group provides communication for families and students to arrange support by a care team to identify and meet their needs. Greece has been a navigation center and has served over 100 families. BOCES 2 has moved forward with agreements with TogetherNow to assist our families.

Tom Schulte, Assistant Superintendent for Instruction, is working with participating component districts on the research and development of some new programs to better meet the needs of those we serve. Westview students spent some time at our preschool classes reading to students last week. Two CTE students won events in the Western New York Auto Collision Competition. Aidan Gilbert (Churchville-Chili) won the Parts Identification competition and Julia Lennon (Churchville-Chili) won first place in the Dent Repair competition.

13. Committee Reports – No Committee Meetings in December.

1. Labor Relations - Met January 18, 2023 – presentation related to negotiations in a high inflation environment.

2. Legislative Committee - planning for MCSBA Legislative Breakfast, February 4, 2023
3. Information Exchange Committee - information for new school board members on how to be good advocates while working with legislators
4. COAC (Communications Outreach) – no report
14. Upcoming Meetings/Calendar Events: The various meetings for the month were listed in the agenda.
15. Other items – There were no other items
16. At 7:00 p.m. a motion was made by J. Abbott to adjourn the meeting, seconded by H. Pyke; passed unanimously.

Respectfully Submitted.



Kelly Mutschler
Clerk of the Board

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. Rochester Area Community Foundation (for the Monroe 2-Orleans Educational Foundation) April 1 through December 31, 2022 Statement

Monroe 2 - Orleans BOCES
Treasurer's Report
Period Ending December 31, 2022

	GENERAL FUND		SPECIAL AID FUND	
BEGINNING CASH ON HAND		17,665,691.34		738,331.76
RECEIPTS:				
Interest Earned	22,379.17		213.47	
Charges for Services	8,273,601.16		-	
Non-Contract Services	283,018.35		-	
Collected for Other Funds			-	
State, Federal and Local Aid			74,295.77	
Transfers from Other Funds	158,013.67		-	
Miscellaneous Funds	70,072.99		975.98	
TOTAL RECEIPTS	8,807,085.34	8,807,085.34	75,485.22	75,485.22
DISBURSEMENTS				
Payroll and Benefits	3,351,927.39		500.00	
Warrants	11,587,037.17		35,164.55	
Transfers to Other Funds	-		158,013.67	
Miscellaneous Disbursements	572.25		96.59	
TOTAL DISBURSEMENTS	14,939,536.81	(14,939,536.81)	193,774.81	(193,774.81)
ENDING CASH ON HAND:		11,533,239.87		620,042.17
GENERAL FUND CHECKING		5,784,472.50	SPECIAL AID CHKG - CHASE	620,042.17
GENERAL FUND SAVINGS		316,291.60	SPECIAL AID CHKG - M&T	-
PAYROLL CHECKING		118,239.81		
DENTAL/FSA ACCOUNT CASH		249,012.27		
GENERAL FUND CD		1,008,194.21		
CASH- LIABILITY RESERVE		1,383,443.38		
CASH- UNEMPLOYMENT RES		620,896.52		
CASH- CTE RESERVE		395,493.24		
TREASURY INVESTMENTS		1,657,196.34		
		11,533,239.87		620,042.17

		MISC SPECIAL REVENUE	
BEGINNING CASH ON HAND			70,256.33
RECEIPTS:			
Interest Earned	76.80		
Component Contributions	-		
Transfers from Other funds	-		
Donations	5,000.00		
Miscellaneous Funds	-		
TOTAL RECEIPTS	5,076.80	5,076.80	
DISBURSEMENTS			
Warrants	-		
Scholarships	-		
Transfers to Other Funds	-		
Miscellaneous Disbursements	-		
TOTAL DISBURSEMENTS	-	-	
ENDING CASH ON HAND:		75,333.13	
	GIFT FUND SAVINGS	75,333.13	

		CAPITAL FUND	
			1,990,207.39
	332.25		
	-		
	-		
	-		
	-		
	332.25	332.25	
	12,400.00		
	-		
	-		
	-		
	12,400.00	(12,400.00)	
		1,978,139.64	
	CAPITAL FUND CHECKING	474,049.39	
	CAPITAL FUND INVESTMENTS	1,504,090.25	
		1,978,139.64	

----- 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	15,093,854.24	128,096,119.88	32,967,729.19	347,181.67	176,504,884.98
RECEIPTS:					
Interest Earned	47,536.88	90,911.03	65,774.38	-	
Contributions	1,287,253.50	25,963,697.89	516,753.75	152,818.33	
Miscellaneous Funds	601.20	-	-	627.37	
TOTAL RECEIPTS	1,335,391.58	26,054,608.92	582,528.13	153,445.70	28,125,974.33
DISBURSEMENTS					
Claims	1,338,998.09	19,496,065.96	396,314.41	286,402.00	
Admin and Other Disbursements	97,654.39	762,263.80	-	-	
TOTAL DISBURSEMENTS	1,436,652.48	20,258,329.76	396,314.41	286,402.00	(22,377,698.65)
ENDING CASH ON HAND:	14,992,593.34	133,892,399.04	33,153,942.91	214,225.37	182,253,160.66
RASHP I CHECKING	2,834,344.70				2,834,344.70
RASHP I SAVINGS / INVESTMENTS	5,157,747.69				5,157,747.69
RASHP II CHECKING		20,708,255.26			20,708,255.26
RASHP II SAVINGS / INVESTMENTS		57,960,532.73			57,960,532.73
RASWC CHECKING			5,476,951.66		5,476,951.66
RASWC SAVINGS / INVESTMENTS			17,418,054.77		17,418,054.77
WFL WC CHECKING				214,225.37	214,225.37
TREASURY INVESTMENTS	7,000,500.95	55,223,611.05	10,258,936.48		72,483,048.48
TOTAL CASH	14,992,593.34	133,892,399.04	33,153,942.91	214,225.37	182,253,160.66

Collateral Analysis	M&T Bank	Five Star Bank	Chase Bank
Bank Totals	30,695,668.57	79,915,577.35	11,708,424.73
<i>Collateral:</i>			
FDIC	500,000.00	250,000.00	250,000.00
Additional FDIC through CD Option	-	79,915,509.26	-
Collateral held by Bank	-	-	13,551,213.50
Collateral held by Third Party	30,513,672.34	15,208,050.76	-
	<u>31,013,672.34</u>	<u>95,373,560.02</u>	<u>13,801,213.50</u>
Over / (Under) Collateralized	318,003.77	15,457,982.67	2,092,788.77

Treasurer's Notes:

Treasury rates are starting to top out and decrease. We are starting to recognize some interest from our longer term Treasuries.
We earned over \$23,000 in interest in our funds, and over \$200,000 in our Custodial funds!

This is to certify that I have received these balances:


 District Clerk


 Assistant Superintendent for Finance and Operations


 Treasurer

2/9/2023
 Date

2/9/23
 Date

1/23/23
 Date

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 01/31/2023

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	701,233.82	498,168.91	13,526.27
200 EQUIPMENT		15,650.00	58,758.00	74,408.00	30,552.73	32,603.00	11,252.27
300 SUPPLIES		16,450.00	3,600.00	20,050.00	8,813.29	8,791.34	2,445.37
400 CONTRACTUAL		400,609.00	96,571.14	497,180.14	305,719.44	140,609.19	50,851.51
470 Rental of Facilities		2,370,568.00	0.00	2,370,568.00	1,253,955.57	523,921.73	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	-45,198.00	562,960.00	280,346.30	188,220.65	94,393.05
899 Oth Post Retirement Benft		6,066,488.00	-71,555.00	5,994,933.00	3,073,606.42	1.46	2,921,325.12
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	1,812.55	272,966.55	272,831.55	0.00	135.00
Subtotal of 0 Administration		11,843,933.00	35,898.69	11,879,831.69	6,796,896.12	1,392,316.28	3,690,619.29
1 Career Education							
100 SALARIES		4,484,827.00	-104,000.00	4,380,827.00	1,990,811.60	2,309,850.01	80,165.39
200 EQUIPMENT		105,000.00	414,144.48	519,144.48	420,164.55	91,179.93	7,800.00
300 SUPPLIES		415,750.00	84,402.65	500,152.65	343,301.68	60,462.62	96,388.35
400 CONTRACTUAL		309,250.00	69,304.60	378,554.60	274,333.52	104,898.57	-677.49
490 SCH DIST AND OTHER BOCES		28,125.51	6,746.37	34,871.88	19,167.28	0.00	15,704.60
800 EMPLOYEE BENEFITS		2,284,913.00	-171,112.80	2,113,800.20	867,901.19	794,675.24	451,223.77
950 TRANSFER FROM O & M		1,417,510.00	3,992.80	1,421,502.80	1,421,502.80	0.00	0.00
960 TRANSFER CHARGE		600,742.00	15,242.39	615,984.39	615,984.39	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		0.00	-2,478.85	-2,478.85	-2,343.85	0.00	-135.00
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	315,489.64	9,954,857.15	5,943,321.16	3,361,066.37	650,469.62
2 Special Education							
100 SALARIES		6,331,556.00	119,683.00	6,451,239.00	2,694,159.01	3,400,923.09	356,156.90
200 EQUIPMENT		148,071.00	-14,291.00	133,780.00	30,339.93	3,427.50	100,012.57
300 SUPPLIES		68,333.00	21,129.00	89,462.00	25,329.79	20,380.51	43,751.70
400 CONTRACTUAL		1,174,556.00	-215,314.14	959,241.86	359,534.55	71,523.29	528,184.02
490 SCH DIST AND OTHER BOCES		5,486,216.52	627,933.83	6,114,150.35	3,528,663.27	1,789.17	2,583,697.91
800 EMPLOYEE BENEFITS		3,606,135.00	134,444.00	3,740,579.00	1,731,154.34	1,534,508.17	474,916.49
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	12,234.99	15,755,231.99	15,755,231.99	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		-187,595.00	-12,294.35	-199,889.35	-199,889.35	0.00	0.00
Subtotal of 2 Special Education		32,785,292.52	673,525.33	33,458,817.85	24,339,546.53	5,032,551.73	4,086,719.59
3 Itinerent Services							
100 SALARIES		12,272,957.00	-198,864.75	12,074,092.25	4,741,994.37	6,135,416.40	1,196,681.48
200 EQUIPMENT		116,420.00	-1,660.00	114,760.00	10,298.04	0.00	104,461.96
300 SUPPLIES		97,307.00	-3,325.68	93,981.32	10,902.31	2,952.91	80,126.10

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 01/31/2023

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	-339,980.23	843,066.77	100,473.08	29,367.52	713,226.17
490 SCH DIST AND OTHER BOCES		651,205.39	-450,491.95	200,713.44	107,433.75	0.00	93,279.69
800 EMPLOYEE BENEFITS		6,525,938.00	-27,285.00	6,498,653.00	2,549,822.16	2,438,660.93	1,510,169.91
950 TRANSFER FROM O & M		8,415.00	2,399.02	10,814.02	10,814.02	0.00	0.00
960 TRANSFER CHARGE		1,358,059.00	1,083.60	1,359,142.60	1,359,142.60	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	-1,018,124.99	9,929,428.40	-2,374,914.67	8,606,397.76	3,697,945.31
4 General Instruction							
100 SALARIES		1,823,548.00	444.79	1,823,992.79	1,289,930.55	547,745.22	-13,682.98
200 EQUIPMENT		5,100.00	5,150.00	10,250.00	254.00	4,979.88	5,016.12
300 SUPPLIES		10,850.00	2,825.42	13,675.42	6,344.04	1,423.51	5,907.87
400 CONTRACTUAL		691,688.00	58,986.65	750,674.65	370,554.84	21,679.35	358,440.46
490 SCH DIST AND OTHER BOCES		77,395.56	142,645.18	220,040.74	122,280.87	137.63	97,622.24
800 EMPLOYEE BENEFITS		640,205.00	4,170.31	644,375.31	365,989.73	212,430.15	65,955.43
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	217,303.31	3,742,326.87	2,434,671.99	788,395.74	519,259.14
5 Instruction Support							
100 SALARIES		5,863,168.00	43,848.45	5,907,016.45	2,871,945.86	2,568,677.24	466,393.35
200 EQUIPMENT		3,511,696.00	4,462,838.30	7,974,534.30	4,306,176.54	1,360,020.38	2,308,337.38
300 SUPPLIES		832,892.00	207,579.13	1,040,471.13	487,536.08	155,461.77	397,473.28
400 CONTRACTUAL		5,331,752.00	539,880.56	5,871,632.56	3,918,843.23	572,073.63	1,380,715.70
490 SCH DIST AND OTHER BOCES		617,369.02	267,435.57	884,804.59	456,683.27	0.00	428,121.32
800 EMPLOYEE BENEFITS		2,753,512.00	-3,251.71	2,750,260.29	1,237,759.86	1,051,573.43	460,927.00
950 TRANSFER FROM O & M		680,763.00	2,970.00	683,733.00	683,733.00	0.00	0.00
960 TRANSFER CHARGE		1,113,972.00	7,219.43	1,121,191.43	1,121,191.43	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		-2,729,807.00	-33,140.35	-2,762,947.35	-2,762,947.35	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	5,519,734.56	23,408,372.58	12,258,598.10	5,707,806.45	5,441,968.03
6 Other Services							
100 SALARIES		2,451,251.00	14,645.54	2,465,896.54	1,292,141.70	975,489.79	198,265.05
200 EQUIPMENT		483,443.00	421,689.04	905,132.04	128,858.34	338,352.74	437,920.96
300 SUPPLIES		34,988.00	21,135.27	56,123.27	16,900.74	5,707.87	33,514.66
400 CONTRACTUAL		3,787,082.00	382,646.31	4,169,728.31	1,672,873.05	1,162,388.06	1,334,467.20
490 SCH DIST AND OTHER BOCES		7,861,542.01	763,066.95	8,624,608.96	7,023,409.78	0.00	1,601,199.18
800 EMPLOYEE BENEFITS		1,095,634.00	-39,080.00	1,056,554.00	482,587.50	374,586.21	199,380.29
950 TRANSFER FROM O & M		121,997.00	81.16	122,078.16	122,078.16	0.00	0.00
960 TRANSFER CHARGE		125,810.00	1,500.00	127,310.00	127,310.00	0.00	0.00

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 01/31/2023

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 CREDTS FR SERVICE PROGR		-1,903,103.00	-3,948.42	-1,907,051.42	-1,907,051.42	0.00	0.00
990 TRANS CREDTS FR OTHER FUND		-115,726.00	21,594.57	-94,131.43	-92,901.43	0.00	-1,230.00
Subtotal of 6 Other Services		13,942,918.01	1,583,330.42	15,526,248.43	8,866,206.42	2,856,524.67	3,803,517.34
7 Undefined							
100 SALARIES		3,418,835.00	-6,800.00	3,412,035.00	1,871,206.78	1,361,514.18	179,314.04
200 EQUIPMENT		48,800.00	-21,147.00	27,653.00	17,515.77	0.00	10,137.23
300 SUPPLIES		233,680.00	31,584.32	265,264.32	117,086.83	97,200.70	50,976.79
400 CONTRACTUAL		1,853,869.00	57,205.18	1,911,074.18	1,312,386.49	540,829.16	57,858.53
800 EMPLOYEE BENEFITS		1,638,322.00	-61,087.57	1,577,234.43	718,376.35	531,210.87	327,647.21
950 TRANSFER FROM O & M		574,609.00	3,745.02	578,354.02	578,354.02	0.00	0.00
960 TRANSFER CHARGE		1,543,402.00	10,219.01	1,553,621.01	1,553,621.01	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		-8,237,387.00	-13,718.96	-8,251,105.96	-8,251,105.96	0.00	0.00
990 TRANS CREDTS 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	-2,286,950.71	2,530,754.91	-243,804.20
Total GENERAL FUND		100,572,726.01	7,327,156.96	107,899,882.97	55,977,374.94	30,275,813.91	21,646,694.12



THE COMMUNITY FOUNDATION

Monroe 2 - Orleans Educational Foundation Fund

Fund Activity Statement April 01, 2022 through December 31, 2022

Endowment Account	Third Quarter	Year To Date
	<u>Oct - Dec 22</u>	<u>Apr - Dec 22</u>
Beginning Balance	\$ 1,498,614.34	\$ 1,826,560.93
Charitable Contributions *	0.00	500.00
Non-Charitable Contributions	0.00	0.00
Pledge Contributions *	0.00	0.00
Gain/(Loss) on Gift Transactions	0.00	0.00
Net Investment Return	120,434.72	(151,217.04)
Distributions to Grantmaking Account	0.00	0.00
Administrative Fee	(3,488.10)	(10,282.93)
Other Activity *	0.00	(50,000.00)
Ending Balance	\$ 1,615,560.96	\$ 1,615,560.96

Grantmaking Account	Third Quarter	Year To Date
	<u>Oct - Dec 22</u>	<u>Apr - Dec 22</u>
Beginning Balance	\$ 0.00	\$ 0.00
Charitable Contributions *	0.00	0.00
Non-Charitable Contributions	0.00	0.00
Returned Grants	0.00	0.00
Gain/(Loss) on Gift Transactions	0.00	0.00
Distributions from Endowment	0.00	0.00
Grants *	0.00	(50,000.00)
Other Activity *	0.00	50,000.00
Ending Balance	\$ 0.00	\$ 0.00

*Transaction detail attached

Review Community Foundation investment results anytime at www.racf.org/Financials.

Contributions to the Monroe 2 - Orleans Educational Foundation Fund

05/09/2022	Rochester Area Community Foundation - Fund of RACF	500.00
<u>Total Contributions:</u>		<u>\$500.00</u>

Grants from the Monroe 2 - Orleans Educational Foundation Fund

07/27/2022	Monroe 2-Orleans Educational Foundation Inc.	(50,000.00)
<u>Total Grants:</u>		<u>\$(50,000.00)</u>

Other Activity for the Monroe 2 - Orleans Educational Foundation Fund

07/26/2022	To transfer endowment to spendable	(50,000.00)
07/26/2022	To transfer endowment to spendable	50,000.00
<u>Total Other Activity:</u>		<u>\$0.00</u>

If you see the "#" sign, the donor has requested that their name(s) NOT be listed in any publication.

7. Board Presentation – 2023-24 Proposed Budget - Steve Roland, Assistant Superintendent for Finance and Operations

2023/24 BOCES Budget



FEBRUARY 15, 2023

General Fund

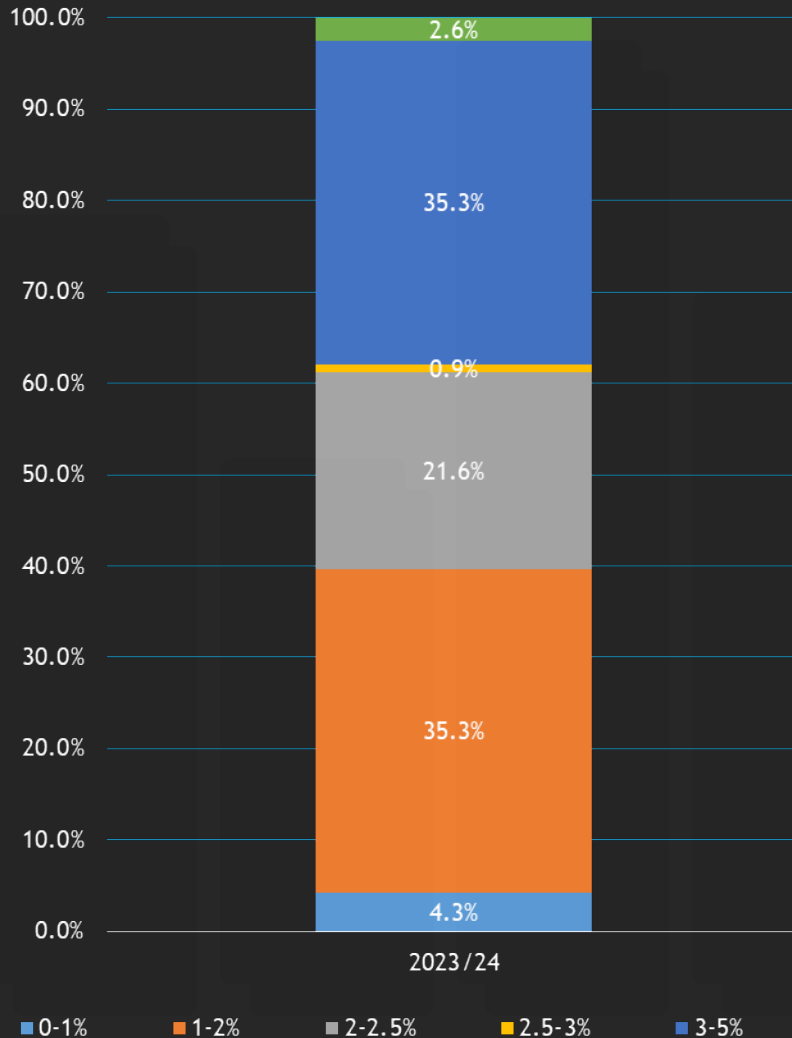
2023/24 Projected Budget

- \$85,308,131
 - <545,125> or <0.6%>

Budget Factors

- Salary Adjustments & Settlements
 - Classified
 - Operations & Maintenance and Security
 - Paraprofessionals
- Special Ed Enrollment
- Medicare Rates
- ERS Reserve

Program Unit Costs

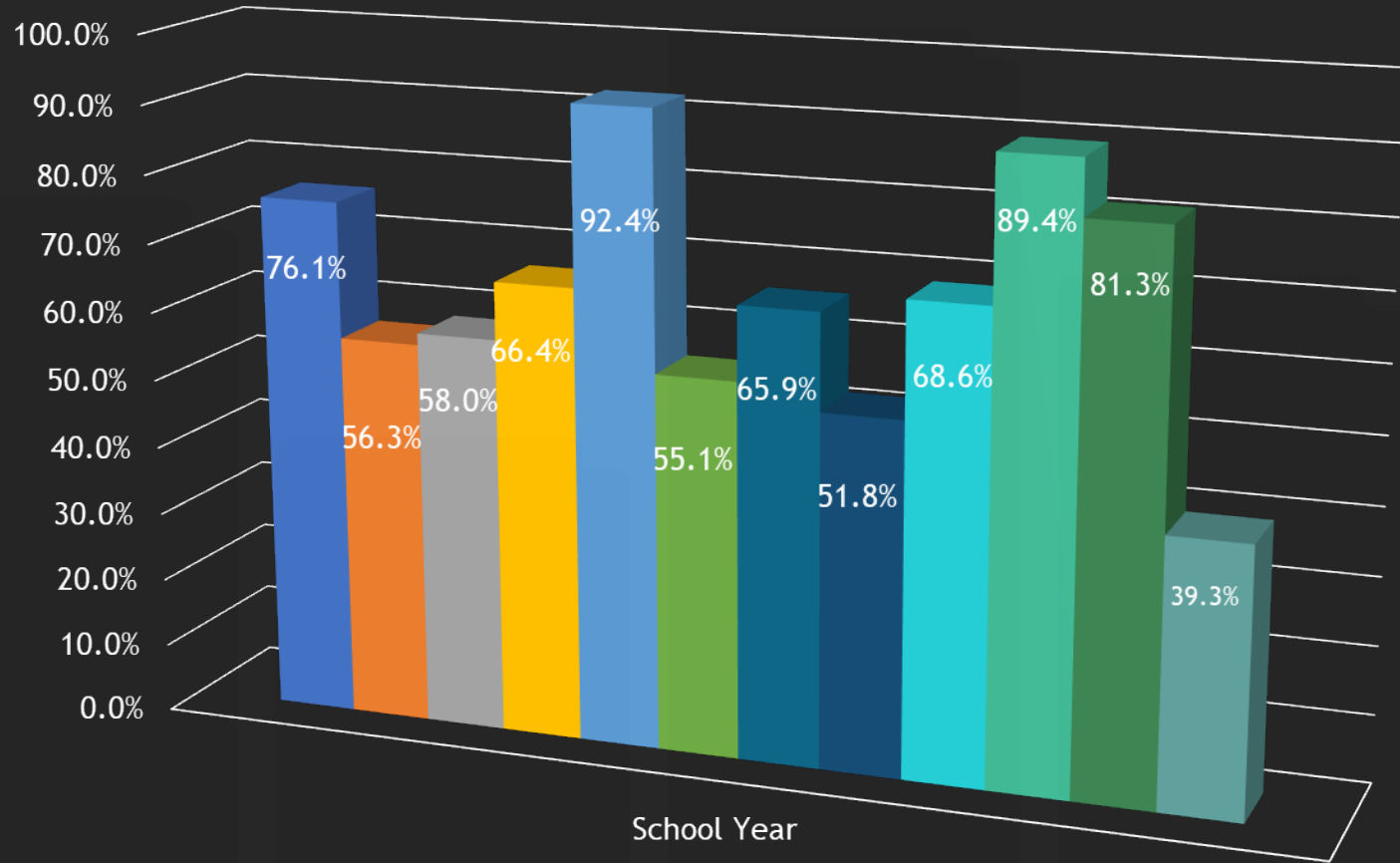


- ▶ < 1% 5 Unit Costs
- ▶ 1-2% 41 Unit Costs
- ▶ 2-2.5% 25 Unit Costs
- ▶ 2.5-3% 1 Unit Costs
- ▶ 3-5% 41 Unit Costs
- ▶ > 5% 3 Unit Costs

- 3.0% Avg Unit Cost
- 2.4% Median Unit Cost
- 2.8% Unit Cost Variance

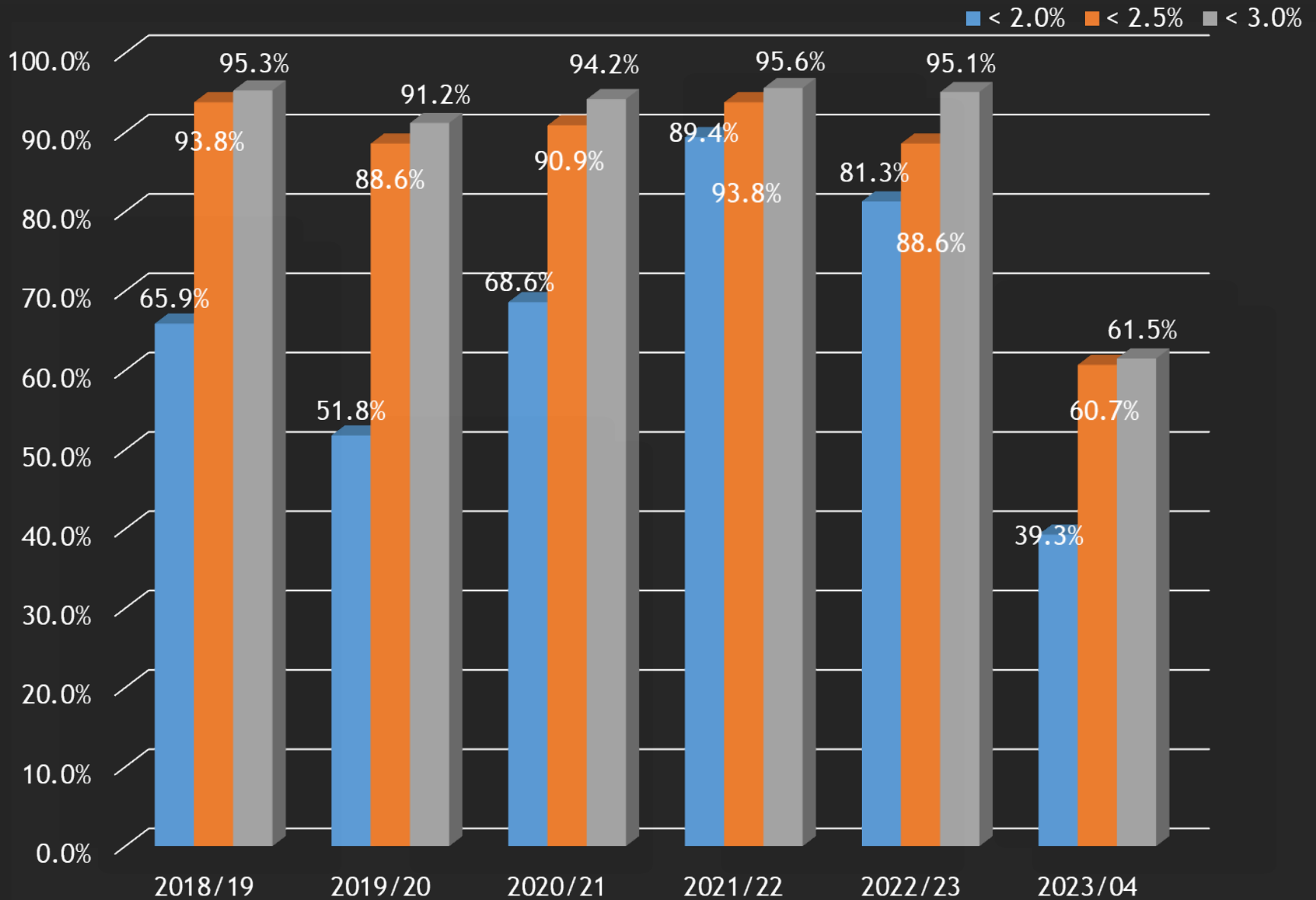
Unit Cost History

2% or Less



■ 12/13 ■ 13/14 ■ 14/15 ■ 15/16 ■ 16/17 ■ 17/18 ■ 18/19 ■ 19/20 ■ 20/21 ■ 21/22 ■ 22/23 ■ 23/24

Unit Cost History



▶ w/o Special Ed = 86% < 2.5%

Special Ed Unit Costs

Contributing Factors

- Declining Enrollment
- TA/SBA Contract
- Staff Reductions
- 3-5% Unit Cost Increases for 23/24
- Unit Cost History

Unit Cost Historical Comparison

	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Spec Ed	97.6%	88.1%	95.3%	90.7%	95.3%	97.7%	82.5%	10.5%
Totals	94.1%	91.3%	93.8%	88.6%	90.9%	93.8%	88.6%	61.2%

- ▶ Table Shows Percentage of Unit Cost Increases < 2.5%
 - ▶ Higher Percentage for Special Ed in 5 of the Prior 7 Years
 - ▶ > 90% for Special Ed in 5 of the Prior 7 Years

Special Ed Unit Costs

Special Ed	2022/23 Adopt	2023/24 Proj	\$ Diff	% Diff
Classroom (Avg)	\$54,610	\$56,907	\$2,297	4.2%
Itinerant (Avg)	\$7,210	\$7,546	\$336	4.7%
Itinerant – District Based (Avg)	\$125,923	\$131,923	\$5,788	4.6%

- ▶ Unit Costs > 5%
 - ▶ 1:1 Classroom SBA's (+ 14.7%)
 - ▶ Audiology – FM Systems (+ 6.5%)

Non-Special Ed Unit Cost > 5%

Program	2022/23 Adopt	2023/24 Proj	\$ Diff	% Diff
Records Management	\$4.54	\$5.05	\$0.51	11.2%

▶ Factors

- ▶ Transition from BOCES 2 Server to the Cloud
 - ▶ No Software or Hardware to Upgrade
 - ▶ Accessibility
- ▶ Special Ed Offsetting Cost to Districts
 - ▶ Additional Licenses
 - ▶ Hard Copy to Digital “Storage Space”
- ▶ District Billing
 - ▶ Increasing Between \$190 and \$1,820

2023/24 Admin Budget vs. Charge

	2022/23	2023/24	% Change
Central Office	\$2,583,777	\$2,703,158	+ 4.6%
Retirees	\$6,089,588	\$6,130,656	+ 0.7%
Total Admin Budget	\$8,673,365	\$8,833,814	+ 1.8%
Unclassified Revenue	\$650,000	\$652,500	+ 0.4%
Component Charge	\$8,023,365	\$8,181,314	+ 2.0%
Total Admin Revenue	\$8,673,365	\$8,833,814	+ 1.8%

Capital & Facilities Budget

Capital Projects	\$1,000,000	+ 25.0%
------------------	-------------	---------

- Long-Term Plan
 - Building Fund Balance for Future Projects
 - Annual Contribution Goal

* Capital Contribution is Aidable in the Year it Attaches to a Project

Capital & Facilities Budget

Facility Leases	\$2,416,677	+ 1.9%
Less: BOCES Aid	- \$1,877,935	*
Less: Component Revenue	- \$611,005	
Net Cost	<\$72,263>	

* Facility Costs Qualify for Aid w/o Reduction (Received the Same SY)

2023/24 BOCES Budget



8. Old Business

9. New Business

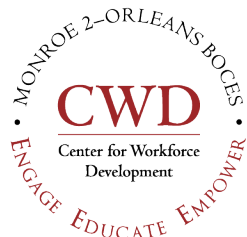
1. Resolution to Approve Center for Workforce Development Job Training Program – ServSafe



Monroe 2–Orleans
Board of Cooperative Educational Services

Jo Anne L. Antonacci, District Superintendent

February 2, 2023



TO: Monroe 2-Orleans BOCES Board members
RE: CWD Career & Technical Training Program Approval

Shawna Gareau-Kurtz
Director
Tel: (585) 349-9100
Fax: (585) 349-9101
sgareau@monroe2boces.org

Dear members of the Board:

The New York State Education Department (NYSED) provides reimbursement funding through for all documented contact hours for adult students enrolled in high-school equivalency or English for Speakers of Other Languages (ESOL) classes, through a program called Employment Preparation Education (EPE). Additionally, our newly acquired WIOA grant funding enables us to provide integrated academic support within our Career & Technical training courses.

Approval of either program is predicated on either the existence of an equivalent secondary Career & Technical Education program offered within the same BOCES (e.g. Dental Assisting or Nurse Assisting) or, where there is no secondary equivalency, local board approval (e.g. Medical Office Assisting or Commercial Driver’s License – Class B).

Approval of these programs will expand our ability to prepare students for the workforce, meet WIOA enrollment requirements, and increase EPE revenue.

As the Board is the local authority for CWD programs, I am requesting the Board to approve the following adult Career & Technical Education training programs, which are new in the 2022-23 school year:

- ServSafe

Included with this letter is course information for these Career & Technical Education training programs.

Thank you in advance for considering this request.

Sincerely,

Shawna Gareau-Kurtz
Director - CWD

Course Title: ServSafe

Admission Requirements: Completion of literacy intake and entrance exam: TABE or Best Plus / Literacy

Expectations: It is expected that all adult learners will come to class prepared to learn using individual learning styles, and that they will be prepared to develop individual study habits.



ServSafe:

The ServSafe program aligns with the mission and vision statements of the Monroe 2-Orleans BOCES, Center for Workforce Development found at the CWD website at <http://www.monroe2boces.org/cwd>. The mission of the ServSafe program is to provide an atmosphere of learning with all the necessary resources to help adult learners achieve employment and educational goals. Part of the mission is to provide skills that open doors of employability or advancement with educational goals.

Delivery Formats/Course Description:

This course is taught through a variety of means to accommodate the learning styles of adult learners. Interactive teaching styles, class discussion, and online resources, are some of the different methods utilized to help the adult learner adapt to the style through which they learn best.

Course Objectives:

This program offers skills specific to employer and educational needs to assist students in enhancing their resume, open doors of employment, and advance educational goals related to the food service and hospitality industry.

Defined Content:

- Safe food preparation, Storage, Handling, and Purchasing
- Personal Hygiene, Cleaning and Sanitizing
- Time and Temperature
- Pest Control and Management
- Foodborne Microorganisms and Allergens
- Responsible Alcohol Service
- Food and Hospitality Industry Career Guidance
- Professionalism
- Interviewing skills
- Resume

Assessment of Adult Learner Achievement:

The following are the appropriate delivery formats, learning outcomes, activities, and level of skills and/or proficiency required for successful completion:

- Achieve ServSafe Certification
- Understand Food Service Career Ladder
- Create an industry related presentation utilizing public speaking and writing skills
- Understand professional career portfolios
- Introduction to resumes and interviews

Industries Related to Defined Content

- Food Service and Hospitality

For further information, visit:

- U.S. Department of Labor Bureau of Labor Statistics *Occupational Outlook Handbook* <https://www.bls.gov/ooh/>
- www.onetonline.org

Class Times: 9:00 AM-12:00 PM, Monday - Thursday

Instructional Materials:

All instruction is effectively organized as evidenced by an agenda, syllabus, lesson plans, competency tests.

Classroom Copies

Equipment: Headphones, Handouts/Worksheets, Magazines/Newspapers,

Classroom Media/Software: Computer with Windows, Microsoft Office Suite, Internet

Instructor: Jeffery McLean/Soun Vattana

Attendance: Students are expected to follow the attendance requirements of their literacy program where 80% attendance is required.

Grade Standards: It is expected that students will achieve successful completion of the program's industry recognized credentials.

Special Accommodations:

If an adult learner has a special physical need or limitation, the student should speak with his or her instructor immediately to determine if special accommodations are necessary and/or appropriate.

Classroom Etiquette:

- ***Pagers and cell phones must be turned off during class.*** If there are special circumstances requiring the use of either a cell phone or pager, please discuss this with the instructor prior to the class.
- Professional courtesy is expected during class.
- Unprofessional behavior is not accepted and may result in dismissal from the course.
- Adult learners must reference and comply with the code of conduct in the Adult Literacy Handbook and Code of Conduct.

Turning in Assignments:

All assignments should be clearly labeled with the adult learner's name and the assignment identification or exercise number and placed in the appropriate designated area or emailed to the appropriate email address. All assignments are to be turned in on the due date. Adult learners may be allowed to make up any late work at the instructor's discretion.

Industry-related Presentation:

This presentation includes public speaking and writing skills and is an industry-related topic of future personal educational/employment interest to the student.

9. New Business

2. Resolution to Accept Donation of Vehicles from Monroe
Community College:

2014 Chevrolet Traverse	1GNKRFED5EJ107888
2014 GMC Sierra	1GTV2UEC3EZ214431
2014 Chevrolet Silverado	1GCVKREC2EZ377603
2014 Chevrolet Silverado	1GCUKSEC2EF195680

GIFTS AND DONATIONS

Donor Information:

Company or Individual Name: Monroe Community College

If Company, Contact Person: Eric Strong

Address: 2484 West Henrietta Road

Phone Number: 585-292-3741

E-Mail: estrong007@monroecc.edu

Description of item(s) to be donated; if additional space is need, please add additional page and check here:

2014 Chevrolet Traverse
1GNKRFED5EJ107888
446 miles

Is Item(s) in Working Condition: **yes**

If not, please explain:

When can BOCES 2 Staff view the item:

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

Signature of Donor:

Date:

2/7/2023

To Be Completed By BOCES 2 Staff:

Staff Member Name: David Shalke Dept: CTE Phone Ext: 2215

Name of Staff Member to be notified upon Board Approval: David Shalke/Tony Britt Supervisor Name and Review: _____

Proposed Use of Donated Item:

Automotive Repair Procedure Training * see vehicle replacement schedule

How will the Item Reduce Costs or Benefit the Program:

BOCES 2 Will not have to purchase

Board Date: _____

Cabinet Administrator Signature

2/7/2023

Date

District Superintendent

2/9/23

Date

Board Action: Accept

Board Action: Reject



GIFTS AND DONATIONS

Donor Information:

Company or Individual Name: Monroe Community College

If Company, Contact Person: Eric Strong

Address: 2484 West Henrietta Road

Phone Number: 585-292-3741

E-Mail: estrong007@monroecc.edu

Description of Item(s) to be donated; if additional space is need, please add additional page and check here:

2014 GMC Sierra
1GTV2UEC3EZ214431
15975 miles

Is Item(s) in Working Condition: **Yes**

If not, please explain:

When can BOCES 2 Staff view the item:

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

Signature of Donor:

Date: 2/7/2023

To Be Completed By BOCES 2 Staff:

Staff Member Name: David Shalke Dept: CTE Phone Ext: 2215

Name of Staff Member to be notified upon Board Approval: David Shalke/Tony Britt Supervisor Name and Review: _____

Proposed Use of Donated Item:

Automotive Repair Procedure Training * See vehicle replacement schedule

How will the Item Reduce Costs or Benefit the Program:

BOCES 2 Will not have to purchase

Board Date: _____

Cabinet Administrator Signature

2/7/2023
Date

District Superintendent

2/9/23
Date

Board Action: Accept

Board Action: Reject



GIFTS AND DONATIONS

Donor Information:

Company or Individual Name: Monroe Community College

If Company, Contact Person: Eric Strong

Address: 2484 West Henrietta Road

Phone Number: 585-292-3741

E-Mail: estrong007@monroecc.edu

Description of Item(s) to be donated; if additional space is need, please add additional page and check here:
2014 Chevrolet Silverado
1GCVKREC2EZ377603
4638 miles

Is Item(s) in Working Condition: yes

If not, please explain:

When can BOCES 2 Staff view the item:

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

Signature of Donor: [Signature]

Date: 2/7/2023

To Be Completed By BOCES 2 Staff:

Staff Member Name: David Shalke Dept: CTE Phone Ext: 2215

Name of Staff Member to be notified upon Board Approval: David Shalke/Tony Britt Supervisor Name and Review: _____

Proposed Use of Donated Item:

Automotive Repair Procedure Training * See vehicle replacement schedule

How will the Item Reduce Costs or Benefit the Program:

BOCES 2 Will not have to purchase

Board Date: _____

[Signature]
Cabinet Administrator Signature

2/7/2023
Date

[Signature]
District Superintendent

2/9/23
Date

Board Action: Accept

Board Action: Reject



GIFTS AND DONATIONS

Donor Information:

Company or Individual Name: Monroe Community College

If Company, Contact Person: Eric Strong

Address: 2484 West Henrietta Road

Phone Number: 585-292-3741

E-Mail: estrong007@monroecc.edu

Description of Item(s) to be donated; If additional space is need, please add additional page and check here:
2014 Chevrolet Silverado
1GCUKSEC2EF195680
4547 miles

Is Item(s) in Working Condition: **yes**

If not, please explain:

When can BOCES 2 Staff view the item:

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

Signature of Donor: [Signature]

Date: 2/7/2023

To Be Completed By BOCES 2 Staff:

Staff Member Name: David Shalke Dept: CTE Phone Ext: 2215

Name of Staff Member to be notified upon Board Approval: David Shalke/Tony Britt Supervisor Name and Review: _____

Proposed Use of Donated Item:

Automotive Repair Procedure Training * See vehicle replacement schedule

How will the Item Reduce Costs or Benefit the Program:

BOCES 2 Will not have to purchase

Board Date: _____

[Signature]
Cabinet Administrator Signature

2/7/2023
Date

[Signature]
District Superintendent

2/19/23
Date

Board Action: Accept

Board Action: Reject

10. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

10. Personnel and Staffing
 2. Resolution to Create Position

Be it so hereby resolved that the following position be created:

1.0 FTE Careers in Agriculture CTE Teacher, 10 months/year

11. Bids/Lease Purchases - None

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

February 15	Noon	MCSBA Labor Relations (DoubleTree)
	6:00pm	Regular Board Meeting (ESC; Board Room)
February 20		President's Day Holiday – BOCES Closed
February 20-24		Winter Recess
March 1		BOCES Advocacy Day-Albany (<i>Laba</i>)
	Noon	MCSBA Legislative Committee (DoubleTree)
	5:45pm	MCSBA Board Leadership Meeting (Location TBD)
March 6-7		MCSBA Advocacy Days
March 9	Noon	Board Officer Agenda Review Meeting (RCC)
March 15	Noon	MCSBA Information Exchange Committee (DoubleTree)
	6:00pm	Regular Board Meeting (ESC, Board Room)

15. Other Items

16. Executive Session

17. Adjournment