

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, March 16, 2022, at 6:00 p.m. at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559, Professional Development Center.

Anticipated Executive Session immediately following the regular board meeting to discuss the employment history of a particular person(s).

BOARD MEMBERS

Dennis Laba, President
R. Charles Phillips, Vice President
John Abbott
Cindy Dawson
Kathleen Dillon

Gerald Maar
Michael May
Mark Porter
Heather Pyke

AGENDA

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Agenda Item(s) Modifications
4. Approval of Minutes: February 16, 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
7. Audit Committee Update – February 16, 2022 Audit Committee Meeting Minutes
8. Board Presentation(s): CTE – Nurse Assisting Program Updated, CTE Executive Principal Jill Slavny
9. Old Business
10. New Business
 1. Resolution to Approved Revised Management Letter Corrective Action Plan for the Year Ended June 30, 2021
 2. Resolution to Approve the Revised Extra Classroom Activity Funds Corrective Action Plan for the Year Ended June 30, 2021
 3. Resolution to Award the Professional Auditing Services RFP to Mengle Metzger Barr & Co.
 4. Resolution to Accept Donation of Industry Apparel from Collision Education Foundation
11. Personnel and Staffing
 1. Resolution to Approve Personnel and Staffing Agenda
12. Bids/Lease Purchases
 1. Resolution to Accept Cooperative Art Supplies Bid

13. Executive Officer's Reports

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

14. Committee Reports

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

15. Upcoming Meetings/Calendar Events

March 14	7:00 pm Wheatland-Chili BOE Meeting
March 16	Noon MCSBA Labor Relations (Double Tree)
	6:00pm Board Meeting (ESC, PDC 1&2)
March 26	8:00am Prospective Candidate Seminar
March 30	Noon MCSBA Steering Committee (Double Tree)
April 2-4	NSBA Annual Conference, San Diego, CA
April 6	Noon MCSBA Legislative Committee (Double Tree)
	2:00 p.m. Board Officer Agenda Review (ESC)
	6:00pm BOCES 2 Annual Meeting (Big Ridge Road Campus)
April 13	Noon MCSBA Information Exchange Committee (Double Tree)
	6:00pm Board Meeting (ESC, PDC 1&2) Code of Conduct Public Hearing

16. Other Items

17. Executive Session

18. Adjournment

1. Call the Meeting to Order

2. Pledge of Allegiance

3. Agenda Item(s) Modifications

4. Approval of Minutes: February 16, 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 January 19, 2022 at 6:00 p.m. at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present:

Dennis Laba, President
R. Charles Phillips - Remote
John Abbott
Cindy Dawson

Kathleen Dillon
Gerald Maar
Michael May
Heather Pyke

Absent:

Mark Porter

Staff Present:

Jo Anne Antonacci
Karen Brown, Esq.
Steve Dawe
Ian Hildreth
Kelly Mutschler

Marijo Pearson
Steve Roland
Dr. Michelle Ryan
Thomas Schulte

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 – Board Retreat discussion was added to Old Business

4. Approval of Minutes

Resolved: To Approve the Minutes of the January 19, 2022 Regular Meeting Minutes as presented.

Moved by G. Maar, seconded by K. Dillon; passed unanimously

5. Public Interaction – There was no public interaction.

6. Financial Reports

Resolved: To Accept the Treasurer's Report and WinCap Report and Contractor's report as presented

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

7. Board Presentation – Steve Roland presented the 2022-23 proposed budget. The Monroe 2-Orleans BOCES budget will be presented to component superintendents, board members, and staff at the April 6, 2022, Annual Meeting. The board asked questions and thanked Steve for his presentation.

8. Old Business

1. Annual Meeting –plans to return to traditional dinner meeting format showcasing skills of students in Culinary, Baking, Food Service and Personal Service were finalized.
2. Possible dates and topics for a Spring BOCES Board retreat were discussed.

9. New Business

1. BOCES Educational Consortium (BEC) Annual Meeting (March 1)
2. Resolved: To Approve Lease Amendment to BFB Associates Lease
Moved by G. Maar, seconded by M. May; passed unanimously

10. Personnel and Staffing

1. Resolved: To Approve the Personnel and Staffing Agenda as presented
Moved by J. Abbott, seconded by K. Dillon; passed unanimously
2. WHEREAS, the BOCES Board has been provided evidence that the following individual has completed training which meets the requirements of 8 NYCRR 30-2.10 and the Monroe 2-Orleans BOCES 2021-2022 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 individual be certified as a Lead Evaluator of teachers: John A. Britt

Moved by K. Dillon, seconded by G. Maar; passed unanimously

11. Bids/Lease Purchases

1. SCHEDULE D AUTHORIZING RESOLUTION -Equipment Lease-Purchase
For the benefit of Hilton 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 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 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.

DESCRIPTION OF EQUIPMENT:

Xerox B9125 Booklet, SFT 2 Tray, IDM –1

Xerox B9125 Std Fin 2 Tray, IDM, Tape–1

Xerox C8170 BR Fin, fax–22

Xerox C8170 BRF Fin–25

Xerox V4100–1

Xerox V280–1

Xerox Fiery Controller for V280–1

Xerox Fiery Controller for B9125–2

Xerox Fiery Controller for V4100–1

Cost of the Equipment: \$722,655.80

Finance Cost: \$0

Total Cost: \$722,665.80

DISTRICT INSTALLMENT PAYMENT SCHEDULE

<u>Payment</u>	<u>Amount</u>
FY 21/22 (4 months)	\$ 48,177.72 (billed monthly)
FY 22/23	\$144,533.16 (billed monthly)
FY 23/24	\$144,533.16 (billed monthly)
FY 24/25	\$144,533.16 (billed monthly)
FY 25/26	\$144,533.16 (billed monthly)
FY 26/27 (8 months)	\$ 96,355.44 (billed monthly)

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

2. WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2021 – 2022 fiscal year, for Pixton Comics, Carnegie Mellon Computer Science, Grace Notes, Blooket, PowerSchool – Schoology, SnapWiz, NASEF, EverFi, Kialo, Nearpod, NewsELA, Classcraft, Tools for Schools, Digital Teaching Tools, Khan Academy, Bloom Learning, Edcite, Inknoe, Desmos, EdPuzzle, Code.org,

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

BE IT RESOLVED, That the Monroe 2-Orleans BOCES Board authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned software/learning packages, and 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 J. Abbott, seconded by K. Dillon; passed unanimously.

12. Executive Officer's Report

February District Superintendents meeting was held virtually.

The Board of Regents appointed Western Suffolk BOCES District Superintendent Angelique Johnson-Dingle to Serve as Deputy Commissioner, P-12 Instructional Support and Jason Harmon to serve as Deputy Commissioner, P-12 Operational Support.

Staffing shortages continue to be an issue. Recruitment efforts are ongoing.

The MCSBA Legislative Breakfast was productive with meaningful discussions with local legislators.

BOCES 2 continues to build relationships with community partners. CTE and CWD Administrators met with Rochester Works leadership earlier this month to talk about American Rescue Plan grant opportunities. Safety and Security Coordinator Doug Comanzo met with Gates PD and Monroe County Law enforcement officers this month.

CTE Heavy Equipment students have had some good opportunities for hands on training with all the snow!

13. Committee Reports

1. Labor Relations Committee – presentation was impact of new marijuana laws on schools
2. Legislative Committee – preparations for legislative breakfast which took place on 2/5/2022
3. Information Exchange Committee – Rochester Museum and Science Center presentation.

14. Upcoming Meetings/Calendar Events: The various meetings for the month were listed in the agenda.

15. Other Items - None

16. Executive Session At 6:51 p.m. a motion was made by J. Abbott to adjourn the meeting to Executive Session, to discuss employment history of a particular person(s), seconded by G. Maar; passed unanimously.

Respectfully submitted,



Kelly Mutschler
Clerk of the Board

Members Present

Dennis Laba, President
R. Charles Phillips (remote)
John Abbott
Cindy Dawson

Kathleen Dillon
Gerald Maar
Michael May
Heather Pyke

Staff Present

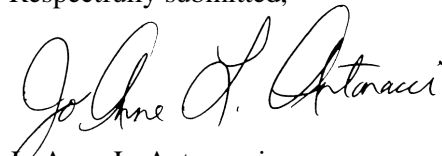
Jo Anne Antonacci
Karen Brown
Marijo Pearson

Steve Roland
Michelle Ryan
Tom Schulte

At 7:17 a motion was made by J. Abbott to come out of executive session, seconded by M. May; passed unanimously.

17. Adjournment - At 7:17 p.m. a motion was made by M. May to adjourn the meeting, seconded by K. Dillon; passed unanimously.

Respectfully submitted,



Jo Anne L. Antonacci
Clerk Pro Tem

5. Public Interaction

6. Financial Reports

1. Resolution to Accept Treasurer's Report
2. Resolution to Accept WinCap Report
3. Internal Claims Exception Log

Monroe 2 - Orleans BOCES

Treasurer's Report

Period Ending January 31, 2022

BEGINNING CASH ON HAND

RECEIPTS:

Interest Earned
Charges for Services
Non-Contract Services
Collected for Other Funds
State, Federal and Local Aid
Transfers from Other Funds
Miscellaneous Funds

TOTAL RECEIPTS

DISBURSEMENTS

Payroll and Benefits
Warrants
Transfers to Other Funds
Miscellaneous Disbursements

TOTAL DISBURSEMENTS

ENDING CASH ON HAND:

GENERAL FUND	
BEGINNING CASH ON HAND	15,076,107.67
Interest Earned	968.50
Charges for Services	7,137,373.18
Non-Contract Services	22,096.13
Collected for Other Funds	-
State, Federal and Local Aid	9,907.56
Transfers from Other Funds	822,252.81
Miscellaneous Funds	56,814.40
TOTAL RECEIPTS	8,049,412.58
DISBURSEMENTS	
Payroll and Benefits	3,215,179.07
Warrants	4,678,888.94
Transfers to Other Funds	-
Miscellaneous Disbursements	603.75
TOTAL DISBURSEMENTS	7,894,671.76
ENDING CASH ON HAND:	15,230,848.49
GENERAL FUND CHECKING	9,152,327.60
GENERAL FUND SAVINGS	216,654.87
PAYROLL CHECKING	1,976.92
DENTAL/FSA ACCOUNT CASH	236,326.07
GENERAL FUND CD	3,503,576.15
CASH- LIABILITY RESERVE	1,179,600.11
CASH- UNEMPLOYMENT RES	620,395.88
CASH- CTE RESERVE	319,990.89
	15,230,848.49

SPECIAL AID FUND	
BEGINNING CASH ON HAND	797,945.03
Interest Earned	0.30
Charges for Services	331,726.83
Non-Contract Services	493.00
Collected for Other Funds	-
State, Federal and Local Aid	870,013.36
Transfers from Other Funds	-
Miscellaneous Funds	159.60
TOTAL RECEIPTS	1,202,393.09
DISBURSEMENTS	
Payroll and Benefits	-
Warrants	155,177.23
Transfers to Other Funds	822,252.81
Miscellaneous Disbursements	-
TOTAL DISBURSEMENTS	977,430.04
ENDING CASH ON HAND:	1,022,908.08
SPECIAL AID CHKG - CHASE	1,021,815.08
SPECIAL AID CHKG - M&T	1,093.00
	1,022,908.08

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:****MISC SPECIAL REVENUE**

77,943.41

3.29

-

-

-

-

3.29

3.29

-

-

-

-

-

-

77,946.70

GIFT FUND SAVINGS

77,946.70

CAPITAL FUND

1,184,543.35

20.66

-

-

-

-

20.66

20.66

-

-

-

-

-

-

1,184,564.01

CAPITAL FUND CHECKING

184,548.67

CAPITAL FUND INVESTMENTS

1,000,015.34

1,184,564.01

----- 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	16,942,100.97	124,577,296.37	30,054,590.29	348,651.22	171,922,638.85
RECEIPTS:					
Interest Earned	345.68	1,679.04	1,138.83	-	
Contributions	1,353,960.67	24,673,860.18	1,300,919.68	151,348.78	
Miscellaneous Funds	505,986.56	-	-	-	
TOTAL RECEIPTS	1,860,292.91	24,675,539.22	1,302,058.51	151,348.78	27,989,239.42
DISBURSEMENTS					
Claims	1,787,735.32	26,917,180.48	305,348.13	188,261.79	
Admin and Other Disbursements	102,931.55	738,457.02	111,810.74	-	
TOTAL DISBURSEMENTS	1,890,666.87	27,655,637.50	417,158.87	188,261.79	(30,151,725.03)
ENDING CASH ON HAND:	16,911,727.01	121,597,198.09	30,939,489.93	311,738.21	169,760,153.24
RASHP I CHECKING	3,380,166.58				3,380,166.58
RASHP I SAVINGS / INVESTMENTS	13,531,560.43				13,531,560.43
RASHP II CHECKING		21,316,429.53			21,316,429.53
RASHP II SAVINGS / INVESTMENTS		100,280,768.56			100,280,768.56
RASWC CHECKING			6,363,990.08		6,363,990.08
RASWC SAVINGS / INVESTMENTS			24,575,499.85		24,575,499.85
WFL WC CHECKING				311,738.21	311,738.21
TOTAL CASH	16,911,727.01	121,597,198.09	30,939,489.93	311,738.21	169,760,153.24

Collateral Analysis	M&T Bank	Five Star Bank	Chase Bank
Bank Totals	33,715,147.06	115,055,201.63	38,506,071.83
Collateral:			
FDIC	500,000.00	250,000.00	250,000.00
Additional FDIC through CD Option	-	90,048,601.73	-
Collateral in Trust	-	-	41,272,144.45
Collateral held with Third Party	33,886,181.07	25,262,038.46	-
	34,386,181.07	115,560,640.19	41,522,144.45
Over / (Under) Collateralized	671,034.01	505,438.56	3,016,072.62

Treasurer's Notes:

All grant receivables from 20/21 year end have now been received for Special Aid Fund.

We invested \$1,000,000 of our Capital Fund equity in a 6 month CD at .20%


This is to certify that I have received these balances:


District Clerk

3/11/2022
Date


Assistant Superintendent for Finance and Operations

2/28/22
Date


Treasurer

2/9/22
Date

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 02/28/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
0 Administration							
100 SALARIES		1,159,495.00	31,200.00	1,190,695.00	772,749.31	400,815.24	17,130.45
200 EQUIPMENT		16,200.00	5,961.29	22,161.29	6,944.79	714.29	14,502.21
300 SUPPLIES		18,850.00	2,185.46	21,035.46	8,574.93	6,700.06	5,760.47
400 CONTRACTUAL		411,946.00	16,006.20	427,952.20	300,912.51	151,294.60	-24,254.91
470 Rental of Facilities		2,305,031.00	0.00	2,305,031.00	1,372,947.09	677,809.10	254,274.81
700 INTEREST ON REVENUE NOTES		8,500.00	0.00	8,500.00	0.00	0.00	8,500.00
800 EMPLOYEE BENEFITS		595,816.00	-32,700.00	563,116.00	316,478.98	135,536.72	111,100.30
899 Oth Post Retirement Benft		5,819,336.00	0.00	5,819,336.00	2,528,280.43	500.00	3,290,555.57
910 TRANSFER TO CAPITAL FUND		600,000.00	0.00	600,000.00	600,000.00	0.00	0.00
950 TRANSFER FROM O & M		67,820.00	5.00	67,825.00	5.00	0.00	67,820.00
960 TRANSFER CHARGE		264,170.00	340.62	264,510.62	340.62	0.00	264,170.00
Subtotal of 0 Administration		11,267,164.00	22,998.57	11,290,162.57	5,907,233.66	1,373,370.01	4,009,558.90
1 Career Education							
100 SALARIES		4,130,276.00	-162,948.00	3,967,328.00	2,112,400.33	1,697,838.05	157,089.62
200 EQUIPMENT		99,750.00	513,261.73	613,011.73	292,192.86	70,107.58	250,711.29
300 SUPPLIES		397,700.00	68,059.78	465,759.78	283,989.97	72,604.45	109,165.36
400 CONTRACTUAL		296,500.00	44,959.07	341,459.07	276,228.11	56,436.99	8,793.97
490 SCH DIST AND OTHER BOCES		22,951.12	-380.54	22,570.58	12,719.74	0.00	9,850.84
800 EMPLOYEE BENEFITS		2,041,694.00	-251,512.00	1,790,182.00	948,053.41	571,321.70	270,806.89
950 TRANSFER FROM O & M		1,343,980.00	9,960.47	1,353,940.47	9,960.47	0.00	1,343,980.00
960 TRANSFER CHARGE		601,806.00	450.00	602,256.00	450.00	0.00	601,806.00
970 TR CREDs FR SERVICE PROGR		0.00	-18,938.28	-18,938.28	-18,938.28	0.00	0.00
990 TRANS CREDs FR OTHER FUND		-6,750.00	6,490.00	-260.00	-300.00	0.00	40.00
Subtotal of 1 Career Education		8,927,907.12	209,402.23	9,137,309.35	3,916,756.61	2,468,308.77	2,752,243.97
2 Special Education							
100 SALARIES		6,329,666.00	707,986.00	7,037,652.00	3,070,975.00	2,729,386.62	1,237,290.38
200 EQUIPMENT		97,685.00	53,851.00	151,536.00	75,569.27	31,056.24	44,910.49
300 SUPPLIES		83,143.00	23,259.53	106,402.53	17,211.68	11,341.88	77,848.97
400 CONTRACTUAL		1,539,264.00	2,181,304.47	3,720,568.47	159,596.38	551,889.72	3,009,082.37
490 SCH DIST AND OTHER BOCES		6,276,190.87	-862,013.17	5,414,177.70	3,831,821.97	1,895.90	1,580,459.83
800 EMPLOYEE BENEFITS		3,620,013.00	186,461.66	3,806,474.66	1,960,777.21	1,274,044.62	571,652.83
950 TRANSFER FROM O & M		355,858.00	4,885.87	360,743.87	4,885.87	0.00	355,858.00
960 TRANSFER CHARGE		13,847,546.00	19,380.36	13,866,926.36	19,380.36	0.00	13,847,546.00
970 TR CREDs FR SERVICE PROGR		0.00	-18,012.65	-18,012.65	-18,012.65	0.00	0.00
Subtotal of 2 Special Education		32,149,365.87	2,297,103.07	34,446,468.94	9,122,205.09	4,599,614.98	20,724,648.87
3 Itinerent Services							
100 SALARIES		11,081,289.00	-43,212.00	11,038,077.00	5,587,675.55	4,981,098.74	469,302.71
200 EQUIPMENT		107,126.00	-1,560.00	105,566.00	58,546.77	2,012.98	45,006.25
300 SUPPLIES		46,779.00	17,810.02	64,589.02	14,604.72	2,821.85	47,162.45

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 02/28/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
400 CONTRACTUAL		739,821.00	679,885.13	1,419,706.13	111,146.17	92,330.51	1,216,229.45
490 SCH DIST AND OTHER BOCES		18,662.08	53,492.20	72,154.28	47,526.98	0.00	24,627.30
800 EMPLOYEE BENEFITS		5,418,110.00	-17,548.00	5,400,562.00	3,002,958.27	1,907,751.92	489,851.81
950 TRANSFER FROM O & M		8,143.00	1,009.98	9,152.98	1,009.98	0.00	8,143.00
960 TRANSFER CHARGE		1,226,232.00	360,079.57	1,586,311.57	1,572.57	0.00	1,584,739.00
970 TR CREDITS FR SERVICE PROGR		-9,916,313.00	0.00	-9,916,313.00	0.00	0.00	-9,916,313.00
Subtotal of 3 Itinerent Services		8,729,849.08	1,049,956.90	9,779,805.98	8,825,041.01	6,986,016.00	-6,031,251.03
4 General Instruction							
100 SALARIES		1,728,870.00	27,200.00	1,756,070.00	1,177,330.00	435,658.57	143,081.43
200 EQUIPMENT		5,100.00	2,173.70	7,273.70	2,799.98	0.00	4,473.72
300 SUPPLIES		10,155.00	4,944.30	15,099.30	3,024.18	2,186.80	9,888.32
400 CONTRACTUAL		1,257,024.00	278,590.79	1,535,614.79	390,104.43	59,666.92	1,085,843.44
490 SCH DIST AND OTHER BOCES		64,632.08	55,911.52	120,543.60	84,303.00	0.00	36,240.60
800 EMPLOYEE BENEFITS		611,438.00	3,400.00	614,838.00	339,220.35	146,473.06	129,144.59
950 TRANSFER FROM O & M		149,129.00	2,335.78	151,464.78	2,335.78	0.00	149,129.00
960 TRANSFER CHARGE		164,925.00	2,638.23	167,563.23	2,638.23	0.00	164,925.00
970 TR CREDITS FR SERVICE PROGR		-47,155.00	0.00	-47,155.00	0.00	0.00	-47,155.00
990 TRANS CREDITS FR OTHER FUND		-3,060.00	1,000.00	-2,060.00	0.00	0.00	-2,060.00
Subtotal of 4 General Instruction		3,941,058.08	378,194.32	4,319,252.40	2,001,755.95	643,985.35	1,673,511.10
5 Instruction Support							
100 SALARIES		5,771,294.00	-33,618.00	5,737,676.00	3,261,120.45	2,153,224.09	323,331.46
200 EQUIPMENT		3,273,696.00	2,873,934.10	6,147,630.10	3,074,854.67	1,500,762.67	1,572,012.76
300 SUPPLIES		702,333.00	161,646.21	863,979.21	376,150.55	124,548.43	363,280.23
400 CONTRACTUAL		4,840,208.00	878,537.38	5,718,745.38	3,685,765.20	377,934.08	1,655,046.10
490 SCH DIST AND OTHER BOCES		295,256.08	373,974.82	669,230.90	451,926.70	0.00	217,304.20
800 EMPLOYEE BENEFITS		2,679,326.00	-72,962.00	2,606,364.00	1,407,539.00	773,638.40	425,186.60
950 TRANSFER FROM O & M		659,547.00	2,167.90	661,714.90	2,167.90	0.00	659,547.00
960 TRANSFER CHARGE		1,040,001.00	18,894.65	1,058,895.65	18,894.65	0.00	1,040,001.00
970 TR CREDITS FR SERVICE PROGR		-2,594,403.00	-7,136.05	-2,601,539.05	-7,136.05	0.00	-2,594,403.00
990 TRANS CREDITS FR OTHER FUND		-84,794.00	8,871.00	-75,923.00	-11,318.00	0.00	-64,605.00
Subtotal of 5 Instruction Support		16,582,464.08	4,204,310.01	20,786,774.09	12,259,965.07	4,930,107.67	3,596,701.35
6 Other Services							
100 SALARIES		2,280,676.00	19,398.00	2,300,074.00	1,429,519.21	729,727.68	140,827.11
200 EQUIPMENT		425,785.00	330,441.65	756,226.65	514,382.12	128,034.19	113,810.34
300 SUPPLIES		36,465.00	9,908.68	46,373.68	10,264.72	8,309.55	27,799.41
400 CONTRACTUAL		3,630,535.00	395,294.46	4,025,829.46	1,811,656.29	1,078,209.74	1,135,963.43
490 SCH DIST AND OTHER BOCES		7,032,583.68	663,406.05	7,695,989.73	6,565,423.59	0.00	1,130,566.14
800 EMPLOYEE BENEFITS		1,052,168.00	-36,666.00	1,015,502.00	556,425.60	264,725.76	194,350.64
950 TRANSFER FROM O & M		119,155.00	19.08	119,174.08	19.08	0.00	119,155.00
960 TRANSFER CHARGE		113,297.00	1,162.50	114,459.50	1,162.50	0.00	113,297.00

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 02/28/2022

Fiscal Year: 2022

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		-1,773,956.00	-2,215.45	-1,776,171.45	-2,215.45	0.00	-1,773,956.00
990 TRANS CRED FR OTHER FUND		-109,787.00	23,083.70	-86,703.30	-5,416.30	0.00	-81,287.00
Subtotal of 6 Other Services		12,806,921.68	1,403,832.67	14,210,754.35	10,881,221.36	2,209,006.92	1,120,526.07
7 Undefined							
100 SALARIES		3,082,933.00	210,799.00	3,293,732.00	2,093,822.85	1,028,191.69	171,717.46
200 EQUIPMENT		46,500.00	-19,400.00	27,100.00	36,426.34	4,009.01	-13,335.35
300 SUPPLIES		218,280.00	33,607.08	251,887.08	138,588.21	86,959.52	26,339.35
400 CONTRACTUAL		1,824,116.00	54,093.58	1,878,209.58	1,391,796.83	349,601.67	136,811.08
800 EMPLOYEE BENEFITS		1,437,083.00	98,560.00	1,535,643.00	790,800.46	443,847.53	300,995.01
950 TRANSFER FROM O & M		579,303.00	3,164.41	582,467.41	3,164.41	0.00	579,303.00
960 TRANSFER CHARGE		1,462,923.00	1,863.50	1,464,786.50	1,863.50	0.00	1,462,923.00
970 TR CRED FR SERVICE PROGR		-7,672,008.00	-382,055.49	-8,054,063.49	-23,548.49	0.00	-8,030,515.00
990 TRANS CRED FR OTHER FUND		-979,130.00	-632.08	-979,762.08	-632.08	0.00	-979,130.00
Subtotal of 7 Undefined		0.00	0.00	0.00	4,432,282.03	1,912,609.42	-6,344,891.45
Total GENERAL FUND		94,404,729.91	9,565,797.77	103,970,527.68	57,346,460.78	25,123,019.12	21,501,047.78

7. Audit Committee Update – February 16 Audit Committee Meeting
Minutes



**Finance
Office**

Steve Roland
Assistant Superintendent
for Finance and Operations

Tel: (585) 352-2412

Fax: (585) 352-2756

Email:
sroland@monroe2boces.org

Audit Committee Meeting

February 16, 2022

Members Present: John Abbott, Dennis Laba, Mike May, Chuck Phillips (Zoom)

Others Present: Jo Anne Antonacci, Steve Roland

I. External Audit RFP

Steve reviewed a rating sheet for the four Accounting firms that responded to our RFP for Professional Audit Services. The firms were rated on the following categories:

- Fees (25%)
- School Experience (15%)
- BOCES Experience (35%)
- Audit Scope (10%)
- RFP Quality (15%)

Mengel Metzger Barr & Co (MMB) received the highest score primarily due to their vast School District and BOCES experience and knowledge. They are also heavily involved in GASB and SED committees and conduct many trainings in the area for Extra Class, Claims Audit and Board Members. MMB does not charge for phone calls or new GASB implementations.

The group agreed to award the RFP to MMB. It will be brought to the Board at the March meeting.

Cc: Board

8. Board Presentation(s): CTE – Nurse Assisting Program Updated, CTE
Executive Principal Jill Slavny

The video presentation for the Nurse Assistant Program Update may be viewed at the link below:

<https://monroe2boces.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=d701b494-d650-48b1-82b4-ae4a012b6bf9>

Nurse Assisting and Associated Health Careers



Improving the quality of life for patients



Students learn the fundamentals of patient care necessary for entry-level employment in health care settings such as nursing homes, hospitals, medical offices and home health care agencies. Students work directly with patients, participating in over 100 hours of clinical experiences. In addition to preparation for entry-level employment, students are highly qualified to pursue post-secondary education in a variety of healthcare related pathways.

Units of Study

- Introduction to Health Occupations
- Anatomy and Physiology
- Nutrition
- Legal and Ethical Concerns and Standards
- Geriatric Personal Care
- Vital Signs
- Supervised Clinical Experience
- Personal Health and Wellness
- Human Sexuality
- Lifting / Moving / Transporting
- Admissions / Transfers / Discharge
- Patient Assessment
- Pre and Post-Operative Care
- Emergency Care
- Catheter Care
- Specimen Collection

Integrated Academics

- English
- Science
- Health

Licensing / Industry- Based Certifications

- Red Cross First Aid/CPR/AED certification
- NYS Nurse Aide Certification (through Prometric)

Work-Based Learning

CTE programs bring students into the workplace for real life experiences. Rochester Regional Health is one professional organization that supports our Nurse Assisting and Associated Health Careers program.

College Credits

MCC Dual Enrollment -
HED 130: Foundations of Personal Health and Wellness

Articulation Agreements

- Wayne-Finger Lakes BOCES
- Genesee Valley Educational Partnership



Career Paths

All CTE programs correlate to many career paths.

↓ **Start Here**

- Certified Nurse Assistant
- Home Health Care Aide

Go Here ↓

with more education & experience

- Licensed Practical Nurse
- Registered Nurse
- Health Service Administrator

Explore more:

<https://www.careerzone.ny.gov/>
<https://www.onetonline.org/find/>



WEMOCO Career & Technical Education Center
Monroe 2-Orleans Board of Cooperative Educational Services
Monroe2BOCES.org/cte 585-352-2471
3589 Big Ridge Road, Spencerport, New York 14559



Nurse Assisting and Associated Health Careers

Employability Profile

Work-Related Skills

Productivity and Accountability	_____
Follows procedures to meet expectations and deadlines	_____
Displays consistent work performance and quality of work	_____
Flexibility and Adaptability	_____
Works effectively in varied roles and responsibilities	_____
Responds well to and implements feedback	_____
Initiative and Self-Direction	_____
Identifies, prioritizes, and completes tasks without direct oversight	_____
Seeks to learn and develop new knowledge and skills	_____
Leadership and Responsibility	_____
Leverages strengths of others to accomplish a goal	_____
Takes ownership of one's work, performance, behavior, and actions	_____
Communication	_____
Articulates thoughts and ideas clearly and effectively through speaking and writing	_____
Practices active listening skills	_____
Collaboration	_____
Works effectively with others	_____
Open and responsive to new and diverse perspectives	_____
Critical Thinking and Problem Solving	_____
Asks questions to lead to better solutions	_____
Identifies possible options and their outcomes	_____

Comply with Standard Precautions

Hand washing	_____
Gloving	_____
Personal protective equipment	_____
Body wastes	_____
Concurrent disinfection	_____
Terminal disinfection	_____
Isolation	_____

Communication in Health Care

Use of nursing care plan	_____
Giving/receiving report	_____
Documentation	_____
Communication with health care providers	_____
Communication with clients	_____
Communicating with supervisor	_____
Communicating with families	_____
Identify items of mandated reporting	_____
Professional Language	_____

Perform Personal Care

Shaving	_____
Hair care	_____
Nail care	_____
Oral hygiene	_____
Bed bath	_____
Back rub	_____
Catheter care	_____
Peri- care male/female	_____
Shower	_____
Provide skin care	_____
Care of incontinent patient	_____
Dressing/undressing patient	_____
Care of eyeglasses	_____
Care of hearing aide	_____
Denture Care	_____

Aiding with Elimination

Intake and Output	_____
Urinal	_____
Bedpan equipment	_____
Commode	_____
Urinary drainage bag	_____
Ostomy	_____
Assisting with bathroom privileges	_____

Measure and Record Vital Signs

Axillary temperature	_____
Oral temperature	_____
Rectal temperature	_____
Electronic temperature	_____
Tympanic temperature	_____
Apical pulse	_____
Radial pulse	_____
Blood pressure	_____
Respiration	_____
Height	_____
Weight	_____

Support Safety and Safety Devices

Patient identification	_____
Side Rails/Floor Mats	_____
Call bell	_____
Bed wheels locked	_____
Wheel chair/Geri chair locked	_____
Body mechanics	_____
Using an ABC Fire Extinguisher	_____
Gait Belt	_____

Collecting Specimens

Urine specimen	_____
Stool specimen	_____

Feeding the Client

Assist	_____
Total Feed	_____
Intake and Output	_____
Adaptive Devices	_____
Residents with Dysphasia/Dysphagia	_____

Assisting with Patient Activity

Range of Motion	_____
Walkers	_____
Crutches	_____
Canes	_____
Ambulation	_____
Positioning in bed/chair	_____

Lifting, Moving, Transporting

One assist transfer	_____
Two assist transfer	_____
Transfer belt	_____
Lift sheets	_____

Emergency Care: American Red Cross Certification

Choking/obstructed airway	_____
CPR and AED	_____
First Aid	_____

Perform Post-Mortem Care

Care of body after death	_____
--------------------------	-------

9. Old Business

10. New Business

1. Resolution to Approved Revised Management Letter Corrective Action Plan for the Year Ended June 30, 2021.



Monroe 2–Orleans
Board of Cooperative Educational Services
Jo Anne L. Antonacci, District Superintendent

Tel: (585) 352-2410
Fax: (585) 352-2442

**Finance
Office**

Steve Roland
Assistant Superintendent
for Finance and Operations

Tel: (585) 352-2412
Fax: (585) 352-2756
sroland@monroe2boces.org

March 15, 2022

Mr. Thomas Zuber
Mengel Metzger Barr & Co., LLP
100 Chestnut Street, Suite 1200
Rochester, NY 14604

Tom,

This letter is in response to your Management Letter for the audit of the Monroe 2-Orleans BOCES' financial records for the year-ending June 30, 2021:

Special Aid Fund

The Preschool deficit in 20/21 was not unexpected and we are working with NYSED to recover these funds. We had encouraging signs of financial recovery in 20/21 in the area of Adult Education. The Business Office worked with the Adult Education Dept to develop a plan to increase enrollment in order to reduce the current deficit. This was implemented July 1, 2021.

Substitutes

Human Resources is researching options for an electronic approval process to have in place for the start of the 22/23 school year.

Other Items

Cyber Risk Management

We have implemented tools, such as Multi-Factor Authentication (MFA) and Microsoft Advanced Threat Protection (ATP), in effort to mitigate and identify cyber risks. We continually review our Cyber Incident Plan and assess Risk; this process was formally documented in February 2022.

Please let me know if you have questions or concerns.

Sincerely,

Steve Roland
Assistant Superintendent
for Finance and Operations

10. New Business

2. Resolution to Approve the Revised Extra Classroom Activity Funds
Corrective Action Plan for Year Ended June 30, 2021



*Monroe 2–Orleans
Board of Cooperative Educational Services*

Jo Anne L. Antonacci, District Superintendent

**Finance
Office**

Steve Roland
*Assistant Superintendent
for Finance and Operations*
Tel: (585) 352-2412
Fax: (585) 352-2756
Email:
sroland@monroe2boces.org

March 16, 2022

Mr. Thomas Zuber
Mengel Metzger Barr & Co., LLP
100 Chestnut Street, Suite 1200
Rochester, NY 14604

Tom,

This letter is in response to your recommendations found in the Audit Report for the Monroe 2-Orleans BOCES' ExtraClassroom Activities Fund for the year-ending June 30, 2021.

Reconciliations

The Business Office provided fundraiser reconciliation training in February '22 and it is an expectation that a reconciliation will be done for all fundraisers. We will meet with the club advisors by the end of March '22 and then quarterly thereafter to ensure that fundraiser reconciliations are taking place.

Bank Account

In January '22, the Business Office was able to secure a new account that does not have an ATM card attached to it.

Please let me know if you have questions or concerns.

Sincerely,

Steve Roland
Assistant Superintendent
for Finance and Operations

10. New Business

3. Resolution to Award the Professional Auditing Services RFP to Mengle Metzger Barr & Co,

10. New Business

4. Resolution to Accept Donation from Collision Education Foundation

GIFTS AND DONATIONS

4320F.1

Donor Information:

Company/Individual Name: Collision Repair Education Foundation

If Company, contact person: Melissa Marscin

Address: 5125 Trillium Blvd.

Phone Number: 847-463-5282 E-Mail: Melissa.Marscin@ed-Foundation.org

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

CINTAS WOMANS INDUSTRY WORK SHIRT/PANTS

Is Item(s) in Working Condition: _____ If not, please explain: _____

When can BOCES 2 Staff view the item: Any Time

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: Melissa Marscin Date: _____

To Be Completed By BOCES 2 Staff:

Staff Member: DANIEL BOYLER Dept: Collision Phone Ext: 2216

Staff Member to notify of Board Approval (if different): Tony Britt

Supervisor Approval: [Signature]

Proposed Use of Donated Item:

Non Traditional student will have a shirt that are worn in the industry + PANTS

How will the Item Reduce Costs or Benefit the Program:

THIS SHIRT RECOGNIZES THE NON TRADITIONAL student, when worn during under class visitation it shows the non traditional student as a professional and this work can be done by anyone.

Board Meeting Date: _____

Cabinet Administrator Signature: [Signature] Date: 3/2/2022

District Superintendent: [Signature] Date: 3/9/22

Board Action: Accept ☐

Board Action: Reject ☐

11. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

12. Bids/Lease Purchases

1. Resolution to Accept Cooperative Art Supplies Bid

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

BID RECOMMENDATION

COOPERATIVE ART SUPPLIES

Bid #RFB-1976-22

The following bid was opened on January 13, 2022 at 2:00 P.M.

My recommendation for the award of this contract is as follows:

School Specialty	\$871.32
Pyramid School Products	\$652.20
National Art & School Supplies	\$246.24
S&S Worldwide	\$66.20
Cascade School Supplies	\$21.48

Bids obtained: 19 Bids submitted: 10

BID ANALYSIS

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

Funds to be provided from the 2021-2022 and 2022-2023 Special Ed and WEMOCO Budgets.

March 1, 2022

Date

Wendy Vergamini

Director of Procurement

13. Executive Officer's Reports

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

14. Committee Reports

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

15. Upcoming Meetings/Calendar Events

- | | |
|-----------|--|
| March 16 | Noon MCSBA Labor Relations (Double Tree)
6:00pm Board Meeting (ESC, PDC 1&2) |
| March 26 | 8:00am Prospective Candidate Seminar |
| March 30 | Noon MCSBA Steering Committee (Double Tree) |
| April 2-4 | NSBA Annual Conference, San Diego, CA |
| April 6 | Noon MCSBA Legislative Committee (Double Tree)
2:00 p.m. Board Officer Agenda Review (ESC)
6:00pm BOCES 2 Annual Meeting (Big Ridge Road Campus) |
| April 13 | Noon MCSBA Information Exchange Committee (Double Tree)
6:00pm Board Meeting (ESC, PDC 1&2) Code of Conduct
Public Hearing |

16. Other Items

17. Executive Session

18. Adjournment