

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, May 11, 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.

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: April 13, 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. Board Presentation – Ridgecrest Academy Presentation by Mr. Robert Nells, Supervisor, Exceptional Children
8. Old Business
9. New Business
  1. First Reading of Various Policies for Annual Review
  2. First Reading of Policy 1348 Reorganizational Meeting
  3. Resolution to Adopt 2022-23 Proposed Adopted Budget
  4. Resolution to Approve 2022 Lease Template – Summer Programs
  5. Resolution to Approve Chemical Hygiene Plan for 2022-23 School Year (T. Schulte)
  6. Resolution to Accept Donation of Various Machining Tools from Mary P. Mueller
  7. Resolution to Accept Donation of 2 Picnic Tables from Dillon Adams, former Ridgecrest Student as part of his Eagle Scout Project
  8. Resolution to Approve Contract Amendment
10. Audit Committee
  1. Resolution to Approve 2022-23 Audit Committee Members
11. Personnel and Staffing
  1. Resolution to Approve Personnel and Staffing Agenda
  2. Resolution to Approve Agreement between District Superintendent and Administrative Assistant to the District Superintendent/Board Clerk
  3. Resolution to Approve Agreement between District Superintendent and District Treasurer Manager

12. Bids/Lease Purchases

1. Resolution to Accept Cooperative Classroom Supplies Bid
2. Resolution to Accept Cooperative Calculators Bid
3. Resolution to Accept Gates Chili lease purchase of Toshiba copier equipment
4. Resolution to Accept Monroe 2-Orleans BOCES lease purchase of Xerox replacement copier equipment

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

May 11	6:00pm Board Meeting (ESC, PDC 1 & 2)
May 17	School District Budget and board Member Vote
May 25	5:30pm MCSBA Annual Meeting (Ridgemont Country Club)
June 1	9:00-10:45am Student Constructed House Tours (WEMOCO)
June 8	Noon Board Officer Agenda Review (RCC)
June 11	5:30 pm MCSBA New Member Training (DoubleTree)
June 14	6:30 pm Greece CSD Board Meeting (750 Maiden Lane)
June 15	6:00 pm Board Meeting (ESC, PDC 1 & 2)
June 16	6:00 pm CTE Recognition Ceremony (Gates Chili High School Stadium)

16. Other Items

17. Adjournment

## 1. Call the Meeting to Order

## 2. Pledge of Allegiance



### 3. Agenda Item(s) Modifications

#### 4. Approval of Minutes: April 13, 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 April 13, 2022 at 6:00 p.m. at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present:

Dennis Laba, President  
John Abbott  
Cindy Dawson  
Kathleen Dillon

Gerald Maar  
Michael May – Remote  
Heather Pyke

Absent:

R. Charles Phillips, Vice-President, Mark Porter

Staff Present:

Jo Anne Antonacci  
Karen Brown  
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 Dennis Laba at 6:00 p.m.

2. Pledge of Allegiance

3. Agenda Modifications - there were no agenda modifications

4. Public Hearing – Code of Conduct. No comments were made.

5. Approval of Minutes

Resolved: To Approve the Minutes of the March 16, 2022, Regular Meeting Minutes as presented.

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

6. Public Interaction – There was no public interaction.

7. Financial Reports

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

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

Steve Roland reviewed the Contractor Report and the Extra Classroom Fund Quarterly Report. There were no questions.

8. Board Presentation – Assistant Superintendent for of Curriculum, Instruction, and Professional Development Marijo Pearson introduced Stephanie Smyka of the Office of CIPD who provided a Reading Recovery program update. The board asked questions and thanked Ms. Smyka for the presentation. Ms. Smyka left the meeting at 6:30 p.m.

9. Old Business - none

10. New Business

1. Resolved: To Approve Monroe 2-Orleans BOCES Classified Staff and Teacher Calendars for 2022-2023 School Year  
Moved by J. Abbott , seconded by K. Dillon; passed unanimously
2. Resolved: To Approve 2022-2023 Board Meeting Dates  
Moved by K. Dillon, seconded by H. Pyke; passed unanimously
3. Assistant Superintendent for Instructional Programs Tom Schulte reviewed highlights of the 2020-21 Report Card
4. Resolved: To Approve 2022-23 Monroe 2-Orleans BOCES Code of Conduct  
Moved by K. Dillon, seconded by G. Maar; passed unanimously
5. Resolved: To Accept Donation of a Rifton Pacer Gait Trainer from Dylan Hopson  
Moved by M. May, seconded by G. Maar; passed unanimously

11. Personnel and Staffing

1. Resolved: To Approve the Personnel and Staffing Agenda as presented  
Moved by J. Abbott, seconded by G. Maar; passed unanimously

12. Bids/Lease Purchases

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

1. COOPERATIVE FINE PAPER BID

Economy Paper Co.                \$162,004.75

2. Participation in Cooperative bid with Capital Regional BOCES for Databases, Research Tools, E-Books, Automation and Media for use in School Library Systems “Dream Consortium” - FY 2022-2023

WHEREAS, A number of Boards of Cooperative Educational Services (BOCES) and School Library Systems (SLS) require software and database access

WHEREAS, The BOCES or SLS named below is desirous of participating with other BOCES and SLS in New York State in cooperatively procuring the software and database access, as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The BOCES named below wishes to appoint the Albany-Schoharie-Schenectady-Saratoga BOCES (Capital Region BOCES) to advertise for, receive competitive proposals, and award contracts on their behalf; therefore

BE IT RESOLVED, That the BOCES listed below hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the Daily Gazette Newspaper as the legal publication for all related legal notifications, and,

BE IT FURTHER RESOLVED, That the BOCES listed below authorizes Capital Region BOCES to represent it in all matters leading up to and including the entering into a contracts

for the purchase of the above mentioned software and database access, and,

BE IT FURTHER RESOLVED, That the BOCES listed below agrees to (1) abide by majority decisions of the participating districts; (2) abide by the award of the Capital Region BOCES Board; (3) and that after the award of contracts it will conduct all negotiations directly with the awarded contractors

3. Erie 1 Instructional Technology State Wide Licensing Agreements - FY 2021  
2022 – Add on #3

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 3DUX dSIGN, IDesign USA, NextWave Stem, Elemetari LLC, SAI Interactive, WhyMaker, QuaverEd, Formative, SkillStruck, Nearpod Math, Great Minds (Eureka Math), Gynzy, STEM SIMS, Be Published, Scoir, Beable Education, Imagine Learning (My Path), Educational Vistas (Degrees of Reading), Grammar Flip, Great Minds, Houghton Mifflin Harcourt (Into Reading, Into Literature), Learning A-Z, McGraw Hill (Wonders, Open Court), Reading Horizons, Renaissance Learning (Lalilo), Tools For Schools (Book Creator), Gale (Imago), Mr. Elmer, Empower U, XSel Labs, Maia Learning, Infobase Holding, EduMetrisis, Edmentum (BASE),

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.

4. Erie 1 Distance Learning State Wide Licensing Agreements - FY 2021-2022  
Add on #1

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2021-2022 fiscal year for My VR Spot, Kaltura,

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.

Items 12.1-5 moved by J. Abbott, seconded by G. Maar; passed unanimously.

### 13. Executive Officer's Report

District Superintendent Jo Anne Antonacci presented at the April 11, 2022, Board of Regents meeting on Next Gen Standards. Mrs. Antonacci gave accolades to Assistant Superintendent of Instruction, Curriculum and Professional Development Dr. Marijo Pearson, for her work as the chair of the Staff/Curriculum Development Network (S/CDN).

The SkillsUSA vendor and craft show was a huge success. The event raised over \$6,500 for the SkillsUSA Team. The event has grown over the years and the SkillsUSA team members are wonderful ambassadors for Monroe 2-Orleans BOCES. Board member Gerald Maar shared how impressed he was with the craft show and how the CTE programs directly impact his family now that his granddaughter is a student in the construction program. Board President Dennis Laba also attended the show and enjoyed the event very much.

Monroe 2-Orleans BOCES had it's first post COVID recruitment day this month. The Special Education Career Day had about 20 perspective applicants. Another job fair will take place on May 23 for all BOCES open positions. We are working hard to get ESY programs staffed and have increased agency presence on Indeed and other social media platforms.

The Monroe 2-Orleans BOCES Annual Meeting on April 6, 2022 was well attended and District Superintendent Antonacci received lots of positive feedback.

### 14. Committee Reports

1. Labor Relations Committee – did not meet, next meeting is in 2 weeks.
2. Legislative Committee – short meeting to discuss Spring meetings with legislators.
3. Information Exchange Committee - Presentation by Laura Gustin regarding Systems Integration Team. Integrating data from different agencies to understand the social economic impacts on families, one source with all resources.

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

### 16. Other Items – Michael May spoke highly of the CTE Computer Technology program after participating in the external program approval process this month. He was particularly impressed with the inclusion of ELA skills, specifically the use of

persuasive arguments in a technology-based program.

17. Executive Session At 7:00 p.m. a motion was made by K. Dillon to adjourn the meeting to Executive Session, to discuss collective negotiations pursuant to Article 14 of the Civil Service Law., seconded by H. Pyke; passed unanimously.

Respectfully submitted,



Kelly Mutschler  
Clerk of the Board

Members Present

Dennis Laba

John Abbott

Cindy Dawson

Kathleen Dillon

Gerald Maar

Michael May (remotely)

Heather Pyke

Staff Present

Jo Anne Antonacci

Karen Brown

Marijo Pearson

Steve Roland

Michelle Ryan

Tom Schulte

At 7:33 pm a motion was made by K. Dillon to come out of executive session, seconded by G. Maar; passed unanimously.

Be it so resolved:

That the Board approves a 3.2% salary increase for the Classified Staff for the period of July 1, 2022 – June 30, 2023.

That the Board approves a 3.2% salary increase for the 2022 – 2023 school year for those tutors who worked between 200 and 549 hours during the 2021-2022 school year.

That the Board approves the career award (longevity) for classified staff as follows, effective July 1, 2022:

After 10 years of continuous service, \$350 is awarded.

After 15 years of continuous service, \$500 is awarded.

After 20 years of continuous service, \$650 is awarded.

After 25 years of continuous service, \$800 is awarded.

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

Be it so hereby resolved:

That the Board approves a payment of \$300 for Extended School Year contractual staff who achieve perfect attendance during the 2022 Extended School Year program.

That the Board approves a payment of \$1200 for Extended School Year contractual staff who are absent no more than 2 days during the 2022 Extended School Year program.

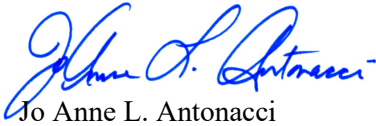
That the Board approves the payment of a \$50 recruitment incentive to BOCES contractual staff who refer a non-BOCES new hire to the 2022 Extended School Year

Program and the new hire works at least 90% of the days in the 2022 Extended School Year Program.

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

18. Adjournment - At 7:42 p.m. a motion was made by J. Abbott 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 March 31, 2022

	GENERAL FUND		SPECIAL AID FUND	
<b>BEGINNING CASH ON HAND</b>		17,390,954.29		905,915.17
<b>RECEIPTS:</b>				
Interest Earned	3,886.54		0.18	
Charges for Services	8,834,263.42		-	
Non-Contract Services	28,834.77		-	
Collected for Other Funds	-		-	
State, Federal and Local Aid	-		613,396.57	
Transfers from Other Funds	565,749.45		-	
Miscellaneous Funds	74,274.95		30,318.88	
<b>TOTAL RECEIPTS</b>	9,507,009.13	9,507,009.13	643,715.63	643,715.63
<b>DISBURSEMENTS</b>				
Payroll and Benefits	3,214,288.21		-	
Warrants	6,275,120.50		37,526.08	
Transfers to Other Funds	-		565,749.45	
Miscellaneous Disbursements	2,223.39		312.94	
<b>TOTAL DISBURSEMENTS</b>	9,491,632.10	(9,491,632.10)	603,588.47	(603,588.47)
<b>ENDING CASH ON HAND:</b>		17,406,331.32		946,042.33
GENERAL FUND CHECKING		8,792,466.36	SPECIAL AID CHKG - CHASE	945,442.33
GENERAL FUND SAVINGS		235,104.09	SPECIAL AID CHKG - M&T	600.00
PAYROLL CHECKING		1,627,139.05		
DENTAL/FSA ACCOUNT CASH		104,047.95		
GENERAL FUND CD		2,002,746.61		
CASH- LIABILITY RESERVE		1,179,638.25		
CASH- UNEMPLOYMENT RES		620,439.59		
CASH- CTE RESERVE		335,011.61		
TREASURY INVESTMENTS		2,509,737.81		
		17,406,331.32		946,042.33

**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**

77,949.67

3.29

-

-

-

-

3.29

3.29

-

-

-

-

-

-

77,952.96

GIFT FUND SAVINGS

77,952.96

**CAPITAL FUND**

1,184,566.85

11.81

-

-

-

-

11.81

11.81

-

-

-

-

-

-

1,184,578.66

CAPITAL FUND CHECKING

184,554.64

CAPITAL FUND INVESTMENTS

1,000,024.02

1,184,578.66

----- 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
<b>BEGINNING CASH ON HAND</b>	16,385,918.40	117,374,853.50	30,805,234.31	359,291.16	164,925,297.37
<b>RECEIPTS:</b>					
Interest Earned	18,105.29	36,626.29	31,762.00	-	
Contributions	1,252,934.87	33,717,839.44	48,417.83	140,708.84	
Miscellaneous Funds	534.40	-	-	2,036.97	
<b>TOTAL RECEIPTS</b>	1,271,574.56	33,754,465.73	80,179.83	142,745.81	35,248,965.93
<b>DISBURSEMENTS</b>					
Claims	1,541,846.74	21,377,570.09	355,237.87	148,752.06	
Admin and Other Disbursements	134,166.77	764,635.48	-	-	
<b>TOTAL DISBURSEMENTS</b>	1,676,013.51	22,142,205.57	355,237.87	148,752.06	(24,322,209.01)
<b>ENDING CASH ON HAND:</b>	15,981,479.45	128,987,113.66	30,530,176.27	353,284.91	175,852,054.29
RASHP I CHECKING	2,431,835.95				2,431,835.95
RASHP I SAVINGS / INVESTMENTS	7,285,066.31				7,285,066.31
RASHP II CHECKING		28,669,489.76			28,669,489.76
RASHP II SAVINGS / INVESTMENTS		100,317,623.90			100,317,623.90
RASWC CHECKING			5,921,859.51		5,921,859.51
RASWC SAVINGS / INVESTMENTS			18,343,739.57		18,343,739.57
WFL WC CHECKING				353,284.91	353,284.91
TREASURY INVESTMENTS	6,264,577.19	-	6,264,577.19		12,529,154.38
<b>TOTAL CASH</b>	15,981,479.45	128,987,113.66	30,530,176.27	353,284.91	175,852,054.29

Collateral Analysis	M&T Bank	Five Star Bank	Chase Bank
Bank Totals	39,620,046.07	101,110,343.25	39,697,678.05
<i>Collateral:</i>			
FDIC	500,000.00	250,000.00	250,000.00
Additional FDIC through CD Option	-	76,102,989.17	-
Collateral held by Bank	-	-	39,989,619.15
Collateral held by Third Party	39,809,477.13	25,271,769.81	-
	40,309,477.13	101,624,758.98	40,239,619.15
Over / (Under) Collateralized	689,431.06	514,415.73	541,941.10

Treasurer's Notes:

Several of our long term CD's matured this month netting BOCES nearly \$90,000 in interest earnings - mostly in the Plans.

A portion of matured CD's were invested in Treasuries in varying maturities at much improved interest rates (.503% - 1.47%)

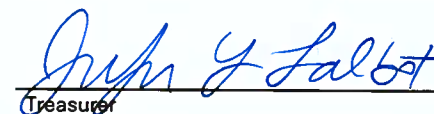
This is to certify that I have received these balances:

  
District Clerk

5-5-2022  
Date

  
Assistant Superintendent for Finance and Operations

4/19/22  
Date

  
Treasurer

4/13/22  
Date

# MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>0 Administration</b>							
100 SALARIES		1,159,495.00	31,200.00	1,190,695.00	998,751.22	173,491.45	18,452.33
200 EQUIPMENT		16,200.00	5,961.29	22,161.29	6,944.79	0.00	15,216.50
300 SUPPLIES		18,850.00	244.49	19,094.49	9,673.99	8,546.00	874.50
400 CONTRACTUAL		411,946.00	16,006.20	427,952.20	367,059.89	104,004.69	-43,112.38
470 Rental of Facilities		2,305,031.00	0.00	2,305,031.00	1,811,706.10	239,050.09	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	420,278.54	60,412.62	82,424.84
899 Oth Post Retirement Benft		5,819,336.00	0.00	5,819,336.00	4,279,258.13	0.00	1,540,077.87
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	2,281.59	266,451.59	2,281.59	0.00	264,170.00
<b>Subtotal of 0 Administration</b>		<b>11,267,164.00</b>	<b>22,998.57</b>	<b>11,290,162.57</b>	<b>8,495,959.25</b>	<b>585,504.85</b>	<b>2,208,698.47</b>
<b>1 Career Education</b>							
100 SALARIES		4,130,276.00	-164,741.00	3,965,535.00	2,903,365.75	920,477.79	141,691.46
200 EQUIPMENT		99,750.00	404,680.74	504,430.74	358,225.55	129,165.12	17,040.07
300 SUPPLIES		397,700.00	106,133.95	503,833.95	363,328.52	72,625.26	67,880.17
400 CONTRACTUAL		296,500.00	118,675.87	415,175.87	348,371.12	63,321.99	3,482.76
490 SCH DIST AND OTHER BOCES		22,951.12	-380.54	22,570.58	19,286.97	0.00	3,283.61
800 EMPLOYEE BENEFITS		2,041,694.00	-249,719.00	1,791,975.00	1,252,458.54	290,368.40	249,148.06
950 TRANSFER FROM O & M		1,343,980.00	10,720.17	1,354,700.17	10,720.17	0.00	1,343,980.00
960 TRANSFER CHARGE		601,806.00	1,509.00	603,315.00	1,509.00	0.00	601,806.00
970 TR CREDs FR SERVICE PROGR		0.00	-21,165.74	-21,165.74	-21,165.74	0.00	0.00
990 TRANS CREDs FR OTHER FUND		-6,750.00	6,359.00	-391.00	-431.00	0.00	40.00
<b>Subtotal of 1 Career Education</b>		<b>8,927,907.12</b>	<b>212,072.45</b>	<b>9,139,979.57</b>	<b>5,235,668.88</b>	<b>1,475,958.56</b>	<b>2,428,352.13</b>
<b>2 Special Education</b>							
100 SALARIES		6,329,666.00	944,580.00	7,274,246.00	4,285,449.84	1,528,674.95	1,460,121.21
200 EQUIPMENT		97,685.00	64,878.00	162,563.00	110,009.39	17,322.49	35,231.12
300 SUPPLIES		83,143.00	22,074.53	105,217.53	27,964.91	16,243.51	61,009.11
400 CONTRACTUAL		1,539,264.00	1,670,924.68	3,210,188.68	608,888.57	140,282.47	2,461,017.64
490 SCH DIST AND OTHER BOCES		6,276,190.87	-817,971.95	5,458,218.92	4,911,177.71	1,895.90	545,145.31
800 EMPLOYEE BENEFITS		3,620,013.00	362,314.16	3,982,327.16	2,519,793.75	709,977.46	752,555.95
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	31,827.33	13,879,373.33	31,827.33	0.00	13,847,546.00
970 TR CREDs FR SERVICE PROGR		0.00	-32,325.74	-32,325.74	-32,325.74	0.00	0.00
<b>Subtotal of 2 Special Education</b>		<b>32,149,365.87</b>	<b>2,251,186.88</b>	<b>34,400,552.75</b>	<b>12,467,671.63</b>	<b>2,414,396.78</b>	<b>19,518,484.34</b>
<b>3 Itinerent Services</b>							
100 SALARIES		11,081,289.00	190,477.00	11,271,766.00	7,838,836.85	2,830,497.10	602,432.05
200 EQUIPMENT		107,126.00	-4,110.00	103,016.00	60,261.76	0.00	42,754.24
300 SUPPLIES		46,779.00	9,519.70	56,298.70	16,282.42	5,400.28	34,616.00

# MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2022

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	425,697.61	1,165,518.61	157,245.85	106,471.36	901,801.40
490 SCH DIST AND OTHER BOCES		18,662.08	143,279.03	161,941.11	124,316.79	0.00	37,624.32
800 EMPLOYEE BENEFITS		5,418,110.00	-54,789.50	5,363,320.50	3,880,824.76	1,039,463.16	443,032.58
950 TRANSFER FROM O & M		8,143.00	4,794.80	12,937.80	4,794.80	0.00	8,143.00
960 TRANSFER CHARGE		1,226,232.00	360,338.14	1,586,570.14	1,831.14	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
<b>Subtotal of 3 Itinerent Services</b>		<b>8,729,849.08</b>	<b>1,075,206.78</b>	<b>9,805,055.86</b>	<b>12,084,394.37</b>	<b>3,981,831.90</b>	<b>-6,261,170.41</b>
<b>4 General Instruction</b>							
100 SALARIES		1,728,870.00	39,985.00	1,768,855.00	1,391,143.62	245,279.93	132,431.45
200 EQUIPMENT		5,100.00	3,471.70	8,571.70	2,799.98	1,650.00	4,121.72
300 SUPPLIES		10,155.00	4,944.30	15,099.30	3,470.07	1,890.41	9,738.82
400 CONTRACTUAL		1,257,024.00	266,277.51	1,523,301.51	397,073.91	70,399.56	1,055,828.04
490 SCH DIST AND OTHER BOCES		64,632.08	72,945.78	137,577.86	120,170.75	0.00	17,407.11
800 EMPLOYEE BENEFITS		611,438.00	1,965.00	613,403.00	414,234.33	75,500.04	123,668.63
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	3,404.23	168,329.23	3,404.23	0.00	164,925.00
970 TR CREDITS FR SERVICE PROGR		-47,155.00	-346.72	-47,501.72	-346.72	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
<b>Subtotal of 4 General Instruction</b>		<b>3,941,058.08</b>	<b>395,982.58</b>	<b>4,337,040.66</b>	<b>2,334,285.95</b>	<b>394,719.94</b>	<b>1,608,034.77</b>
<b>5 Instruction Support</b>							
100 SALARIES		5,771,294.00	-18,849.12	5,752,444.88	4,361,992.20	1,074,213.21	316,239.47
200 EQUIPMENT		3,273,696.00	3,704,386.10	6,978,082.10	3,520,652.98	1,862,332.24	1,595,096.88
300 SUPPLIES		702,333.00	312,573.18	1,014,906.18	535,342.69	200,272.35	279,291.14
400 CONTRACTUAL		4,840,208.00	1,108,367.80	5,948,575.80	3,980,577.83	837,614.57	1,130,383.40
490 SCH DIST AND OTHER BOCES		295,256.08	380,855.80	676,111.88	595,366.83	0.00	80,745.05
800 EMPLOYEE BENEFITS		2,679,326.00	-82,268.65	2,597,057.35	1,804,214.99	372,587.12	420,255.24
950 TRANSFER FROM O & M		659,547.00	3,564.45	663,111.45	3,564.45	0.00	659,547.00
960 TRANSFER CHARGE		1,040,001.00	19,594.94	1,059,595.94	19,594.94	0.00	1,040,001.00
970 TR CREDITS FR SERVICE PROGR		-2,594,403.00	-9,626.00	-2,604,029.00	-9,626.00	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
<b>Subtotal of 5 Instruction Support</b>		<b>16,582,464.08</b>	<b>5,427,469.50</b>	<b>22,009,933.58</b>	<b>14,800,362.91</b>	<b>4,347,019.49</b>	<b>2,862,551.18</b>
<b>6 Other Services</b>							
100 SALARIES		2,280,676.00	10,649.78	2,291,325.78	1,847,675.79	340,226.46	103,423.53
200 EQUIPMENT		425,785.00	465,000.52	890,785.52	576,941.17	204,141.91	109,702.44
300 SUPPLIES		36,465.00	14,613.13	51,078.13	15,643.24	6,225.88	29,209.01
400 CONTRACTUAL		3,630,535.00	303,760.69	3,934,295.69	2,283,306.83	885,871.58	765,117.28
490 SCH DIST AND OTHER BOCES		7,032,583.68	920,318.15	7,952,901.83	7,551,213.51	0.00	401,688.32
800 EMPLOYEE BENEFITS		1,052,168.00	-36,792.00	1,015,376.00	699,738.23	122,797.19	192,840.58
950 TRANSFER FROM O & M		119,155.00	491.48	119,646.48	491.48	0.00	119,155.00
960 TRANSFER CHARGE		113,297.00	1,222.50	114,519.50	1,222.50	0.00	113,297.00



# MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2022

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 CREDs 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 CREDs FR OTHER FUND		-109,787.00	22,519.30	-87,267.70	-5,980.70	0.00	-81,287.00
<b>Subtotal of 6 Other Services</b>		<b>12,806,921.68</b>	<b>1,699,568.10</b>	<b>14,506,489.78</b>	<b>12,968,036.60</b>	<b>1,559,263.02</b>	<b>-20,809.84</b>
<b>7 Undefined</b>							
100 SALARIES		3,082,933.00	235,253.84	3,318,186.84	2,730,548.07	483,655.49	103,983.28
200 EQUIPMENT		46,500.00	-11,896.84	34,603.16	36,872.10	2,336.46	-4,605.40
300 SUPPLIES		218,280.00	46,492.56	264,772.56	204,616.21	62,212.48	-2,056.13
400 CONTRACTUAL		1,824,116.00	101,709.88	1,925,825.88	1,609,050.83	237,110.20	79,664.85
800 EMPLOYEE BENEFITS		1,437,083.00	11,215.28	1,448,298.28	1,012,110.86	238,050.18	198,137.24
950 TRANSFER FROM O & M		579,303.00	6,949.24	586,252.24	6,949.24	0.00	579,303.00
960 TRANSFER CHARGE		1,462,923.00	4,008.92	1,466,931.92	4,008.92	0.00	1,462,923.00
970 TR CREDs FR SERVICE PROGR		-7,672,008.00	-392,253.79	-8,064,261.79	-33,746.79	0.00	-8,030,515.00
990 TRANS CREDs FR OTHER FUND		-979,130.00	-1,479.09	-980,609.09	-1,479.09	0.00	-979,130.00
<b>Subtotal of 7 Undefined</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,568,930.35</b>	<b>1,023,364.81</b>	<b>-6,592,295.16</b>
<b>Total GENERAL FUND</b>		<b>94,404,729.91</b>	<b>11,084,484.86</b>	<b>105,489,214.77</b>	<b>73,955,309.94</b>	<b>15,782,059.35</b>	<b>15,751,845.48</b>

7. Board Presentation – Ridgecrest Academy Presentation by Mr. Robert Nells, Supervisor, Exceptional Children



# ALWAYS BE LEARNING

RIDGECREST ACADEMY

# WHERE IS RIDGECREST THIS YEAR???





# WELCOME





# SPACE





# CLASSROOMS









# GIVE THE KIDS WHAT THEY NEED







# RESTORATIVE JUSTICE











SEL Competencies

Learn

Let Others Learn

Always try our best

Show respect with our words and actions

Be responsible for our minds and actions



## 8. Old Business

## 9. New Business

### 1. First Reading of Various Policies for Annual Review

## VARIOUS POLICY UPDATES CHART

### ANNUAL REVIEW

Italics means added in, strikethrough means to delete. Review means no substantive changes.

<b>POLICY NUMBER</b>	<b>RATIONALE</b>
1315.2 Audit Committee	Review
1437 Annual Meeting	Reviewed by Kelly Mutschler - no suggested changes.
1520 Professional Development for Board Members	Review
3120 Evaluation of the District Superintendent and Other Administrative Staff	Review
4210 Investments	Change "Director of Finance" to "Assistant Superintendent for Finance and Operations"
4210R Investment Guidelines	Change "Director of Finance" to "Assistant Superintendent for Finance and Operations"
4310 Purchasing	Reviewed by Wendy Vergamini. Changed "Rose Brennan" to "Wendy Vergamini" and "Director of Finance" to "Assistant Superintendent for Finance and Operations"
4310R Vendor Business Guidelines	Reviewed by Wendy Vergamini - no suggested changes.
4310R.1 Procurement Guidelines	Reviewed by Wendy Vergamini. Changed "Director of Finance" to "Assistant Superintendent for Finance and Operations"
4310R.2 Criteria for Awarding Contracts to the Lowest Responsible Bidder	Review
4310R.3 Administration Regulations for Purchasing Technology	Reviewed by Wendy Vergamini and Ray Miller. Updated wording on page 2 for clarity.
4320 BOCES Personal Property Accountability	Reviewed by Wendy Vergamini. Changed "Director of Finance" to "Assistant Superintendent for Finance and Operations" where applicable.  Remove reference to Policy 4230 on last page as longer in use. Added reference to 4320F.1 Gifts and Donations.



## VARIOUS POLICY UPDATES CHART

### ANNUAL REVIEW

Italics means added in, strikethrough means to delete. Review means no substantive changes.

<b>POLICY NUMBER</b>	<b>RATIONALE</b>
4320F.1 Gifts and Donations	Review
4540 Safety and Security	Review
4540R Safety of Students, Staff, Visitors, and Facilities	Reviewed by Tom Burke, Doug Comanzo, and Barb Swanson - no suggested changes.
4540R.1 Security for Students, Staff, Visitors, and Facilities	Reviewed by Tom Burke, Doug Comanzo, and Barb Swanson. Remove language on page 2 as duplicative.
6110 Comprehensive Student Attendance Policy	Remove reference to Regulation 6110R.1 as no longer in use.
6110R Comprehensive Student Attendance	Updated CTE's email at page 2.
6210 Student Conduct	Review
6212 Student Discipline, Suspension and Corporal Punishment	Changed "he/she" to "the student" at page 1.
6212R Student Discipline, Suspension, and Corporal Punishment	Add "Superintendent" on page 5 for accuracy. Add "New York State Education Department" on page 6 for clarity. Changed "he/she" to "the administrator" on page 8. Added "reasonably" at page 9 for clarity.
6212F Use of Physical Force/Corporal Punishment Report Form	Review
6220 Alcohol, Drugs & Other Substances (Students)	Review

## VARIOUS POLICY UPDATES CHART

### ***ANNUAL REVIEW***

Italics means added in, strikethrough means to delete. Review means no substantive changes.

<b><i>POLICY NUMBER</i></b>	<b><i>RATIONALE</i></b>
6462 Student Harassment and Bullying Prevention and Intervention (Dignity for All Students Act).	Review
6462R Student Harassment and Bullying Prevention and Intervention (Dignity for all Students Act)	Add "reasonably" on page 1 for clarity.
7111 Drills and Bomb Threats	Reviewed by Tom Burke, Doug Comanzo, and Barb Swanson - no suggested changes.
7320 School Calendar/School Day	Review

**Monroe 2-Orleans BOCES Policy**  
**Series 1000 – By-Laws**  
**Policy # 1315.2 – AUDIT COMMITTEE**

An Audit Committee will be established annually and will consist of either:

- a) The Board as a whole; or
- b) A subcommittee of the Board; or
- c) An Advisory Committee. The members of an advisory committee may be Board and non-Board members or all non-Board members based on the Board opinion of what membership is advisable to provide accounting and auditing experience.

The Audit Committee shall consist of at least three (3) members who shall serve without compensation, but shall be reimbursed for any actual and necessary expenditures incurred in relation to attendance at meetings. The committee collectively should have knowledge in accounting, auditing, financial reporting, and school district finances. Persons other than Board members who serve on the Audit Committee cannot be: employees of BOCES, an individual who within the last two years provided or currently provides services or goods to the BOCES, or be an owner of or has a direct and material interest in a company providing goods or services to BOCES, or be a close or immediate family member of an employee, officer or contractor providing services for BOCES. Close family member is defined as parent, sibling or non-dependent child. Immediate family member is defined as spouse, spouse-equivalent or dependent, whether or not related. Members of the Audit Committee shall be deemed BOCES Officers, but shall not be required to be residents of the BOCES geographical area.

The role of the Audit Committee shall be advisory unless the Audit Committee consists of at least a quorum of Board members, and any recommendation it provides to the Board shall not substitute for any required review and acceptance by the Board.

The responsibilities of the Audit Committee include the following:

- a) Provide recommendations regarding the appointment of the External (Independent) Auditor for BOCES;
- b) Meet with the External (Independent) Auditor prior to commencement of the audit;
- c) Review and discuss with the External (Independent) Auditor any risk assessment of the BOCES' fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
- d) Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board in interpreting such documents;
- e) Make a recommendation to the Board on accepting the annual audit report; and

**Monroe 2-Orleans BOCES Policy**  
**Series 1000 – By-Laws**  
**Policy # 1315.2 – AUDIT COMMITTEE**

- f) Review every corrective action plan developed by BOCES and assist the Board in its implementation.
- g) Assisting in the oversight of the Internal Audit Function including, but not limited to, providing recommendations regarding the appointment of the Internal Auditor;
- h) Reviewing significant findings and recommendations of the Internal Auditor;
- i) Monitoring BOCES implementation of such recommendations; and
- j) Participating in evaluating the performance of the Internal Audit Function.
- k) Annually report on the adequacy of the Audit Committee Charter.

The Audit Committee will hold regularly scheduled meetings, report to the Board no less than annually on its activities, develop a formal written charter to be provided to the Board for approval and will comply with the standards as enumerated by law and regulation in providing reports to the Board.

The Audit Committee may convene an Executive Session either pursuant to Public Officers Law Section 105 or pertaining to the following matters:

- a) To meet with the External (Independent) Auditor prior to commencement of the audit;
- b) To review and discuss with the External (Independent) Auditor any risk assessment of BOCES fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable; and
- c) To receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board in interpreting such documents.

Any Board member who is not a member of the Audit Committee may be allowed to attend an Audit Committee executive session if authorized by a Board resolution, however, if such Board member's attendance results in a quorum of the full Board, any action taken by formal vote may constitute official Board action.

**Monroe 2-Orleans BOCES Policy**  
**Series 1000 – By-Laws**  
**Policy # 1315.2 – AUDIT COMMITTEE**

**Policy References:**

Education Law Sections 21 16-c, and 3811-38 13 Public Officers Law Sections 105(b), 105(c) and 105(d) 8 New York Code of Rules and Regulations (NYCRR) Section 170.12(d)

Adopted: 06/21/06  
Revised: 11/15/06  
Revised: 5/12/10  
Reviewed: 9/15/10  
Reviewed: 8/17/11  
Revised: 5/9/12  
Revised: 5/15/2013  
Reviewed: 8/21/2013  
Reviewed: 5/14/2014  
Revised: 5/13/2015  
Reviewed: 6/15/2016  
Reviewed: 8/17/2016  
Reviewed: 5/10/2017  
Reviewed: 5/09/2018  
Reviewed: 5/15/2019  
Reviewed: 5/13/2020  
Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Policy**  
**Series 1000 – By-Laws**  
**Policy #1437 – ANNUAL MEETING**

The Annual Meeting shall be held during the month of April, on or before April 15th, at such place and time as the Board President shall designate.

The meeting shall provide for:

- a) Introduction of candidates for election to the Board; and,
- b) Presentation of the tentative administrative, capital and program budgets.

The Clerk of the Board shall provide a notice of the date, time, and place of the Annual Meeting to each of the members of the boards of education, chief school administrators and clerks of each of the component school districts by email at least fourteen (14) days prior to the Annual Meeting. Hard copies of the Annual Meeting notice are mailed to each component superintendent, board president, and board vice president.

The Clerk of the Board shall also provide public notice by publishing notice in one (1) newspaper in general circulation in the BOCES area, over each week within the two (2) weeks preceding the meeting, with the first publication at least fourteen (14) days prior to the meeting.

Education Law Section 1950(4)(b)(4) and (4)(o)

Adopted: 07/13/99  
Revised: 9/15/10  
Revised: 6/15/11  
Revised: 5/9/12  
Revised: 5/15/13  
Revised: 8/21/13  
Reviewed: 5/14/14  
Reviewed: 5/13/2015  
Revised: 6/15/2016  
Reviewed: 8/17/2016  
Reviewed: 5/10/2017  
Reviewed: 5/09/2018  
Reviewed: 5/15/2019  
Reviewed: 5/13/2020  
Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Policy**

**Series 1000 – By-Laws**

**Policy #1520 – PROFESSIONAL DEVELOPMENT FOR BOARD MEMBERS**

The members of the Board are encouraged to engage in a continuous learning process by participating in professional development activities which will help them perform their functions effectively.

These professional development activities may include participation at meetings, workshops, conferences and training programs sponsored by the State Education Department and/or school boards associations, so as to provide training needed by the Board members and to ensure that the needs and accomplishments of the BOCES are communicated to those organizations. Furthermore, participation in professional development activities may also include, but is not limited to, meetings, workshops, conferences and training programs sponsored by other groups and determined by the Board to be appropriate to the needs of its members.

Funds may be included for participation in programs conducted at the state or national level, as well as local and regional programs.

A calendar of school Board conferences, conventions and workshops shall be maintained by the Board Clerk. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the BOCES.

When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

See also Regulation 5210R.1 on reimbursement of travel expenses.

General Municipal Law Section 77-b and 77-c

Education Law Section 2118

Adopted: 07/13/99

Reviewed: 06/17/09

Revised: 05/12/10

Revised: 9/15/10

Revised: 6/15/11

Revised: 5/9/12

Revised: 5/15/13

Revised: 8/21/13

Reviewed: 5/14/14

Reviewed: 5/13/2015

Revised: 6/15/2016

Reviewed: 8/17/2016

Reviewed: 5/10/2017

Reviewed: 5/09/2018

Reviewed: 5/15/2019

Reviewed: 5/13/2020

Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Policy**  
**Series 4000 – Non-Instructional/Business Operations**  
**Policy #4210 - INVESTMENTS**

**Scope and Responsibility**

This investment policy applies to all moneys and other financial resources available for investment by the BOCES. The ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations* shall be responsible for administration of this policy, and shall establish written compliance procedures (Administrative Regulations) in accordance with the provisions of Section 39 of the General Municipal Law. The Administrative Regulations shall be approved by the District Superintendent.

**Permitted Investments**

BOCES moneys not required for immediate expenditure may be invested for terms not to exceed its projected cash flow needs in investments and obligations approved by the Board. All investment obligations shall be payable or redeemable at the option of the Board within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the BOCES within two years of the date of purchase.

**Collateralizing of Investments**

All deposits of the BOCES, including certificates of deposit and special time deposits in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, shall be secured by a pledge of eligible securities or an eligible surety bond. The terms and conditions of each form of collateralization shall be determined by the Treasurer in accordance with prudent investment and security standards.

**Standards for Written Agreements**

Eligible securities used for collateralizing deposits shall be held by a depository and/or a third party bank or trust company subject to security and/or custodial agreements. The Treasurer shall determine the standard for the provisions of each agreement which shall be sufficient to adequately protect the BOCES in accordance with General Municipal Law Section 10.

**Internal Controls**

All moneys collected by any officer or employee of the BOCES shall be transferred to the Treasurer who will be responsible for establishing and maintaining an internal control structure to provide reasonable assurance that deposits and investments are safeguarded against loss, and that transactions are properly authorized, executed and recorded.

**Purchase of Investments and Standards for Security and Custodial Agreements**

The Treasurer is authorized to contract for the purchase of investments either through a repurchase



**Monroe 2-Orleans BOCES Policy**  
**Series 4000 – Non-Instructional/Business Operations**  
**Policy #4210 - INVESTMENTS**

agreement, by participation in a cooperative investment program, or by an ongoing investment program in accordance with this policy.

All purchased obligations, unless registered or inscribed in the name of the BOCES, shall be purchased through, delivered to and held in the custody of a bank or trust company pursuant to a written custodial agreement in accordance with the standards for written agreements of this policy. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the Treasurer, and shall be confirmed in writing to the BOCES.

**Diversification of Investments**

The BOCES deposits and investments shall be diversified when appropriate by types of investment, by financial institutions approved by the BOCES, and maturity scheduling.

**Standards for Authorized Financial Institutions**

The BOCES shall maintain a list of financial institutions approved for investment purposes, which shall be evaluated annually, and establish appropriate limits to the amount of investments which can be made with each financial institution. All financial institutions with which this BOCES conducts business must be credit worthy.

Adoption Date: 7/13/1999

Reviewed: 2/18/2009

Revised: 5/12/10

Revised: 6/15/11

Revised: 5/9/12

Revised: 5/15/13

Revised: 5/14/14

Reviewed: 8/20/14

Reviewed: 5/13/2015

Reviewed: 6/15/2016

Reviewed: 5/10/2017

Reviewed: 5/09/2018

Reviewed: 5/15/2019

Reviewed: 5/13/2020

Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4210R – INVESTMENT GUIDELINES**

**Scope**

This investment regulation applies to all moneys and other financial resources available for investment on behalf of the BOCES or on behalf of any other entity or individual.

**Objectives**

The primary objectives of the local government's investment activities are, in priority order:

- 1) To conform with all applicable federal, state, and other legal requirements (legal).
- 2) To adequately safeguard principal (safety).
- 3) To provide sufficient liquidity to meet all operating requirements (liquidity).
- 4) To obtain a reasonable rate of return (yield).

**Delegation of Authority**

The Board's responsibility for administration of the investment program is delegated to the ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations* who shall follow appropriate procedures for the operation of the investment program consistent with investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

**Prudence**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in BOCES to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**Diversification**

It is the policy of BOCES to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling. No more than \$150 million dollars shall be on deposit at any one financial institution at a given time.

**Internal Controls**

It is the policy of BOCES for all moneys collected by any officer or employee of the BOCES to transfer those funds to the Treasurer within five working days of deposit, or within the time period specified in law, whichever is shorter.

The ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations* is responsible for

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4210R – INVESTMENT GUIDELINES**

establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

**Designation of Depositories**

The banks and trust companies authorized for the deposit of moneys vary from year to year and are reestablished yearly at the Reorganization Meeting.

**Collateralizing of Deposits**

In accordance with the provisions of General Municipal Law, Section 10, all deposits of BOCES, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- 1) By a pledge of "eligible securities" with an aggregate "market value", as provided by General Municipal Law, Section 10, equal to the aggregate amount of deposits from the categories designated in Appendix A of this regulation.
- 2) By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of BOCES for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
- 3) By an eligible surety bond payable to BOCES for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
- 4) By an "irrevocable letter of credit" issued in favor of BOCES by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

**Safekeeping and Collateralization**

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure BOCES deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released, and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Monroe 2-Orleans Board of Cooperative Educational Services, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Board of Cooperative Educational Services or its custodial bank.

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4210R – INVESTMENT GUIDELINES**

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, BOCES, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide BOCES a perfected interest in the securities.

**Permitted Investments**

As authorized by General Municipal Law, Section 11, BOCES authorizes the ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations* to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- 1) Special time deposit accounts;
  - 2) Certificates of deposit;
  - 3) Obligations of the United States of America;
  - 4) Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
  - 5) Obligations of the State of New York;
  - 6) Obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, BOCES or BOCES corporation other than the BOCES;
  - 7) Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorized such investment;
  - 8) Obligations of this BOCES, but only with any moneys in a reserve fund established pursuant to General Municipal Law, Sections 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.
- All investment obligations shall be payable or redeemable at the option of the BOCES within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of BOCES within two years of the date of purchase.

**Authorized Financial Institutions and Dealers**

BOCES shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the BOCES conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4210R – INVESTMENT GUIDELINES**

the request of BOCES. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations* is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

**Purchase of Investments**

The ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations* is authorized to contract for the purchase of investments:

- 1) Directly, including through a repurchase agreement, from an authorized trading partner.
- 2) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5-G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No.88-46, and the specific program has been authorized by BOCES.
- 3) By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by BOCES.

All purchased obligations, unless registered or inscribed in the name of BOCES, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to BOCES by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, BOCES, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide BOCES a perfected interest in the securities.

**Repurchase Agreements**

Repurchase Agreements are authorized subject to the following restrictions:

- 1) All repurchase agreements must be entered into or subject to a Master Repurchase Agreement.
- 2) Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- 3) Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- 4) No substitution of securities will be allowed.
- 5) The custodian shall be a party other than the trading partner.

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4210R – INVESTMENT GUIDELINES**

**APPENDIX A**

**Schedule of Eligible Securities**

(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

(ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.

(iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.

(iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, BOCES, or BOCES corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

(v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

(vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

(vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

(viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.

(ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.

(x) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.

(xi) Zero coupon obligations of the United States government marketed as "Treasury strips."

Adoption Date: 1/1/2001

Revised: 2/18/2009

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4210R – INVESTMENT GUIDELINES**

Revised: 9/21/2011

Revised: 6/19/2012

Reviewed: 5/14/2014

Reviewed: 5/13/2015

Revised: 8/6/2015

Reviewed: 6/15/2016

Revised: 5/10/2017

Reviewed: 5/09/2018

Reviewed: 5/15/2019

Reviewed: 5/13/2020

Revised: 5/12/2021

**Monroe 2-Orleans BOCES Policy**  
**Series 4000 – Non-Instructional/Business Operations**  
**Policy #4310 - PURCHASING**

The BOCES views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent, ~~Rose Brennan~~ *Wendy Vergamini*, designated by the Board.

It is the goal of the BOCES to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids ~~or~~ *and* quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurement to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid. Exception to the competitive bidding requirement includes procurement:

- a) Under certain Federal contracts
- b) Under NYS Office of General Services contracts
- c) Under Monroe County contracts
- d) Under other government agencies as provided in the 'piggybacking law' prerequisites
- e) For public emergencies
- f) From sole source suppliers
- g) From designated 'Preferred Sources' of state institutions
- h) For professional services
- i) For insurance
- j) For true leases
- k) For surplus or second-hand materials, supplies or equipment from other government agencies

Goods and services which are not required by law to be procured by BOCES through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances.

The BOCES purchasing activity will strive to meet the following objectives:

- a) To effectively supply all administrative units in the BOCES with needed materials, supplies, and contracted services;
- b) To obtain materials, supplies, and contracted services at the lowest prices possible consistent with the maximum quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority. The educational welfare of the students is the foremost consideration in making any purchase;
- c) To ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the BOCES;



**Monroe 2-Orleans BOCES Policy**  
**Series 4000 – Non-Instructional/Business Operations**  
**Policy #4310 - PURCHASING**

- d) To maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
- e) To ensure, through the use of proper internal controls, that loss and/or diversion of BOCES property is prevented.
- f) Preference in the purchase of instructional materials will be given to vendors who agree to provide materials in a usable alternative format (i.e., any medium or format other than a traditional print textbook, for presentation of instructional materials that is needed as an accommodation for each student with a disability, including students requiring Section 504 Accommodation Plans, enrolled in BOCES). Alternative formats include, but are not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in an approved format as defined in Commissioner's Regulations.

Opportunities shall be provided to all responsible suppliers to do business with BOCES. Suppliers whose place of business is situated within the supervisory district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. Purchases will be made through available cooperative bids or State contracts of the Office of General Services whenever such purchases are in the best interests of the BOCES. In addition, the BOCES will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

BOCES may award a purchase contract using the best value method (as defined in New York State Finance Law) to a responsible and responsive bidder but not necessarily to the lowest bidder.

BOCES will provide justification and documentation of any contract awarded to a bidder other than the lowest responsible dollar bidder, setting forth the reasons why such award is in the best interests of the BOCES and otherwise furthers the purposes of section 104-b of the General Municipal Law.

BOCES has developed a plan to ensure that all instructional materials to be used in the BOCES are available in a usable alternative format for each student with a disability, including students requiring Section 504 Accommodation Plans, in accordance with his or her educational needs and course selection, at the same time as such instructional materials are available to non-disabled students. The BOCES Plan shall include those provisions mandated by Education Law and Commissioner's Regulations.

The Purchasing Agent will not be required to secure alternative proposals, bids, or quotations for:

- a) Emergencies where time is a crucial factor;
- b) Procurement for which there is no possibility of competition (sole source items);
- c) Procurement of professional services, which, because of the confidential nature of the services, do not lend themselves to procurement through solicitation; or
- d) Procurement of less than \$500 when solicitations of competition would not be cost-effective.

The ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations* with the assistance of the Purchasing Agent, shall be responsible for the establishment, updating and implementation of the procedures and standard forms for use in all purchasing and related activities. Such procedures shall comply with all applicable laws and regulations of the State and the Commissioner of Education.

**Monroe 2-Orleans BOCES Policy**  
**Series 4000 – Non-Instructional/Business Operations**  
**Policy #4310 - PURCHASING**

No Board member, officer or employee of the BOCES shall have an interest in any contract entered into by the Board, as provided in Article 18 of the General Municipal Law. Any Board member, officer or employee who has or acquires an interest in any actual or proposed contract with the BOCES shall publicly disclose the nature and extent of such in writing. This written disclosure will be kept in the file.

**Federally Funded Awards**

Additionally, no Board member, officer or employee may participate in the selection, award, or administration of a contract supported by a Federal award if there is a real or apparent conflict of interest. Such a conflict of interest would arise when the Board member, officer or employee, or any member of his or her immediate family, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, officers, or employees can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or subcontractors. Disciplinary actions could be applied for violations of such standards.

Comments will be solicited from those administrators involved in the procurement process before enactment of BOCES' policies and procedures regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All BOCES' policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of Section 104-b of the General Municipal Law or BOCES' policies regarding procurement will not be grounds to void action taken or give rise to a cause of action against BOCES or any officer or employee of BOCES.

General Municipal Law Article 5-A  
Education Law Sections 305(14)  
8 New York Code of Rules and Regulations  
(NYCRR) Section 170.2

Adopted: 9/17/2002  
Revised: 5/12/2010  
Revised: 7/7/2010  
Revised: 6/15/2011  
Reviewed: 9/21/2011  
Revised: 5/9/2012  
Revised: 5/15/2013  
Revised: 5/14/2014  
Reviewed: 8/20/2014  
Reviewed: 5/13/2015  
Revised: 6/15/2016  
Reviewed: 5/10/2017  
Revised: 5/09/2018  
Revised: 6/20/2018  
Reviewed: 5/15/2019  
Reviewed: 5/13/2020  
Revised: 5/12/2021

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4310R – VENDOR BUSINESS GUIDELINES**

- 1) Vendor, as defined for this regulation, includes any business, organization, or individual doing business with the BOCES; any of its organizations, or employees; and student organizations, approved to operate within the policies and regulations of the BOCES.
- 2) The Board shall not enter into contracts with vendors and/or sales representatives in which an individual Board member, school official or employee is in a position to benefit personally from the exercise of his/her official authority with respect to that contract. Any violation of this regulation would bar the vendor from doing business with BOCES.
- 3) Any vendor or contractor may be included to do business upon request unless, in the judgment of BOCES, the vendor has failed to perform satisfactorily on previous contracts or business.
- 4) The Business Office shall develop, maintain, and upon request provide the name of potential vendors and bidders for various types of materials, equipment, and supplies to schools and organizations.
- 5) All staff and students will comply with BOCES' procedures and applicable state law. Any building, department, program, or organization shall obtain quotations if required by BOCES procedures.

Adoption Date: 1/1/2001

Revised: 2/18/2009

Reviewed: 9/21/2011

Reviewed: 5/14/2014

Reviewed: 8/20/2014

Reviewed: 5/13/2015

Reviewed: 6/15/2016

Reviewed: 5/10/2017

Reviewed: 5/09/2018

Reviewed: 5/15/2019

Reviewed: 5/13/2020

Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Regulation  
Series 4000 – Non-Instructional/Business Operations  
Regulation #4310R.1 – PROCUREMENT GUIDELINES**

This resolution sets forth the guidelines to meet the requirements of General Municipal Law, Section 104-b.

**Purpose**

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interest of the taxpayers to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing Board has adopted internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or any other general, special or local law.

**Procedures for Determining Whether Procurements are Subject to Bidding**

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and determining that competitive bidding is not required by law is as follows:

1) The Board is required by law to award all purchase contracts for supplies, materials and equipment involving expenditures in excess of \$20,000 and all contracts for public works in excess of \$35,000, to the lowest responsible bidder after advertising for public sealed bids. Exceptions to the requirement of competitive bidding include purchases:

- a) Under certain Federal contracts
- b) Under NYS Office of General Services contracts
- c) Under Monroe County contracts
- d) Under other government agencies as provided in the 'piggybacking law' prerequisites
- e) For public emergencies
- f) From sole source suppliers
- g) From designated 'Preferred Sources' of state institutions
- h) For professional services
- i) For insurance
- j) For true leases
- k) For surplus or second-hand materials, supplies or equipment from other government agencies

2) When a contract involves acquisition of both goods and services, a judgment must be made as to the primary purpose of the contract. If the services are minor, incidental or customarily provided by the vendor in connection with the goods purchased, the contract should be viewed as a purchase contract. If the service component is extensive or predominant or involves special skills, the contract should be treated as one for public works.

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4310R.1 – PROCUREMENT GUIDELINES**

3) In determining the necessity for competitive bidding, the aggregate amount to be expended during the fiscal year on an item or those of a similar nature (a "reasonable commodity grouping") must be considered. For example, office supplies or art materials would constitute an appropriate grouping for bidding purposes.

4) Additionally, in determining whether the dollar requirements have been reached, allowances for any trade-in related to the purchase must be treated as an expenditure; the estimated gross cost of the item is controlling. Net cost is relevant only to the determination of the low bid.

**Procedures for Procurements not Subject to Bidding**

For procurement not subject to competitive bidding requirements, verbal or written quotations ~~should~~ *must* be secured according to the following:

1. purchase contracts

- a. \$500 - \$2,999      2 verbal quotes required
- b. \$3,000 - \$9,999    2 written quotes required
- c. \$10,000 - \$19,999 3 written quotes required

2. public work contracts

- a. under \$5,000      2 verbal quotes required
- b. \$5,000 - \$19,999 2 written quotes required
- c. \$20,000 - \$34,999 3 written quotes required

Exceptions to these quotation requirements are the same as those exceptions to bidding requirements.

**Annual Review**

Comments concerning the policies and procedures shall be solicited from employees of the BOCES involved in the procurement process from time to time.

The Board shall annually review these policies and procedures. The ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations* shall be responsible for conducting a bi-annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

**Unintentional Failure to Comply**

The unintentional failure to fully comply with the provisions of General Municipal Law, Section 104-b, shall not be grounds to void action taken or give rise to a cause of action against the BOCES or any officer or employee thereof.

Adoption Date: 1/1/2001

Revised: 2/18/2009

Revised: 9/21/2011

Revised: 5/14/2014

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4310R.1 – PROCUREMENT GUIDELINES**

Reviewed: 8/20/2014

Revised: 5/13/2015

Revised: 6/15/2016

Reviewed: 5/10/2017

Revised: 5/09/2018

Reviewed: 5/15/2019

Reviewed: 5/13/2020

Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4310R.2 – CRITERIA FOR AWARDING CONTRACTS TO THE LOWEST RESPONSIBLE BIDDER**

The award of public contracts is of vital interest to the taxpayers and citizens. Many state laws provide for award to the lowest responsible bidder in order to avoid favoritism. It would be unfair to bidders, who have expended time and money in the preparation of bids, to be denied equal consideration.

The basis of making awards to the lowest responsible bidder has been adopted with the view of enabling a public body to enter into contracts with the same efficiency and economy that a prudent business person does in the conduct of everyday business affairs. This beneficial result cannot always be obtained when the award goes to the lowest bidder. Definite specifications must be adopted to enable all bidders to make intelligent bids. This establishes a common standard by which to measure the respective bids to determine the lowest responsible bidder.

The New York Courts define the term lowest responsible bidder as one able to respond or answer in accordance with what is expected or demanded. More specifically, the lowest responsible bidder has been interpreted as requiring the successful bidder to possess:

- 1) Financial or procuring ability to complete the contract;
- 2) Integrity and trustworthiness;
- 3) Skill;
- 4) Judgment;
- 5) Ability to perform faithful and conscientious work;
- 6) Promptness;
- 7) Experience;
- 8) Previous performance of satisfactory work;
- 9) Other essential factors which may depend upon the type and kind of contract involved.

On opening and tabulating the bids, the public official must determine two things to make a valid award:

- 1) The responsibility of the bidder;
- 2) Which of the responsible bidders has submitted the lowest bid.

Awarding a contract required to be let to the lowest responsible bidder is mandatory. No authority, except by statute, authorizes the official to accept any other bidder.

Determination of the responsibility of a bidder by the official requires the exercise of judgment and discretion in favor of the institution for which he/she works. This discretion must be exercised honestly and fairly, not arbitrarily nor capriciously. The decision must be based on facts obtained after

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4310R.2 – CRITERIA FOR AWARDDING CONTRACTS TO THE LOWEST RESPONSIBLE BIDDER**

investigation into the responsibility of the bidders which show that the lowest bidder to whom the award was not made was not a responsible bidder. Failure to make such an investigation vitiates the contract award and such award will not be upheld.

The lowest bidder who is not the lowest responsible bidder must prove that the investigation of the responsibility of bidders was not made or that such action was not the result of the exercise of honest and fair discretion in determining the responsibility of the bidders, but was arbitrary or capricious. The ultimate facts must be recorded.

It is the policy of the BOCES to provide equal opportunities for awarding contracts regardless of race, color, creed, national origin, sex, religion, disability, military or veteran status, sexual orientation, gender identity, gender expression, victim of domestic violence, genetic status, age, marital status, or criminal record.

Adoption Date: 1/1/2001

Revised: 2/18/2009

Reviewed: 5/14/2014

Reviewed: 8/20/2014

Reviewed: 5/13/2015

Revised: 6/15/2016

Revised: 5/10/2017

Revised: 5/09/2018

Reviewed: 5/15/2019

Revised: 5/13/2020

Reviewed: 5/12/2021



**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4310R.3 – ADMINISTRATION REGULATIONS FOR PURCHASING**  
**TECHNOLOGY**

For purposes of this regulation, the term technology refers to tools that are connected to or part of a computer system or network. Examples of such forms of technology include but are not limited to the following:

- Computers (desktops, laptops, and mobile devices)
- Software (applications, systems and databases)
- Printers
- Scanners
- Projectors
- SmartBoards
- Storage devices (external hard drives, flash drives, etc.)
- Telephones
- Fax machines
- Copiers
- Cell phones and smart devices
- Audio devices (MP3, iPods)
- Digital video recorders and video surveillance systems
- Access card systems

A primary challenge in the selection and purchase of such forms of technology is ensuring the compatibility and interconnectivity of these tools with other technologies within the BOCES environment and network. Uniformity is important to ensure an efficient operating environment and to minimize support costs.

**Purchasing Technology**

When purchasing technology including equipment and software, it is necessary to purchase items from a standardized list or to go through a review process concerning a proposed purchase. The review would be completed by the Communication and Technology Services (CaTS) Department.

Prior to making a purchase the initiating department should work with CaTS to identify the specific goal they hope to accomplish so that the appropriate technology can be recommended to meet the need. This process ensures different options are considered which should result in a better solution.

The specific procedures to be followed when purchasing technology are as follows:

<b>Procedure</b>	<b>Activity</b>	<b>Roles and Responsibilities</b>
1. IDENTIFY GOAL	Determine the need for which technology may be a solution	Department/Program
2. RESEARCH	Identify and research potential solutions to meet the need	CaTS Staff Department/Program as necessary
3. REVIEW	Review findings and options with initiating department	Department/Program and CaTS Staff

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4310R.3 – ADMINISTRATION REGULATIONS FOR PURCHASING TECHNOLOGY**

4. SELECT	Choose best option to meet the need, taking into consideration cost and compatibility.	Department/Program
5. PREPARE	Purchase order description and/or bid specifications.	CaTS Staff/ Purchasing Agent
6. PURCHASE/ INSTALL/TEST	All technology purchases will be delivered to the CaTS building where they will be prepared and tested prior to installation at the appropriate BOCES sites.	CaTS Staff

**Purchase of Contracted Technology Services**

It is sometimes necessary to engage independent contractors for purposes of providing specific services related to technology. Examples include:

- Installation and maintenance of technology equipment
- Purchase, maintenance and support of proprietary software applications
- Custom applications development, maintenance and support

In these situations, it is important for departments and programs to follow the *Procurement Guidelines, along with the* procedures outlined above. Departments should engage CaTS early in the process to determine the goal and scope of work, ensure compatibility with existing systems and network infrastructure, and define roles for ongoing support by CaTS staff and the independent contractor.

Custom applications development and database programming require a well-defined contract that specifies the work to be done, the timeline for completion, acceptance criteria, contractor and BOCES responsibilities, process for making enhancements, ongoing support and associated costs, documentation and training *prior to entering into a contract*.

The Purchasing Agent ~~will~~ *must* also be included in this process to review *the dollar threshold to determine the correct procurement process, the scope of work and if any, the* contractual terms ~~and to determine if a competitive bid process is prior to a department executing a contract, if~~ necessary.

Adoption Date: 1/1/2001

Revised: 2/18/2009

Reviewed: 5/14/2014

Reviewed: 8/20/2014

Revised: 5/13/2015

Reviewed: 6/15/2016

Reviewed: 5/10/2017

Reviewed: 5/09/2018

Reviewed: 5/15/2019

Reviewed: 5/13/2020

Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Policy**  
**Series 4000 – Non-Instructional/Business Operations**  
**Policy #4320 – BOCES PERSONAL PROPERTY ACCOUNTABILITY**

In compliance with Education Law and Regulations of the Commissioner of Education, the BOCES has established and adopted the following policy, pertaining to the accountability, acquisition, sale and disposition of personal property.

For the purpose of this policy, the following definitions shall be used:

- a) **Personal property shall mean** all tangible personal property of the BOCES that is not consumable and has a useful life of one year or more including, but not limited to, equipment, supplies, parts, vehicles and materials, provided that such terms shall not include buildings or other real property or equipment which is permanently affixed to real property, or leases, notes or other written instruments.
- b) **Valuable personal property shall mean** personal property which has a unit resale value of \$500 or more, and equipment, supplies, parts of materials which are disposed of in lots having an aggregate resale value of \$500 or more.
- c) **Surplus personal property shall mean** personal property which has no known, immediate or currently foreseeable use to the BOCES.

**Acquisition of Personal Property by Purchase**

The acquisition of any and all personal property purchased with BOCES funds shall comply with all applicable laws on competitive bidding and procurement as prescribed in Board policy (#4310) and procedures.

**Acquisition of Personal Property by Gift**

- a) **Acceptance.** Only the Board may accept gifts of either money or merchandise, including surplus property, real property, and/or property donated by bequest or devise in a will or trust instrument, that in the view of the Board adds to the overall welfare of the board and is in accordance with law and is in the best interest of BOCES.
  - 1. The Board will not consider the acceptance of a gift until the offer is made in writing using BOCES' Form 4320F.1. Any gifts or grants donated and accepted will be by official action through Board resolution. BOCES may take possession of the gift but may not use the gift until accepted by the Board.
  - 2. The Board will safeguard the BOCES staff and students from commercial exploitation from special interest groups.
  - 3. The Board will not accept gifts that place unreasonable encumbrances on future boards or result in unreasonable, additional, or hidden costs.

**Monroe 2-Orleans BOCES Policy**

**Series 4000 – Non-Instructional/Business Operations**

**Policy #4320 – BOCES PERSONAL PROPERTY ACCOUNTABILITY**

4. The Board will not accept a gift which constitutes a conflict of interest and/or gives the appearance of impropriety.
5. The Board is prohibited from making charitable donations/contributions.
6. An individual gift exceeding \$75.00 to BOCES employees will be returned.

**b) Accounting for Gifts**

1. All gifts shall be entered into the perpetual physical inventory of the BOCES in the same manner as purchased personal property and consistent with the provisions of subheading Perpetual Inventory below.
2. Gifts of money shall be annually accounted for under the trust and agency account in the bank designated by the Board.
3. Any property donated shall be for the use of BOCES and no employee shall benefit personally from such donations.
4. All gifts, grants, and/or bequests shall become the sole property of the BOCES.
5. It shall be the responsibility for the District Superintendent or his/her designee to have the value of the gift or donation established, when necessary, for BOCES tax purposes. 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.
6. All proposed gifts or donations shall be immediately brought to the attention of the appropriate Program Administrator of the service to which the contribution is made who may reject the gift thereby negating the need for Board review.
9. The Program Administrator shall be responsible to see that the gift or donation is appropriately used.
10. Gifts or donations made that are not specific to a program shall be brought to the attention of the District Superintendent or designee who will be responsible for applying the gift to a specific program.

**Perpetual Inventory**

- a) The ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations* shall develop, in writing, the basic rules and regulations to be followed in maintaining the personal property records. Procedures employed shall comply with all applicable laws and requirements of the New York State Department of Audit and Control, which are issued pursuant to Section 36 of the General Municipal Law.

**Monroe 2-Orleans BOCES Policy****Series 4000 – Non-Instructional/Business Operations****Policy #4320 – BOCES PERSONAL PROPERTY ACCOUNTABILITY**

1. The minimum standards to be considered for inclusion in the personal property record are as follows:
  - (a) The personal property must have significant value. Personal property valued at \$500.00 or more shall be included in the general personal property record.
  - (b) The personal property must have an estimated useful life of one year or more.
  - (c) The physical characteristics of the personal property are not appreciably affected by use or consumption.
2. It shall be the responsibility of the ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations* to assure that all new acquisitions, by purchase or gift, are entered into the perpetual inventory system.
- b) Inventory Records. The inventory record shall contain sufficient information to identify each item classified as personal property and include the following:
  1. A sufficient description of the personal property.
  2. The class of the personal property (machinery, equipment, etc.).
  3. The year of acquisition of the personal property.
  4. The historical cost (the cost at acquisition) of the personal property. If unknown or a gift, the estimated value.
  5. The source of financing or acquisition (general fund, federal fund, gift, etc.).
- c) Physical Inventory. A physical inventory shall mean determining the actual existence, and condition, of real and personal property in the records by visually examining the property in question.
  1. For valuable personal property with a resale unit value of more than \$100, a partial physical inventory shall be updated annually. All assets more than \$100 will be inventoried within a five-year cycle.

**Disposition of Personal Property**

- a) Building administrators and support staff supervisors are responsible for identifying obsolete and surplus equipment and supplies within their area(s) of responsibility.

Periodically, but not less than once each year, a determination shall be made as to what equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the BOCES.



**Monroe 2-Orleans BOCES Policy**  
**Series 4000 – Non-Instructional/Business Operations**  
**Policy #4320 – BOCES PERSONAL PROPERTY ACCOUNTABILITY**

b) Procedures for Disposition of Equipment, Supplies or Materials

1. All valuable personal property with the exception of recycled technology related equipment or software should be sold to only the highest bidder through competitive bidding or public auction. Personal property such as surplus or obsolete equipment, supplies or materials which have a unit or lot value of \$500 or less may be disposed of by the BOCES in a manner approved by the ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations*.
2. Any property whose market value would classify it as valuable personal property, but which is determined not to be marketable because it is damaged or in poor condition and has not been marketable after at least one prior attempt at competitive bidding or public auction, may be disposed of by the BOCES.
3. Disposition of any personal property, even though it may have little or no marketable value, must be approved by the ~~Director of Finance~~ *Assistant Superintendent for Finance and Operations*.
4. Prior to classifying as disposable, all items should be considered for reassignment to other locations within BOCES as needed or stored in a central location if they may have potential usefulness in the future.
5. All sales of surplus and obsolete personal property shall be open to the public. Notice of the sale and/or requests for bids shall be made through advertisements in the local newspapers and other appropriate means to assure public awareness.
6. Textbooks and/or supplies may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition. If no longer useful or usable, the procedures for disposal shall adhere to the following order of preference:
  - 1) Sale of textbooks. If reasonable attempts to dispose of surplus textbooks fail to produce monetary return to the BOCES; then
  - 2) Donation to charitable organizations; or
  - 3) Disposal as trash.

General Municipal Law Sections 51 and 800 et seq.

**Procedure for Accountability of Officers and Employees for Violating the Personal Property Policy**

- a) Penalty for violation. Any officer or employee who engages in the unauthorized use, theft or conversion of personal property belonging to the BOCES, or who otherwise violates this policy, shall be subject to removal from office, possible termination from employment, and/or such other discipline or penalties as authorized by law.

**Monroe 2-Orleans BOCES Policy**  
**Series 4000 – Non-Instructional/Business Operations**  
**Policy #4320 – BOCES PERSONAL PROPERTY ACCOUNTABILITY**

- b) Complaints. Any complaint concerning an alleged violation of this policy shall be submitted in writing to the District Superintendent or designee. The District Superintendent or designee shall cause an investigation to be conducted and a report shall be filed in his or her office at the completion of the investigation. The District Superintendent or designee is responsible for and shall take such action as is necessary for the enforcement of this policy.
- c) Dissemination of policy. The District Superintendent or designee shall take such action as is necessary to communicate this policy.

**Review and Amendment of the Policy**

- a) Review. The Board shall review its policy on personal property accountability annually and make amendments it deems necessary.
- b) Amendments. The Board shall submit its amended policy, within 30 days of its adoption, to the Commissioner of Education for approval.

Education Law Sections 207 and 1950(18)  
8 New York Code of Rules and Regulations  
(NYCRR) Section 170.3

**~~Policy References:~~**

~~Refer also to Policy #4230 – Acceptance of Gifts, Grants and Bequests to BOCES.~~

*Refer also to 4320F.1 – Gifts and Donations.*

Adopted: 7/13/1999  
Revised: 6/17/09  
Revised: 05/14/10  
Revised: 6/15/11  
Revised: 5/9/12  
Revised: 5/15/13  
Reviewed: 5/14/14  
Revised: 8/20/14  
Reviewed: 5/13/2015  
Reviewed: 6/15/2016  
Revised: 2/15/2017  
Revised: 5/10/2017  
Reviewed: 5/09/2018  
Reviewed: 5/15/2019  
Revised: 5/13/2020  
Reviewed: 5/12/2021

## GIFTS AND DONATIONS

### *Donor Information:*

Company or Individual Name: \_\_\_\_\_ If Company, Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Is Item(s) in Working Condition: \_\_\_\_\_ 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, trusts, 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: \_\_\_\_\_

.....

### *To Be Completed By BOCES 2 Staff:*

Staff Member Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Name of staff member to be notified upon Board approval: \_\_\_\_\_

Supervisor name and review: \_\_\_\_\_

Proposed use of donated item: \_\_\_\_\_

How will the item reduce costs or benefit the program: \_\_\_\_\_

Board Date: \_\_\_\_\_

\_\_\_\_\_  
Cabinet Administrator Signature\_\_\_\_\_  
Date\_\_\_\_\_  
District Superintendent\_\_\_\_\_  
DateBoard Action: Accept ☐Board Action: Reject ☐

**Monroe 2-Orleans BOCES Policy**  
**Series 4000 – Non-Instructional/Business Operations**  
**Policy #4540 – SAFETY AND SECURITY**

The BOCES endeavors to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon BOCES property.

It shall be the responsibility of the District Superintendent/designee to establish and carry out written regulations which will:

- a) Identify those staff members who will be responsible for the effective administration of the regulations, required safety drills and inspections;
- b) Provide staff time and other necessary resources for the effective administration of the regulations;
- c) Establish periodic (at least annually) written review of the activities of the staff to insure compliance with applicable laws and regulations;
- d) Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students and affected public;
- e) Provide for periodic reports to the Board (at least annually) regarding the significant aspects of safety and security of the BOCES.

Labor Law Section 27-a

Adopted: 7/13/1999  
Reviewed: 3/18/2009  
Revised: 5/12/2010  
Reviewed: 6/15/2011  
Reviewed: 9/21/2011  
Revised: 5/9/2012  
Revised: 5/15/2013  
Revised: 5/14/2014  
Reviewed: 8/20/2014  
Reviewed: 5/13/2015  
Reviewed: 6/15/2016  
Reviewed: 5/10/2017  
Reviewed: 5/09/2018  
Reviewed: 5/15/2019  
Reviewed: 5/13/2020  
Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4540R – SAFETY OF STUDENTS, STAFF, VISITORS, AND FACILITIES**

The seven agencies listed below are primarily concerned with environmental and occupational health and safety regulations.

- 1) The New York State Department of Environmental Conservation (DEC).
- 2) New York State Department of Labor (DOL).
- 3) New York State Department of Health (DOH).
- 4) New York State Emergency Management Office (SEMO).
- 5) New York State Education Department (SED).
- 6) Federal Occupational Safety and Health Administration (OSHA).
- 7) Federal Environmental Protection Agency (EPA).

If an inspector from any of these regulatory agencies comes to inspect a BOCES building, the appropriate designee(s) will be contacted to assist in making the inspection flow more smoothly.

**New York State Right-to-Know Law OSHA Hazard Communication Standard–Requirements for Compliance:**

- 1) Inventory of all materials used in the workplace.
- 2) Collect Safety Data Sheets (“SDS's”) and keep at point of use in SDS Binders for all materials on inventory.
- 3) Conduct initial and annual Right-to-Know/Hazard Communication Training for all employees.
- 4) Keep attendance records on file, with social security number.
- 5) Post signs which conspicuously state that employees have a right to training, and who their BOCES contact person is when requesting information.
- 6) Develop written Hazard Communication Program that states procedures and who is responsible in the BOCES for carrying out procedures (labeling, inventory, etc.).
- 7) Maintain records of all employees exposed to 29 CFR 1910 Subpart Z chemicals.

**Asbestos Hazard Emergency Response Act (AHERA) and Code Rule 56–Requirements for Compliance:**

- 1) Initial Inspection and Management Plan development for each building.
- 2) Annual notification of availability of plan.

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4540R – SAFETY OF STUDENTS, STAFF, VISITORS, AND FACILITIES**

- 3) Every six months conduct surveillance of confirmed and assumed ACBM - Document and update Management Plan.
- 4) Conduct Initial 2 Hour Asbestos Awareness Training for custodial and maintenance staff - Train new employees - Keep attendance records on file.
- 5) Conduct Annual Asbestos Refresher Training for custodial and maintenance staff.
- 6) Conduct Triennial Asbestos Inspections - send reports to SED. Inspections to be conducted by a third party certified Management Planner.
- 7) Train: LEA Designees  
Asbestos Inspectors
- 8) Keep documents of removal projects and waste manifests.

**OSHA's Laboratory Safety Standard–Requirements For Compliance:**

- 1) Develop a written Chemical Hygiene Plan.
- 2) Provide training for Science Teachers - Keep attendance records on file.
- 3) Keep a separate inventory of chemicals for labs (29 CFR 1910.1450 Lab Standard).

**OSHA's Occupational Exposure to Blood Borne Pathogens Standard–Requirements For Compliance:**

- 1) Develop a written Exposure Control Program. Review and update annually.
- 2) Identify employees at substantial risk of exposure to blood or other body fluids which may contain blood.
- 3) Provide training for all employees who are categorized as having occupational exposure to bloodborne pathogens - Keep attendance records.
- 4) Offer all employees who are categorized as having occupational exposure to bloodborne pathogens Hepatitis B Vaccine - Keep copies of accept/decline records.
- 5) Have Sharps Containers and Biohazard Red Bags available in Health Office, and at point of use.

**Commissioner of Education–Regulation 155.13 Emergency Planning–Requirements For Compliance:**

- 1) Develop a written Emergency/Disaster Plan
- 2) Communicate the availability of Plan to staff, students, and parents/guardians annually.



**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4540R – SAFETY OF STUDENTS, STAFF, VISITORS, AND FACILITIES**

- 3) Update plan by October 1 of each year.
- 4.) Conduct annual table top drill per SED.

**OSHA's Lock Out/Tag Out Standard for the Control of Hazardous Energy Sources– Requirements for Compliance:**

- 1) Develop a written Energy Control Lock Out/Tag Out Program/Procedures.
- 2) Train all employees who will work on equipment or machinery - Train all other affected employees - Keep attendance records.
- 3) Purchase locks and tags.

**New York State Clean Indoor Air Act–Requirements For Compliance:**

- 1) Adopt written rules regarding smoking.
- 2) Post "No Smoking" signs.

**Hazardous Waste and Medical Waste Removal–Requirements For Compliance:**

- 1) Conduct inventory.
- 2) Submit annual SARA Title III report to county energy planning coordinator and local fire department.
- 3) Contract with DEC Licensed Waste Haulers.
- 4) Keep manifests on file - Send copies to state.

**Safety Committees Insurance Companies Request–Requirements For Compliance:**

Conduct Safety Committee Meetings –Keep minutes on file.

**Radon Testing (not mandated by law)–EPA recommends–SED has guidelines– Requirements For Compliance:**

**Must:**

- 1) Follow SED guidelines.
- 2) Notify employees of results if testing is performed.

DOSH 900 Accident, Injury, Illness Log (12 NYCRR Part 801) - Requirements For Compliance:

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4540R – SAFETY OF STUDENTS, STAFF, VISITORS, AND FACILITIES**

- 1) Complete form for each building.
- 2) Post conspicuously in each building by February 1st for entire month.
- 3) Keep log for five years.

**Radiation Safety**

- 1) Develop a Radiation Safety Plan which will be reviewed annually.
- 2) Equipment inspections will be performed every 2 years by an independent CRESO inspector.
- 3) A report to the District Wide Health & Safety Committee will be provided on an annual basis.

**GFI tests**

- 1) Follow all related applicable New York State laws and regulations with regard to testing.

**Fire Inspections**

- 1) Perform annual school fire safety inspection.
- 2) Use a certified Codes Enforcement Official.
- 3) Complete report and submit to SED.
- 4) Notify fire department of inspection.
- 5) Inform the Board of all non-conformities.
- 6) Keep a copy of the report.

**Structural Inspections**

- 1) Perform annual school structural safety inspection.
- 2) Use a certified Codes Enforcement Official.
- 3) Notify SED only if structural deficiencies are recorded.
- 4.) Conduct Building Condition Survey every 5 years, to be performed by an architect.

OSHA/PESH inspectors have full legal authority to inspect BOCES' facility at any time. An opening conference will be scheduled prior to any full building inspections by PESH and should be attended by the appropriate designee(s), Union Representatives, and Safety Committee Representatives.

**Monroe 2-Orleans BOCES Regulation**  
**Series 4000 – Non-Instructional/Business Operations**  
**Regulation #4540R – SAFETY OF STUDENTS, STAFF, VISITORS, AND FACILITIES**

The BOCES Safety Specialist will be available to assist in annual reviews of all mandated safety and environmental plans and activities as requested, to assist in compliance with all PESH/EPA/DEC/NYSED/NYSDOH regulations.

Adopted: 1/1/2001  
Revised: 1/11/2012  
Revised: 3/20/2013  
Revised: 5/14/2014  
Reviewed: 8/20/2014  
Revised: 5/13/2015  
Revised: 6/15/2016  
Reviewed: 5/10/2017  
Reviewed: 5/09/2018  
Revised: 5/15/2019  
Reviewed: 5/13/2020  
Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Policy**  
**Series 6000 – Students**  
**Policy #6110 – COMPREHENSIVE STUDENT ATTENDANCE POLICY**

The Board has developed and will review annually, and, if necessary, revise this Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;
- b) To raise student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the average daily attendance for State aid purposes.

The Board directs the District Superintendent to develop written, detailed regulations to meet these objectives and to use the following strategies.

The BOCES will:

- a) Create and maintain a positive school culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- b) Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted Policy Development Team that includes representation from the BOCES, administrators, teachers, students, parents and the community. The BOCES held a public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.
- c) Maintain accurate recordkeeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.
- d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems, determination of Excused and Unexcused Absences, Tardiness and Early Departures.

Absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

- a) Excused: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather as determined by the home district, religious observance, quarantine (unless the district is providing remote learning), required court

**Monroe 2-Orleans BOCES Policy****Series 6000 – Students****Policy #6110 – COMPREHENSIVE STUDENT ATTENDANCE POLICY**

appearances, attendance at health clinics, approved college visits, military obligations, educational trips, doctor appointments, home instruction due to extended illness, or other such reasons, as may be approved by the District Superintendent, or his/her designee.

b) Unexcused: An absence, tardiness or early departure is considered unexcused if the reason does not fall into any of the above categories, or is for any of the following, but not limited to, reasons: family vacation, hunting, babysitting, haircut, oversleeping, missing the bus, or student is not present for remote learning and no reason in (a) exists. Organized student skip days are not condoned by BOCES and will be considered an unexcused absence.

c) Tardiness: All students must be in class on time. Arriving after a scheduled class or remote learning class has begun requires a reason, which will determine whether the tardiness is excused or unexcused in a or b above.

d) Extended Illness: Students with an extended illness will be placed on home instruction by their home district when applicable, and the absence will be excused. A doctor's note explaining need for, dates of, and length of home tutoring must be submitted. The student must complete assigned work and missed work understanding some courses such as labs and/or electives cannot be achieved in a home instruction setting. Once the home instruction assignments are completed and approved by the teacher, the work will be reviewed and, as appropriate, the student may receive course credit by the home district.

Upon the student's return, all absences must be documented by a signed written note from the parent indicating the date, time and reason for the absence. For a student enrolled in a CTE program, the student absence can be documented either by a signed written note from the parent, or an email from the parent to CTE attendance at [www.monroe2boces.org](http://www.monroe2boces.org) indicating the date, time, and reason for the student's absence.

e) Chronic Absenteeism: Chronic absenteeism is defined as missing at least 10% of enrolled school days in a year for any reason, excused or unexcused. Chronic absenteeism differs from truancy because it emphasizes missed instructional time rather than unexcused absences. Missed instructional time can increase a student's risk for disengagement, low achievement, and dropping out, among other things.

Students who miss at least 5% of enrolled school days in a year are at risk of becoming chronically absent. In light of this, the BOCES will implement intervention strategies for students who miss 5% or more of the enrolled school days in a year.

**Student Attendance Recordkeeping/Data Collection**

The cumulative record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the code for the reason, on the record of attendance, as outlined in the administrative regulations. The record shall include the date a student withdraws or is dropped from enrollment, in accordance with Education Law §3202 (1-a). Attendance information at the conclusion of the class period or school day shall be compiled and provided to the designated attendance officer, who will enter the data in the register of attendance and verify by oath. Records of attendance shall be kept of each scheduled day of instruction during which school is closed for all or part of a day for extra

**Monroe 2-Orleans BOCES Policy****Series 6000 – Students****Policy #6110 – COMPREHENSIVE STUDENT ATTENDANCE POLICY**

ordinary circumstances such as for adverse weather, impairment of heat, water problems, shortage of fuel, other school building damage, or other reasons, as approved by the Commissioner of Education.

Attendance shall be taken and recorded in accordance with the following:

- a) For students in non-departmentalized programs (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance at least once per school day, provided that students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance a second time upon the student's return from lunch. For purposes of Annual Professional Performance Review Plan and Teacher Student Data Linkages (TSDL) classroom attendance for all students in grades K-12 will be recorded on a subject by subject basis for Teacher of Record determinations.
- b) For students in grades nine through twelve or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction, or approved cooperative program.
- c) For remote instruction, attendance will be taken by visually seeing the student remotely through video, unless an extenuating circumstance exists which prevents the visual connection.

**Student Attendance/Course Credit**

The BOCES believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period and each program's needs and focus, a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, and/or competencies etc., in accordance with the administrative regulations.

**Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse**

The annually designated staff member, or his/her designee, will notify the parent of a student's unexcused absence, departure or tardiness. This notification could include a copy and/or review of the attendance policy, description of credit and attendance and, if requested by the designated staff member, or parent, a conference with the child to address and review incentives and intervention.

**Attendance Incentives**

In order to encourage student attendance, the BOCES honors and recognizes excellent school attendance through a variety of school activities. The program or building attendance committee, as part of their plan for interventions, will consider appropriate incentives and recognition to encourage attendance.



**Monroe 2-Orleans BOCES Policy**  
**Series 6000 – Students**  
**Policy #6110 – COMPREHENSIVE STUDENT ATTENDANCE POLICY**

**Disciplinary Consequences**

Unexcused absences, tardiness and early departures may result in disciplinary sanctions as described in the BOCES or District's Code of Conduct. Parents will be notified of the current district policy, building procedures and interventions, and the specific attendance issue their child exhibited when sanctions are enforced.

Students may be prohibited from participating in the recognition ceremonies or related ceremony activities as a consequence of violating the BOCES' Code of Conduct.

**Intervention Strategy Process**

Each building or program will have an attendance committee, appointed by the building or program administrator. The committee will meet at least once per marking period to review student attendance and design intervention procedures.

**Appeal Process**

A parent may request a building level review of their child's attendance record.

**Building Review of Attendance Records**

The program administrator will work in conjunction with the attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

**Community Awareness**

The Board directs the District Superintendent to ensure students, staff, parents and the community are aware of this policy and the administrative regulations.

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211, and 3213

8 New York Code of Rules and Regulations (NYCRR) Sections 104.1, 109.2 and 175.6

**Policy Cross References:**

» 6110R - Comprehensive Student Attendance

» ~~6110R.1 – Student Absences and Excuses~~

Adopted: 6/18/2002  
Revised: 10/21/2009  
Revised: 5/12/2010  
Revised: 6/15/2011  
Revised: 5/9/2012  
Revised: 8/15/2012

**Monroe 2-Orleans BOCES Policy**

**Series 6000 – Students**

**Policy #6110 – COMPREHENSIVE STUDENT ATTENDANCE POLICY**

Revised: 5/15/2013

Revised: 9/18/2013

Reviewed: 5/14/14

Reviewed: 5/13/2015

Reviewed: 8/19/2015

Revised: 6/15/2016

Reviewed: 5/10/2017

Revised: 5/09/2018

Revised: 5/15/2019

Revised: 10/16/2019

Revised: 5/13/2020

Revised: 9/16/2020

Revised: 5/12/2021

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6110R – COMPREHENSIVE STUDENT ATTENDANCE****Statement of Overall Objectives**

Consistent school attendance, academic success and school completion have a positive correlation. BOCES will develop, review and, if necessary, revise the Student Attendance Policy to meet the following objectives:

- To increase school completion for all students;
- To raise student achievement and close gaps in student performance;
- To identify attendance patterns in order to design attendance improvement efforts;
- To know the whereabouts of every student for safety and other reasons;
- To verify that individual students are complying with education laws relating to compulsory attendance;
- To determine the BOCES average daily attendance for State aid purposes.

**Description of Strategies to Meet Objectives**

The BOCES will use the following strategies, to meet the above objectives:

- Create and maintain a positive school culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn, should lead to increased attendance.
- Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted Policy Development Team that includes representation from the BOCES, administrators, teachers, students, parents and the community. The BOCES held at least one public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.
- Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.
- Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.

**Determination of Excused and Unexcused Absences, Tardiness and Early Departures**

Absences tardiness and early departures will be considered excused or unexcused according to the following standards.

*Excused:* An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, as determined by the home district, religious observance, quarantine (unless the district is providing remote learning), required court appearances, attendance at health clinics, approved college visits, military obligations, educational trips, doctor appointments, home instruction due to extended illness, or other such reasons, as may be approved by the District Superintendent, or his/her designee.

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6110R – COMPREHENSIVE STUDENT ATTENDANCE**

*Unexcused:* An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories, or is for the following, but not limited to, reasons: family vacation, hunting, babysitting, hair cut, oversleeping, missing the bus, or student is not present for remote learning and no reason in (a) exists. Organized student skip days are not condoned by BOCES and will be considered an unexcused absence.

*Tardiness:* All students must be in class on time. Arriving after a scheduled class or remote learning class beginning time requires a reason, which tardiness will then be determined to be excused or unexcused.

*Extended Illness:* Students with an extended illness will be placed on home instruction when applicable, and the absence will be excused. A doctor's note explaining need for dates and length of home tutoring must be submitted. The student must complete assigned work and missed work understanding some courses such as an elective or labs cannot be made up in a home setting. Once the assignments are completed and approved by the teacher, the work will be reviewed and, as appropriate, the student may receive a grade and ultimately course credit by the home district.

Upon return, all absences must be accompanied by a signed, written note from the parent or guardian indicating the date, time and reason for the absence. For a student enrolled in a CTE program, the student absence can be documented either by a signed written note from the parent or an email from the parent to CTE attendance at [www.monroe2boces.org](mailto:CTEAttendance@monroe2boces.org) [CTEAttendance@monroe2boces.org](mailto:CTEAttendance@monroe2boces.org) indicating the date, time, and reason for the student's absence.

**Chronic Absenteeism:** Chronic absenteeism is defined as missing at least 10% of enrolled school days in a year for any reason, excused or unexcused. Chronic absenteeism differs from truancy because it emphasizes missed instructional time rather than unexcused absences. Missed instructional time can increase a student's risk for disengagement, low achievement, and dropping out, among other things.

Students who miss at least 5% of enrolled school days in a year are at risk of becoming chronically absent. In light of this, the BOCES will implement intervention strategies for students who miss 5% or more of the enrolled school days in a year.

**Student Attendance Recordkeeping/Data Collection**

The cumulative record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance. A register of attendance is a written or electronic record for the purpose of recording a pupil's attendance, absence, tardiness, or early departure. This record shall contain:

- Name
- Date of birth
- Full name of parents/legal guardian
- Parent address and telephone number
- Date of enrollment
- Record of attendance on each day
- Date pupil withdrew or is dropped

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6110R – COMPREHENSIVE STUDENT ATTENDANCE**

An absence, tardiness or early departure will be entered as "excused" or "unexcused," along with the code for the reason, on the record of attendance. The record shall include the date the student withdraws, or is dropped from enrollment, in accordance with Education Law §3202 (1-a).

Attendance information at the conclusion of the class period or school day shall be compiled and provided to the designated attendance officer, who will enter the data in the register of attendance and will verify by oath. Records of attendance shall be kept of each scheduled day of instruction during which school is closed for all or part of a day, for extraordinary circumstances, such as adverse weather, impairment of heat, water problems, shortage of fuel, other school building damage; or other reasons, as approved by the Commissioner.

Attendance shall be taken and recorded in accordance with the following:

- For students in non-departmentalized kindergarten through grade eight (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance a second time upon the student's return from lunch. For purposes of Annual Professional Performance Review (APPR) and Teacher Student Data Linkages (TSDL) classroom attendance for all students in grades K-12 will be recorded on a subject by subject basis for Teacher of Record determinations.
- For students in grades nine through twelve or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period, or approved work cooperative program, of scheduled instruction except that where students do not change classrooms for each period of scheduled instruction.
- For remote instruction, attendance will be taken by visually seeing the student remotely through video, unless an extenuating circumstance exists which prevents the visual connection.
- Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this regulation.
- In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this regulation.
- The teacher shall take attendance at the beginning of the field trip and notify the principal or supervisor of a student absence.

**Student Attendance/Course Credit**

The BOCES believes that classroom, or applicable worksite, participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this regulation, classroom participation means that a student is in class, including virtual classes, and prepared to work.

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6110R – COMPREHENSIVE STUDENT ATTENDANCE**

Consequently, for each marking period a certain percentage of a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes on a daily basis. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom, and/or applicable work site participation, for the marking period.

Students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for a passing grade. BOCES instructional staff and administration will monitor student attendance issues in collaboration with the home school. Decisions with regard to awarding/denying credit will be determined by the home school.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

- Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- Working pursuant to an approved independent study program; or
- Receiving approved alternative instruction, or physically present at an approved work site, working under the direction of the supervisor.
- Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to immediately consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher. Teachers will set the standards for make-up work. After school make-up sessions take precedence of the extracurricular activities. Teachers will establish deadlines for makeup work.

**Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit**

In order to ensure that parents/persons in parental relation and students are informed of the BOCES policy and regulation regarding minimum attendance and assigning grades, home district assigning course credit, and the implementation of specific intervention strategies to be employed prior to the denial of assigning a grade to the student for insufficient attendance, the following guidelines shall be followed:



**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6110R – COMPREHENSIVE STUDENT ATTENDANCE**

- Copies of the BOCES Comprehensive Student Attendance Policy and Regulation will be mailed to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment.
- Periodic reminders of the components of the BOCES Comprehensive Student Attendance Policy and Regulation will be sent to parents.
- Periodic reminders will be sent to parents notifying them that applicable BOCES 2 Policies and Regulations can be found on the BOCES 2 website at <http://www.monroe2boces.org>
- Summary copies of the Attendance Policy will also be included in parent/student handbooks.
- At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his/her ability to pass the course. If the parent/person in parental relation cannot be reached by telephone, a letter shall be sent detailing this information.
- A designated staff member will review the BOCES Attendance Policy and Regulation with students who have excessive and/or unexcused absences, tardiness or early departures. Further, appropriate student support services/personnel within the BOCES, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to determining whether student has sufficient attendance needed to pass the course.

**Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse**

A designated staff member shall notify by telephone the parent/person in parental relation to a student who is absent, tardy or departs early without proper excuse. The staff member shall explain the BOCES Comprehensive Student Attendance Policy, the building level intervention procedures, and, if appropriate, the relationship between student attendance and course credit. If the parent/person in parental relation cannot be reached by telephone, the staff member will provide such notification by mail. Further, the BOCES Attendance Policy and Regulation will be mailed to the parent/person in parental relation to promote awareness and help ensure compliance with the policy.

If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

**Attendance Incentives**

In order to encourage student attendance, the BOCES will develop program/building attendance committees to consider and create appropriate incentives and recognition to encourage attendance.

**Disciplinary Consequences**

Unexcused absences, tardiness and early departures may result in disciplinary sanctions as described in the BOCES District Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/legal guardians will be notified by designated BOCES personnel at periodic

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6110R – COMPREHENSIVE STUDENT ATTENDANCE**

intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

Students may be prohibited from participating in the graduation ceremony or related graduation activities as a consequence of violating the BOCES' Code of Conduct.

**Intervention Strategy Process**

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated BOCES personnel will pursue the following:

- Identify specific element(s) of the pattern (e.g., grade level, building, time frame, type of unexcused absences, tardiness or early departures);
- Contact the BOCES staff most closely associated with the element. In specific cases where the pattern involves an individual student, the student and parent/person in parental relation will be contacted;
- Discuss strategies to directly intervene with specific element;
- Recommend intervention to District Superintendent or his/her designee if it relates to change in the BOCES policy or procedure;
- Implement changes, as approved by appropriate administration;
- Utilize appropriate BOCES and/or community resources to address and help remediate student unexcused absences, tardiness or early departures;
- Monitor and report short and long term effects of intervention.

**Appeal Process**

A parent/person in parental relation may request a building level review of their child's attendance record.

**Building Review of Attendance Records**

The building principal or program administrator will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

**Annual Review by the Board of Education**

The BOCES shall annually review the program level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.

**Community Awareness**

The BOCES shall promote necessary community awareness of their Comprehensive Student Attendance Policy by:

## **Monroe 2-Orleans BOCES Regulation**

### **Series 6000 – Students**

#### **Regulation #6110R – COMPREHENSIVE STUDENT ATTENDANCE**

- Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of the each school year and promoting the understanding of such a policy and regulation to students and their parents/persons in parental relation;
- Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy and regulation; and
- Providing copies of the policy to any other member of the community upon request.

#### **Regional Summer School**

These attendance regulations apply to the BOCES regional summer school program, while also acknowledging that the summer school program is not compulsory, with the following modifications:

- As a result, these regulations in terms of interventions and notifications and awarding a grade are pro-rated. A student with three unexcused absences will be dropped from enrollment and will not receive a grade and ultimately course credit; the home school district can request that the student remains in the program. BOCES does not award course credit.
- Parents will be called each day a student is absent and informed that the student will be dropped from the program after the third absence; the home school district can request that the student remains in the program.

#### **Policy References:**

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211, and 3213

8 New York Code of Rules and Regulations (NYCRR) Sections 104.1, 109.2 and 175.6

Adopted: 6/18/2002

Revised: 10/21/2009

Revised: 4/19/2010

Revised: 8/15/2012

Revised: 9/18/2013

Reviewed: 5/14/2014

Revised: 5/13/2015

Reviewed: 8/19/2015

Revised: 6/15/2016

Reviewed: 5/10/2017

Revised: 5/09/2018

Revised: 5/15/2019

Revised: 10/16/2019

Revised: 5/13/2020

Revised: 9/16/2020

Revised: 5/12/2021

**Monroe 2-Orleans BOCES Policy**  
**Series 6000 – Students**  
**Policy #6210 – STUDENT CONDUCT**

Student conduct at BOCES is based on respect and consideration for the rights of others. Students shall have a right to receive annually, and have explained to them at the opening of school, a bill of rights and responsibilities which focuses upon positive student behavior as well as a discipline code for student behavior, setting forth prohibited student conduct and the range of penalties which may be imposed for violation of such code. Such penalties shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student. Any suspension from attendance upon instruction may be imposed only in accordance with Section 3214 of the Education Law. This written code will be available to all parents and a summary will be sent in writing to all parents, annually, and shall describe the roles of teachers, administrators, BOCES board members and parents in the enforcement process.

Each BOCES program will involve pupil service personnel, administrators, teachers, parents and students in the early identification and resolution of discipline problems, which may include a CSE review for the appropriateness of the education placement.

In order to implement a successful student conduct program, all BOCES staff will participate in professional learning.

This policy shall be reviewed by the Board on an annual basis and amended when appropriate. This policy shall be posted on the BOCES Website, and shall be available for review by any individual.

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(l)

**Policy References:**

Refer also to Policies #6212 -- Student Discipline, Suspension, and Corporal Punishment -- and #7121 -- Discipline of Students With Disabilities.

Adopted: 7/13/1999  
Reviewed: 10/21/2009  
Reviewed: 05/12/2010  
Revised: 6/15/2011  
Revised: 5/9/2012  
Revised: 8/15/2012  
Revised: 5/15/2013  
Reviewed: 5/14/2014  
Reviewed: 5/13/2015  
Reviewed: 8/19/2015  
Revised: 6/15/2016  
Reviewed: 5/10/2017  
Revised: 5/09/2018  
Reviewed: 5/15/2019  
Revised: 5/13/2020  
Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Policy****Series 6000 – Students****Policy #6212 – STUDENT DISCIPLINE, SUSPENSION AND CORPORAL PUNISHMENT**

All staff must constantly promote an honest and open communication system which involves students, parents/guardians, all other staff, and the community-at large. Such a system can result in a mutual understanding of the rights and responsibilities which belongs to each individual and a more pleasant and successful climate can be created.

Students are expected:

- a) To conform to standards of acceptable behavior as set forth by the BOCES;
- b) To obey regulations developed, approved and implemented at the schools where they are enrolled.

The purpose of disciplinary practices is to encourage the attainment of the following goals:

- a) Development of self-discipline;
- b) Development of personal responsibilities;
- c) Development of the ability to use individual freedom in a responsible manner;
- d) Maintenance of an environment conducive to learning;
- e) Protection of all individuals from verbal and/or physical abuse;
- f) Protection of personal and public property.

Written rules and regulations shall be developed, applied and communicated to all parties concerned.

**STUDENT SUSPENSION**

There are occasions, however, after all reasonable procedures having been exhausted, when the educational process may be better served by the suspension of a student.

A student (except that under no circumstance will a child in the pre-school aged program be disciplined or expelled) may be suspended from a BOCES program, or classroom under the following circumstances:

- a) If ~~he/she~~ *the student* is insubordinate, and/or disruptive, and/or disorderly, and/or engages in conduct which otherwise endangers the safety, morals, health or welfare of others, and/or engages in disorderly or violent behavior while in attendance at a BOCES school or class, on or off school grounds, at a BOCES sponsored event, and/or en route to or from such a school in a vehicle operated by or on behalf of BOCES.

Authority to suspend a student shall be vested in each of the following:

- a) The Executive Principal, Principal, and/or the Program Supervisor or Administrator who acts as Principal (“Acting Principal”) of the program where the student attends if authorized by the BOCES; provided that any such suspension shall not exceed five school days.

**Monroe 2-Orleans BOCES Policy**

**Series 6000 – Students**

**Policy #6212 – STUDENT DISCIPLINE, SUSPENSION AND CORPORAL PUNISHMENT**

b) The local Superintendent of Schools.

c) The District Superintendent.

Whenever a student is suspended, the procedures employed shall be consistent with the provisions of Education Law and the Regulations of the Commissioner.

**CORPORAL PUNISHMENT**

The use of corporal punishment is strictly prohibited. Administrative regulations will further detail the process for discipline, suspension, and corporal punishment.

Education Law Section 3214(3)

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(l)

**Policy References:**

Refer also to Policies #6210 -- Student Conduct and #7121 -- Discipline of Students With Disabilities.

Adopted: 7/13/1999

Revised: 10/21/2009

Revised: 05/12/2010

Revised: 6/15/2011

Revised: 5/9/2012

Revised: 8/15/2012

Revised: 5/15/2013

Reviewed: 5/14/2014

Revised: 5/13/2015

Revised: 8/19/2015

Revised: 6/15/2016

Revised: 5/10/2017

Revised: 5/09/2018

Revised: 5/15/2019

Reviewed: 5/13/2020

Revised: 5/12/2021



## **Monroe 2-Orleans BOCES Regulation**

### **Series 6000 – Students**

#### **Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT**

##### **OVERVIEW AND PHILOSOPHY**

All staff must constantly promote an honest and open communication system which involves students, parents/guardians, all other staff, and the community-at large. Such a system can result in a mutual understanding of the rights and responsibilities which belongs to each individual and a more pleasant and successful climate can be created.

One means by which communication will be enhanced is through each school/program distributing the Code of Conduct for students, parents/guardians and faculty. Such Code of Conduct clearly defines the law, policy, and administrative regulations as well as provides guidelines for the development of self-discipline and the maintenance of order. The content of such Code of Conduct must be consistent throughout the BOCES, yet recognize the need for which such Code of Conduct is intended. All policy and regulations pertaining to discipline and student behavior must be contained therein and distributed and reviewed annually.

Administrators and staff must constantly seek to provide alternative educational programs and facilities to respond to the needs of the disruptive student.

Students must be properly supervised at all times by the proper individual charged with this responsibility. If at any time it is necessary for the individual to be away from the students, the responsible individual must make proper arrangements to ensure temporary supervision.

Building/program administrators are responsible for enforcing the laws, policies and regulations to ensure appropriate student behavior and a conducive educational climate. In turn, the teachers are responsible to maintain appropriate student behavior in their classrooms and throughout their facility. Classrooms and schools should be so administered that at all times the objectives of training for self-discipline, individual responsibility and favorable climate for learning might be realized.

When a discipline problem occurs, the teacher should exhaust all possibilities and resources available to him/her for its solution. Finding this unsuccessful, the teacher needs to seek further assistance through the administration. All parties to the problem, i.e. student, teacher, parents/guardians, administrators, counselors, must be involved as early and as completely as is necessary to resolve the problem. All problems are to be dealt with in a firm, fair, legal and timely manner.

The building/program administrator and staff must make every reasonable effort to assist students to adjust properly, using their experience and knowledge of child growth and development. Depending on the nature of the case, they may discipline the student directly in relation to the offense; they may call in the parents/guardians for a conference; they may refer the case for the attention of the support personnel; or they may use a combination of these procedures - as well as other resources or techniques - in accordance with their best judgment.

Administrators, teachers and school-based mental health staff are to contact and involve the parents/guardians as early as possible in the resolution of a problem. This is of extreme importance, as parents/guardians can exert the most influence on the student in helping him/her adjust to

## **Monroe 2-Orleans BOCES Regulation**

### **Series 6000 – Students**

#### **Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT**

school. Parents/guardians are expected to cooperate with the schools/programs in working toward a solution to the problem.

### **PROGRESSION OF DISCIPLINE**

Whenever possible, administrators and teachers throughout the BOCES are to adhere to the following for dealing with student misbehavior:

The teacher must exhaust all of their resources in dealing with a problem. This means that there must be at least one or more private conferences between the teacher, the student, and the parent(s)/guardian(s), to attempt to resolve the problem. The administrator and/or counselor should be informed of the problem.

The teacher may consider detaining the student after school for a conference and assistance, and parents/guardians are to be notified. Such detention may be scheduled for the following day from the infraction in order to inform parents/guardians and provide transportation.

After the teacher exhausts all of their resources, the teacher should refer a student to the administrator and/or counselor for a conference and/or corrective measures. Parents/guardians are to be notified by an administrator or counselor and involved in the resolution of the problem.

The principal/program administrator should utilize support personnel to find ways of helping the student and/or parents/person(s) in parental relation to solve the problem (mental health staff) and utilize all school and community agencies which might prove helpful.

The principal/program administrator should record all attempts to deal with problem(s), including conferences with parents/person(s) in parental relation, teacher observations, record of referrals to other personnel and agencies and their reports, names, dates, circumstances, and investigation and disposition.

- The continuation of the student's misbehavior can result in the following: A parent/guardian conference.
- Teacher removal of the student from the classroom in accordance with law, Commissioner's Regulations and the BOCES' Code of Conduct.
- Placement of student in an alternative program (a program for secondary students who are denied attendance in the regular day school). Parents/guardians must be notified and parent/guardian conference is required.
- Suspension out of school by building principal or program administrator for a period of time not to exceed five (5) days (see Suspension below).

When the principal/program administrator has exhausted all available alternatives and resources and feels that the student's continued presence in school would constitute a threat or danger to himself/herself or other students or that the student is "violent and/or disruptive" as defined in accordance with law and Commissioner's Regulations, the matter should also be referred to the Superintendent of Schools of the student's home school.

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT****VIOLENT STUDENT**

A violent student is defined as an elementary or secondary student under the age of 21. [N.Y. Educ. Law §§ 2801(2)(m) and 3214(2-a)(a)]. Examples of violent conduct include but are not limited to:

- Committing or threatening an act of violence (such as hitting, spitting, kicking, punching, and scratching) upon BOCES staff or attempting to do so.
- Committing or threatening an act of violence (such as hitting, kicking, punching, spitting, and scratching) upon another student or any other person lawfully on BOCES property or attempting to do so.
- Possessing a firearm or weapon or other dangerous instrument capable of causing death or physical injury, or what appears to be a firearm or weapon. Authorized law enforcement officials called by BOCES or legally on BOCES property for an official purpose are the only persons permitted to have a firearm or weapon in their possession while on BOCES property or at a BOCES function.
- Displaying what appears to be a firearm or weapon or other dangerous instrument capable of causing death or physical injury.
- Threatening to use any firearm or weapon or other dangerous instrument capable of causing death or physical injury, or what appears to be a firearm or weapon.
- Knowingly and intentionally damaging or destroying the personal property of a student, staff or any other person lawfully on BOCES property.
- Knowingly and intentionally damaging or destroying any BOCES property by use of graffiti or arson or any other means.

Teachers are required to immediately report and refer violent students to the principal or program administrator for a violation of the BOCES' Code of Conduct. A violent student will be suspended for a minimum period in accordance with law which may be reduced on a case by case basis to be consistent with any other state and federal law.

**PRE-SCHOOL AGED CHILDREN**

Under no circumstances, however, will a child in the pre-school aged program be suspended or expelled.

**DISRUPTIVE STUDENTS**

A "disruptive student" is defined in Education Law as an elementary or secondary student under twenty-one years of age who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

A disruption is defined as any action(s) that result in a delay or interruption of the educational process for themselves and/or other students. Examples of disruptive conduct include but are not limited to:

1. Using electronic device(s) for purposes other than instruction.

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT**

2. Engaging in conduct that is insubordinate and/or disorderly as further defined in this Regulation.

A substantial disruption or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

Pursuant to the BOCES Code of Conduct, a minimum suspension period shall be established for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom. This suspension period may be reduced on a case by case basis to be consistent with any other state and federal law, circumstance.

**ALTERNATE INSTRUCTION**

When a student has been suspended and is of compulsory attendance age, immediate steps shall be taken to provide alternative instruction which is of an equivalent nature to that provided in the student's regularly scheduled classes and in accordance with law.

**Suspension**

A student may be suspended:

- Who is insubordinate, disorderly, disruptive, violent, or whose conduct otherwise endangers the safety, morals, health and welfare of others, OR
- Whose physical or mental condition endangers the health, safety or morals of others.

**Suspension: Five School Days or Less**

When the authorized BOCES official or District Superintendent (referred to as the "suspending authority") propose to suspend a student for five days or less pursuant to Education Law §3214 (3), the suspending authority must immediately notify the student orally. If the student denies the charge, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided at the last known address for the parents by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension. Where possible, notice should be provided by telephone if the BOCES has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference prior to suspension. The notice shall also be in the dominant language of the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses regarding the incidents in a respectful manner and while facilitated by the administrator.

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT**

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or is an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, suspension is immediate and the notice must be provided at the last known address for the parents by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt within 24 hours of the suspension. Where possible, notice should also be provided by telephone if the BOCES has been provided with a telephone number(s) for the purpose of contacting the parents and provide an opportunity for an informal conference which shall take place as soon after the suspension as is reasonably practicable.

After the conference, the authorized BOCES official shall promptly advise the parents in writing of his or her decision. The authorized BOCES official shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they can file a written appeal to the District Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The District Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the District Superintendent's decision, they may file a written appeal to the Board with the District Clerk within 10 business days of the date of the District Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. A final decision by the Board may be appealed to the New York State Education Department Commissioner of Education.

Regardless of the length of a student's suspension, if a parent/person in parental relation wishes to appeal the suspension of such student by the principal, *Superintendent* and/or District Superintendent, such appeal must be made to the applicable Board of Education prior to commencing an appeal to the Commissioner of Education.

**Hearing: Suspension out of school by the District Superintendent for a period of time exceeding five (5) days**

Typically the home district will hold a long-term suspension hearing. The following apply where BOCES holds the hearing: Parents/guardians must be notified, by telephone and registered mail or personal delivery, that prior to the suspension in excess of five days the parent/guardian and student shall have the right to a hearing.

At such hearing, the student shall have the right to be represented by an attorney or advocate, the right to present witnesses and/or other evidence on his/her own behalf, and the right to cross examine witnesses against him/her.

When a student has been suspended and is of compulsory attendance age, the home school district should be notified so immediate steps can be taken to provide alternative instruction which is of an equivalent nature to that provided in the student's regularly scheduled classes.

The notice of the hearing must advise the student of the grounds for the charges in specific enough terms to enable him/her to anticipate reasonably the subject content of the proposed hearing and to prepare a defense.

## **Monroe 2-Orleans BOCES Regulation**

### **Series 6000 – Students**

#### **Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT**

The student should be allowed to remain in school prior to the hearing unless the student is serving a five-day out-of-school suspension or his/her presence in school poses a clear danger to his/her physical or emotional safety, to other students, faculty or institutional property, or to the continuation of the learning process.

At the hearing, persons having direct knowledge of the facts should be called to testify. Hearsay evidence could be sufficient for a finding of guilt. As in court, the burden of providing guilt rests upon BOCES, and the student is entitled to a presumption of innocence of wrongdoing unless the contrary is proven. The student may testify in his/her own behalf, and is free to cross-examine witnesses against him/her.

Both the District Superintendent and the Board are authorized to appoint a hearing officer to conduct disciplinary hearings. The report of the hearing officer is advisory only, and the District Superintendent may accept or reject all or any part of such report.

A recording will be made of the entire hearing. The student should be provided a copy of the recording upon his/her written request.

Any decision by the District Superintendent can be appealed to the Board, and from the Board to the *New York State Education Department* Commissioner of Education, and then through the courts.

#### **HOME SCHOOL SUSPENSION HEARING**

A student may not be suspended for a period in excess of five school days unless he/she and the person in parental relation to him/her shall have had an opportunity for a home school Superintendent's Hearing. All procedural due process rights associated with the hearing are dictated by law and the home school policy.

Both the home school Superintendent and the home school Board of Education are authorized to appoint a hearing officer to conduct student disciplinary hearings. The report of the hearing officer is advisory only, and the home school Superintendent or home school Board may accept or reject all or any part of such report.

In the case of a potential long term suspension of a student classified as having a disability, a referral to the applicable home school district's manifestation team will be made who will determine if the behavior giving rise to the suspension is directly related to the disability.

Building program administrators are empowered to suspend bus transportation privileges of students who are disorderly or insubordinate, violent, or engage in conduct endangering the health, welfare, safety and morals of others. The parents/guardians in these cases are then responsible for the safe transportation of their children to and from school.

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT****Corporal Punishment**

The use of the term "corporal punishment" in this regulation shall be defined as any act of physical force upon a student for the purpose of punishing that student. Corporal punishment is prohibited. However, reasonable physical force can be used for any of the following purposes:

- To protect oneself from physical injury;
- To protect another student or teacher or any other person from physical injury;
- To protect the property of the school or of others; or
- To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of BOCES functions, powers or duties, if that student has refused to comply with a request to refrain from further disruptive acts; provided that alternative procedures and methods not involving the use of physical force cannot reasonably be employed to achieve the purposes set forth above.

Any use of corporal punishment must be reported both verbally and in writing just as soon as possible to the individual's immediate supervisor. Such report must include all necessary facts leading to the use of corporal punishment as the means of correcting the problem. Any use of corporal punishment or any complaint of such use must be investigated by a BOCES official and a written report submitted to the District Superintendent. The District Superintendent shall submit a written semi-annual report to the Commissioner of Education, with copies to the Board by January 15 and July 15 of each year, setting forth the substance of each written complaint about the use of corporal punishment received by school authorities during the reporting period, the results of each investigation, and the action, if any, taken by the school authorities in each case. The BOCES acknowledges use of an emergency intervention system as a means to prevent disruptive and/or threatening behavior.

In addition, the District Superintendent should be advised verbally of the incident as soon as possible after the occurrence. After consultation with the principal/program administrator and, if necessary, the employee, parent/guardian and/or student, the District Superintendent will determine if action toward the employee is appropriate.

**Students with Disabilities**

Removal of a student with a disability for longer than ten (10) cumulative days or as otherwise viewed as a change in placement in accordance with law and/or regulation cannot take place without appropriate involvement of the applicable home school district's Committee on Special Education.

When a student with a disability is referred in writing to the home school district's Committee on Special Education for disciplinary infractions which would result in long term suspension, the referral shall document the infractions and request an immediate meeting.

The home school district's manifestation team meeting will be held typically during a suspension hearing but no later than ten (10) business days of commencing a removal that constitutes a change in placement in accordance with federal and state law and/or regulation. The manifestation team must consider, among other factors:



**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT**

- Whether the student's behavior was related to the disability.
- Whether the student's behavior presents a serious danger to himself/ herself or others.
- Whether the student's classification, placement, and/or program, needs to be changed to better meet the student's needs.

Where the manifestation team determines that the student's actions are related to his/her disability, the manifestation team must provide alternate placement and/or program changes. If the manifestation team on Special Education determines that the behavior is not related to the disability, disciplinary action will be determined by normal disciplinary procedures.

In all cases, the due process rights pertaining to the placement of a child with a disability and the due process rights pertaining to suspension of a student will be granted to the student and his/her parents/guardians.

**Early Identification and Resolution of Student Discipline Problems**

Pupil service personnel, administrators, teachers, and others should communicate about students when they believe such students present a possible discipline problem. Appropriate personnel will conduct an investigation of the reports and/or communicate, which may include conferences with the student, parents/guardians, teachers, other pupil service personnel or others, as ~~he/she~~ *the administrator* deems appropriate for the early identification and resolution of the suspected problem. If an administrator suspects that the problem may be a manifestation of a disability, he or she will refer the matter to the home school district's Committee on Special Education in the manner prescribed by 200.4 of the Commissioner's Regulations and by BOCES policy.

The District Superintendent will direct the development of any forms necessary for the implementation of this regulation after consulting with each building principal/program administrator.

**Discipline Code for Students**

Students must conduct themselves at all times in the following manner:

- So as not to interfere with the teaching/learning process or the orderly operation of the school;
- So as to obey laws and rules to respect others and the property of others;
- So as to maintain courteous relations with teachers and fellow students;
- So as to assume responsibility for themselves, their conduct and their learning;
- So as to maintain an excellent attendance record to class and school by avoiding unnecessary absence or tardiness;
- So as to make a sincere effort to always perform in the best manner possible.

The following list of student misbehaviors, though not intended to be all-inclusive, is cause for disciplinary action:

- Possessing, consuming, selling, distributing, using, sharing, exchanging, manufacturing, or under the influence or appear under the influence of: a) alcoholic beverages in any form such as

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT**

a powdered alcohol; b) e-cigarettes, or vaporizers or a similar instrument; c) illegal substances, or a substance thought by the student to be illegal; or d) being under the influence of either. “Illegal substances” includes, but is not limited to, inhalants, marijuana, opioids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.” The police will be called in these instances.

- Using, selling, distributing, sharing, possessing, consuming, exchanging, manufacturing, being under the influence of, prescription and/or over-the-counter drugs or substances thought by the student to be over-the-counter or prescription drugs.
- Using, selling, distributing, sharing, possessing, consuming, exchanging, manufacturing, or being under the influence of legal substances that mimic the effects of an illegal substance, or any prescription marijuana.
- Possessing, using, selling, sharing, distributing, manufacturing, or exchanging drug paraphernalia or items that could be used as drug paraphernalia. Drug paraphernalia includes but is not limited to any kind of equipment, product, or material intended to be used for or used for the manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, or inhaling such as lighters, matches, drops in e-cigarettes and vaporizers, “dab,” “dabs,” or dab pens, bowls, scales, dime bags, or residue in any form that tests positive for THC.
- Lying to BOCES staff.
- Stealing the property of other students, BOCES staff or any other person on BOCES property or attending a BOCES function.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them on BOCES property, off BOCES property provided the defamation creates a disruption to school, or through social media provided the defamation creates a disruption to school (including electronic media such as via cell phone, texting, emails, website, IM’s, chat rooms and the like).
- Discrimination, bullying, and/or harassment that creates a hostile environment for an employee or students by conduct or by threats, intimidation, or abuse including cyberbullying (through any form of electronic communication or social media) that either:

Has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or

Reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety.

Such conduct shall include acts of harassment and/or bullying that occur:

- (i) on BOCES property,
- (ii) at a BOCES function, or
- (iii) off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is *reasonably* foreseeable that the conduct, threats, intimidation or abuse might reach school property.

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT**

For purposes of this paragraph, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

For purposes of this paragraph, “emotional harm” that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

- Discrimination, harassment, or bullying which includes the use of age, sex, race, gender identity, gender expression, color, creed, religion, national origin, marital status, veteran status, disability, military status, sexual orientation, prior criminal offense, domestic violence victim status, interns, genetic status as a basis for treating another in a negative manner.
- Harassment/bullying/cyberbullying, which includes severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning, extortion or put down through electronic devices including but not limited to email, iPods, iPads, computer use, website, chat rooms, IM’s, text messaging or cyber image(s) or verbally, including the action known as sexting, upskirting or taking photographs of another without consent.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of induction or initiation into, affiliating with or maintaining membership in any BOCES sponsored activity, organization, club or team.
- Selling, distributing, sharing, exchanging, creating, using, or possessing lewd material.
- Smoking, selling, sharing, distributing, using, exchanging, consuming, manufacturing and/or possessing a tobacco product and/or any product in any form that contains nicotine. Tobacco shall be defined as any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove, cigarette, and any other smoking product matter or substance that contains tobacco, and spit tobaccos, (smokeless, dip chew and/or snuff), in any form.

A student may be suspended from school or subjected to other disciplinary action when the student engages/acts in any and or all of the following behaviors:

1. Disorderly, i.e., intentionally causing public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, by:
  - Running in the building, hallways or school rooms.
  - Interrupting class, program and/or instruction.
  - Making unreasonable noise.
  - Using language or gestures that are profane, obscene, lewd, vulgar or abusive in any form (i.e., written, verbal, emails, text messaging, chat rooms, social media, website, cell phone, sexting, upskirting, taking photographs without consent).
  - Obstructing vehicular or pedestrian traffic.
  - Driving recklessly.

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT**

- Violating any driving road rules or laws or BOCES rules while operating a motor vehicle.
  - Engaging in any act which disrupts the normal operation of the school and/or school community.
  - Trespassing. Students are not permitted in any school or BOCES building or on BOCES property, or at a BOCES function, other than the one they regularly attend, without permission from the authorized BOCES official.
  - Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the BOCES' acceptable use policy (Policy 6214, Student use of Computerized Information Resources).
  - Indoor use of skateboards, rollerblades, Ripstiks or the like.
  - Using vulgar or abusive language, cursing, or swearing.
2. Insubordinate, i.e. failing to comply with the lawful directions of a teacher, school administrator or other school and/or BOCES employee in charge of the student. Examples of insubordinate conduct include but are not limited to these incidents OR any violation of ANY other policy or regulation and/or any section of this Code of Conduct:
- A. Failing to comply or refusing to comply with the reasonable directions of a staff member or otherwise demonstrating disrespect for program expectations or the Code of Conduct.
  - B. Lateness for, missing or leaving school without permission.
  - C. Any form of academic misconduct. Examples of academic misconduct include but are not limited to:
    - 1. Plagiarism,
    - 2. Cheating,
    - 3. Copying,
    - 4. Altering records, or
    - 5. Assisting another in any of the above actions.
  - D. Refusing to leave a classroom or BOCES grounds when directed.
3. Engage in conduct that is violent. A violent student is defined as an elementary or secondary student under the age of 21 who engages in violent conduct. [N.Y. Educ. Law §§ 2801(2)(m) and 3214(2-a)(a). Examples of violent conduct include but are not limited to:
- 1. Committing or threatening an act of violence (such as hitting, kicking, punching, spitting, and scratching) upon another staff or student or any other person lawfully on BOCES property or attempting to do so.
  - 1. Possessing a firearm or weapon or other dangerous instrument capable of causing death or physical injury, or what appears to be a firearm or weapon. Authorized law enforcement officials called by BOCES or legally on BOCES property for an official purpose are the only persons permitted to have a firearm or weapon in their possession while on BOCES property or at a BOCES function.
  - 2. Displaying what appears to be a firearm or weapon or other dangerous instrument capable of causing death or physical injury.
  - 3. Threatening to use any firearm or weapon or what appears to be a firearm or weapon, or other dangerous instrument capable of causing death or physical injury.

**Monroe 2-Orleans BOCES Regulation**

**Series 6000 – Students**

**Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL PUNISHMENT**

4. A student who removes an instrument from a classroom, such as a clay cutter or an X-acto knife from art class, or a drill or hammer, etc., is considered to be in possession of a weapon. A student who uses the instrument in class in accordance with the curriculum is not to be considered in possession of a weapon.
5. Knowingly and intentionally damaging or destroying the personal property of a student, staff or any other person lawfully on BOCES property.
6. Knowingly and intentionally damaging or destroying any BOCES property by use of graffiti or arson or any other means.

**Disciplinary Measures**

The range of disciplinary measures which may be imposed for violations of the student disciplinary code include the following:

1. Counseling – any member of the BOCES staff.
2. Oral warning – any member of the BOCES staff.
3. Written warning – District Superintendent, director, assistant superintendent, program supervisor, executive principal, principal, assistant principal, counselor, teachers, and security personnel.
4. Probation – District Superintendent, executive principal, principal, program supervisor, assistant principal, director.
5. Reprimand – District Superintendent, executive principal, principal, program supervisor, assistant principal, director.
6. Suspension from social or extracurricular activities – District Superintendent, executive principal, principal, program supervisor, assistant principal, director, teacher.
7. Suspension of other privileges – District Superintendent, assistant superintendent, director, executive principal, principal, program supervisor, assistant principal.
8. Removal from classroom, property, or function – District Superintendent, assistant superintendent, executive principal, principal, director, assistant principal, program supervisor, teachers, security personnel.
9. In-school suspension – District Superintendent, program supervisor, director, executive principal, principal, assistant principal.
10. Short-term (five days or less) suspension from school – District Superintendent, director, program supervisor, executive principal, principal.
11. Long-term (more than five days) suspension from school – District Superintendent or superintendent of home district.
12. Dismissal from program – District Superintendent.

Adopted: 1/01/2001

Revised: 10/21/2009

Revised: 8/15/2012

Revised: 10/17/2012

Revised: 5/14/2014

**Monroe 2-Orleans BOCES Regulation**

**Series 6000 – Students**

**Regulation #6212R– STUDENT DISCIPLINE, SUSPENSION, AND CORPORAL  
PUNISHMENT**

Reviewed: 5/13/2015

Revised: 8/19/2015

Revised: 6/15/2016

Revised: 5/10/2017

Revised: 5/09/2018

Revised: 5/15/2019

Revised: 5/13/2020

Revised: 5/12/2021

**Monroe 2-Orleans BOCES**  
**USE OF PHYSICAL FORCE/CORPORAL PUNISHMENT REPORT FORM**

**PART I**

Please complete and return to the District Superintendent.

- 1) Employee administering physical force/corporal punishment (circle one)

\_\_\_\_\_

- 2) Name of student \_\_\_\_\_

- 3) Student's grade level \_\_\_\_\_

- 4) Briefly describe the incident \_\_\_\_\_

\_\_\_\_\_

- 5) Why did the employee use physical force or corporal punishment? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 6) What complaint was filed by the parents/guardians, if any? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 7) Were there other actions that resulted from the complaint? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 8) Signature of Program Administrator/Building Principal \_\_\_\_\_

Date \_\_\_\_\_



**Monroe 2-Orleans BOCES**  
**USE OF PHYSICAL FORCE/CORPORAL PUNISHMENT REPORT FORM**

**PART II** (Completed by District Superintendent)

1) If a District Superintendent conference was held, what was the outcome?

---

---

---

2) Other recommendations or steps taken:

---

---

---

3) Signature of District Superintendent \_\_\_\_\_

Date \_\_\_\_\_

Reported to SED Date \_\_\_\_\_

**Monroe 2-Orleans BOCES Policy**

**Series 6000 – Students**

**Policy #6220 – ALCOHOL, DRUGS AND OTHER SUBSTANCES (STUDENTS)**

**Prohibited Conduct**

The Board recognizes that the misuse of alcohol (in any form including powdered), tobacco, electronic cigarettes (e-cigarettes), vaporizers, illegal drugs, drug paraphernalia, illegal substances, substances that mimic the effect of illegal substances, counterfeit and designer drugs, look-alike drugs, over-the-counter drugs, prescription drugs, vitamins, supplements, herbs, and other similar substances is a serious problem with legal, physical, emotional, and social implications for students, as well as the entire community. Therefore, the consumption, sharing, selling, use, and/or possession, distributing, exchanging, manufacturing, or under the influence of or appear under the influence of these and similar substances, as well as tobacco products and drug paraphernalia are prohibited in accordance with law and regulation, Code of Conduct, and/or other similar documents.

Students are not permitted to be under the influence of alcohol, drugs, or other prohibited substances as referenced above, on BOCES grounds or at BOCES-sponsored events.

**Disciplinary Measures**

Students will be disciplined in accordance with policy, the Code of Conduct, and/or similar documents for the violating of the above-prohibited conduct.

**Supportive Programs**

Activities and programs will be developed to support healthy, safe and drug-free environments and may include drug and violence prevention programs, education programs, professional development programs, early identification of mental health symptoms, mental health services partnerships, prevent counseling and mentoring to children at risk, nutritional education, relationship building skills, high quality training for support personnel and implement positive behavioral interventions and supports.

Adopted: 7/13/1999

Revised: 10/21/2009

Revised: 05/12/2010

Reviewed: 6/15/11

Revised: 5/9/2012

Revised: 8/15/2012

Revised: 5/15/2013

Reviewed: 5/14/2014

Revised: 5/13/2015

Reviewed: 8/19/2015

Revised: 6/15/2016

Revised: 5/10/2017

Revised: 5/09/2018

Revised: 5/15/2019

Revised: 10/16/2019

Revised: 5/13/2020

Revised: 5/12/2021

**Monroe 2-Orleans BOCES Policy****Series 6000 – Students****Policy #6462 – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)**

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying is detrimental to student learning and achievement. These behaviors interfere with the mission of the BOCES to educate its students and disrupt the operation of the schools/program. Such behavior affects not only the students who are its targets but also those individuals who participate and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on BOCES owned or leased grounds, school buses and at all BOCES-sponsored activities, programs, work study locations, and events. Discrimination, harassment, hazing or bullying that takes place at locations outside of BOCES which can be reasonably expected to materially and substantially interfere with the operation of the school or program or impinge on the rights of a student or students is prohibited, and may be subject to disciplinary consequences.

**Definitions****Discrimination**

Discrimination is the act of denying rights, benefits, equitable treatment or access to programs and/or facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the Definitions section, under Harassment, below).

**Hazing**

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

**Harassment or Bullying**

Harassment or bullying has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act defines harassment or bullying as:

- the creation of a hostile environment by conduct or by threats, intimidation or abuse including cyberbullying that either has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; including conduct, threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or
- reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety; or

**Monroe 2-Orleans BOCES Policy****Series 6000 – Students****Policy #6462 – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)**

- occurs off school property where such act creates or would *reasonably* foreseeably create a risk of substantial disruption within the school environment where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property; or
- occurs on BOCES owned or leased property or at a school function, wherever located.

Acts of harassment and/or bullying shall include but not be limited to those acts based on a person's actual or perceived:

- Race,
- Color,
- Weight,
- National origin,
- Ethnic group,
- Religion,
- Religious practice,
- Disability,
- Sex,
- Sexual orientation, or
- Gender (including gender identity and expression).

The term threats, intimidation, or abuse shall include verbal and non-verbal actions. In some instances, bullying or harassment may constitute a violation of an individual's civil rights. The BOCES is mindful of its responsibilities under the law and in accordance with its policy regarding civil rights protections.

Emotional harm that takes place in the context of harassment or bullying means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

**Cyberbullying**

Harassment or bullying through any form of electronic communication.

NOTE: When the term "bullying" is used throughout this policy it refers collectively to discrimination, harassment, bullying, and hazing.

**Prevention**

The school setting provides an opportunity to teach students, and emphasize among staff, that cooperation with and respect for others is a key BOCES value. A program geared to prevention is designed to not only decrease incidents of bullying but to help students build more supportive relationships with one another by integrating the bullying prevention program into classroom instruction.

**Monroe 2-Orleans BOCES Policy****Series 6000 – Students****Policy #6462 – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)**

Staff members and students will be sensitized, through district-wide professional development and instruction, to the warning signs of bullying, as well as to their responsibility to become actively involved in the prevention of bullying before overt acts occur.

In order to implement this program the Board will designate at its annual reorganizational meeting a BOCES-wide Dignity for All Students Act (DASA) Coordinator and School Level DASA Coordinators. The role of the BOCES-wide DASA Coordinator is to coordinate, implement, review trends, and report as required and enforce this policy. The BOCES-wide DASA Coordinator and School Level DASA coordinator's roles will include reporting, investigating, remedying and tracking allegations of bullying.

**Intervention**

Intervention is an important step in preventing escalation and resolving issues at the earliest stages. Intervention will emphasize education and skill-building.

Successful intervention may involve remediation. Remedial responses to bullying and harassment include measures designed to correct the problem behavior, prevent another occurrence of the behavior and protect the target. Remediation may be targeted to the individual(s) involved in the bullying behavior or environmental approaches which are targeted to the school or BOCES as a whole.

In addition, intervention will focus upon the safety of the target. Staff is expected, when aware of bullying, to either refer the student to designated resources for assistance, or to intervene in accordance with this policy and regulation.

**Provisions for students who don't feel safe at school**

The Board acknowledges that intervention may require a specific coordinated approach if the student does not feel safe at school. Students who do not feel safe at school are limited in their capacity to learn and reach their academic potential. Staff, when aware of bullying, should determine what is needed in order to help ensure the safety of the student and bring this to the attention of the principal/program administrator. The principal/program administrator, other appropriate staff, the student and the student's parent(s)/guardian will work together to define and implement any needed accommodations.

The BOCES recognizes that there is a need to balance what is essential to enhance student safety against the potential to further stigmatize the targeted student. Therefore, each case will be handled individually, and the student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

**Monroe 2-Orleans BOCES Policy****Series 6000 – Students****Policy #6462 – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)****Training**

Training needs in support of this prevention and intervention program will be reflected in the BOCES annual professional development plan, new teacher orientation and in curriculum. Employees shall receive training to support implementation of this policy, regulation and on related legal developments.

**Reporting and Investigation**

The BOCES cannot effectively address bullying if incidents are not reported. Students who have been bullied, parents whose children have been bullied and staff or others who have knowledge of or who observe bullying behavior are expected to make a verbal and/or written complaint to any BOCES personnel in accordance with the training provided. Principal/program administrator is the staff member responsible to receive reports. Supervisors will refer the information to appropriate BOCES staff for investigation as designated in regulation. A BOCES employee may be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident, whether or not the student complains. A BOCES employee who receives an oral or written report or observes discrimination, harassment, or bullying must promptly notify the principal/program administrator orally not later than one day after they receive a report or observe the behavior, and must file a written report with principal/program administrator not later than two school days after making the oral report. At all times, complaints will be documented, tracked and handled in accordance with the regulations and procedures accompanying this policy, or, the BOCES' Code of Conduct. If a staff person is unsure of the reporting procedure, he/she is expected to inquire about how to proceed by speaking with their supervisor.

The results of the investigation shall be reported back to both the complainant and the accused in accordance with the accompanying regulation. If either of the parties disagrees with the results of the investigation, he/she can appeal the findings in accordance with the regulations.

**Disciplinary Consequences/Remediation**

While the focus of this policy is on prevention, bullying acts may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must discontinue. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the Code of Conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors, and must be consistent with the Code of Conduct.

**Monroe 2-Orleans BOCES Policy****Series 6000 – Students****Policy #6462 – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)****Non-Retaliation**

All complainants and those who initiate, testify, assist, report, or participate in the investigation of a complaint in conformity with state law and/or BOCES policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind by any student or employee and has civil immunity.

**Dissemination, Monitoring, Review, and Reporting**

This policy, or a plain language summary, shall be published in student registration materials, student, parent and employee handbooks, and posted on the BOCES' website. Annually all BOCES employees, parents, and students will receive a copy of the policy or plain language summary. The full policy is posted on the Internet; a copy will be provided upon request. A complaint form will be available on the BOCES' website. The website with this policy will be regularly updated.

Each year this policy will be reviewed to assess its effectiveness and compliance with state and federal law.

BOCES will report to New York State Education Department on or before the BEDS reporting deadline or on a date determined by the Commissioner and on a form prescribed by the Commissioner a material incident of harassment, bullying, or discrimination that was the result of the investigation of a written or oral complaint or an incident directly observed by an employee. The report will include information such as the type of bias involved, type of incident, location, whether the incident involved physical or verbal conduct, including cyberbullying, whether the incident stemmed from employee or student behavior. This data will not be counted in the School Violence Index.

A material incident of harassment, bullying and/or discrimination means a single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying and/or discrimination by a student and/or employee on BOCES property or at a BOCES function and is subject to an oral or written complaint to the District Superintendent, principal, program administrator or their designee, or other school employee; and shall mean a verified incident or series of related verified incidents of harassment or bullying that occur off BOCES property and is subject to an oral or written complaint to the District Superintendent, principal, program administrator or their designee, or other school employee.

The District Superintendent will receive a regular report (once per school year and in a manner of BOCES choosing) from the building specific principal/program administrator on data and trends related to discrimination, harassment, and bullying.

The BOCES Board will receive the annual VADIR report, for each building and for the BOCES as a whole, with particular attention to the trends in the incidence of bullying. Based on the review of the data, the Board may consider further action, including but not limited to modification of this policy and additional training.

The BOCES will ensure that reporting of information to the public will be in a manner that complies with student privacy rights under the Family Educational Rights and Privacy Act (FERPA).



**Monroe 2-Orleans BOCES Policy**  
**Series 6000 – Students**  
**Policy #6462 – STUDENT HARASSMENT AND BULLYING PREVENTION AND**  
**INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)**

BOCES recognizes allegations under this policy may also be a violation of the sexual harassment policy, see Policy 6440.

Ref: Dignity for All Students Act, Education Law, §10 – 18  
 Americans with Disabilities Act, 42 U.S.C. §12101 *et seq.*  
 Title VI, Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq.*  
 Title, VII, Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.*; 34 CFR §100 *et seq.*  
 Title IX, Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*  
 §504, Rehabilitation Act of 1973, 29 U.S.C. §794  
 Individuals with Disabilities Education Law, 20 U.S.C. §§1400 *et seq.*  
 Executive Law §290 *et seq.* (New York State Human Rights Law)  
 Executive Law §§313(3), 3201, 3201-a  
*Tinker v. Des Moines Independent Community School Dist.*, 393 US 503, (1969) *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999)  
*Gebser v. Lago Vista Independent School District*, 524 U.S., 274 (1998)  
*Faragher v. City of Boca Raton*, 524 U.S. 775 (1998)  
*Burlington Industries v. Ellerth*, 524 U.S. 742 (1998)  
*Oncale v. Sundowner Offshore Services, Inc.*, 523 .S. 75 (1998)  
*Franklin v. Gwinnett County Public Schools*, 503 U.S. 60 (1992)  
*Meritor Savings Bank, FSB v. Vinson*, 477 U.S. 57 (1986)

Adopted: 6/20/2012  
 Revised: 5/15/2013  
 Revised: 5/14/2014  
 Revised: 5/13/2015  
 Reviewed: 8/19/2015  
 Reviewed: 6/15/2016  
 Revised: 5/10/2017  
 Revised: 5/09/2018  
 Reviewed: 5/15/2019  
 Reviewed: 5/13/2020  
 Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6462R – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)**

The Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on BOCES owned or leased grounds, school buses and at all BOCES-sponsored activities, programs, work study locations, and events. Discrimination, harassment, hazing or bullying that takes place at locations outside of BOCES which can be reasonably expected to materially and substantially interfere with the operation of the school or program or impinge on the rights of a student or students is prohibited, and may be subject to disciplinary consequences.

**Definitions****Discrimination**

Discrimination is the act of denying rights, benefits, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or program and/or category to which that person belongs (as enumerated in the Definitions section, under harassment, below).

**Hazing**

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

**Harassment or Bullying**

Harassment or bullying has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act defines harassment or bullying as:

- the creation of a hostile environment by conduct or by threats, intimidation or abuse including cyberbullying that either has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; including conduct, threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or
- reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety; or
- occurs off school property where such act creates or would *reasonably* foreseeably create a risk of materially and substantially interfering with the operation of the school program or environment or where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property; or
- occurs on BOCES property or at a BOCES function.

## **Monroe 2-Orleans BOCES Regulation**

### **Series 6000 – Students**

#### **Regulation #6462R – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)**

Acts of harassment and/or bullying shall include but not be limited to those acts based on a person's actual or perceived:

- Race,
- Color,
- Weight,
- National origin,
- Ethnic group,
- Religion,
- Religious practice,
- Disability,
- Sex,
- Sexual orientation, or
- Gender (including gender identity and expression).

The term threats, intimidation, or abuse shall include verbal and non-verbal actions. In some instances, bullying or harassment may constitute a violation of an individual's civil rights. The BOCES is mindful of its responsibilities under the law and in accordance with its policy regarding civil rights protections.

Emotional harm that takes place in the context of harassment or bullying means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

### **Cyberbullying**

Harassment or bullying through any form of electronic communication.

NOTE: When the term "bullying" is used throughout this policy it refers collectively to discrimination, harassment, bullying, and hazing.

### **Prevention**

Prevention is the cornerstone of the BOCES' effort to address bullying, discrimination, and harassment. The components of such an effort involve the following:

- BOCES curriculum will emphasize developing empathy, tolerance and respect for others.
- Learning about and identifying the early warning signs and precursor behaviors that may lead to bullying, harassment and/or discrimination.
- Data gathering and analysis to assist in decision-making about programming and resource allocation.
- Training staff to respond sensitively and consistently to bullying.

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6462R – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)****Prevention**

BOCES utilizes the PBIS [Positive Behavior Intervention and Supports] System as a BOCES-wide strategy to prevent harassment, discrimination, and bullying.

**Dignity for all Students Act Coordinators (DASA)**

In order to implement this program the Board will designate at its annual reorganizational meeting a BOCES-wide Dignity for All Students Act (DASA) Coordinator and School Level DASA Coordinators. The role of the BOCES-wide DASA Coordinator is to coordinate, implement, review trends, and report as required and enforce this policy. The BOCES-wide DASA Coordinator and School Level DASA coordinator's roles will include reporting, investigating, remediating and tracking allegations of bullying.

**Reporting and Investigation**

It is essential that all targets and persons with knowledge of bullying, harassment, and/or discrimination, report such behavior immediately to the principal, program supervisor, or the DASA Coordinators so that it may be investigated and resolved. The BOCES will also make a complaint form available on its website to facilitate reporting.

The BOCES will promptly, thoroughly and equitably investigate harassment, discrimination, and/or bullying complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner, although limited disclosure may be necessary to complete a thorough investigation or as required by law. Principal/program administrator is the staff member designated to receive reports and supervise or lead the investigation and ensure prompt completion. Principal/program administrator will promptly notify local law enforcement if principal/program administrator believes that the conduct constitutes criminal conduct. A BOCES employee who receives an oral or written report or observes discrimination, harassment, or bullying must promptly notify the principal/program administrator orally not later than one day after they receive or observe the behavior, and must file a written report with principal/program administrator not later than two school days after making the oral report.

In order to assist investigators, individuals should document the bullying as soon as it occurs and with as much detail as possible including: the nature of the incident(s); dates, times, places it has occurred; name of accused; witnesses to the incident(s); and the complainant's response to the incident. If, after appropriate investigation, the BOCES finds that a student, an employee or a third party has violated this policy, prompt corrective and possibly disciplinary action will be taken in accordance with the Code of Conduct, applicable collective bargaining agreement, BOCES policy and/or law. If the reported behavior constitutes a civil rights violation, the complaint procedure associated with that policy will be followed, as applicable. If either of the parties disagrees with the findings of the initial investigation, an appeal may be made to the District Superintendent in accordance with the process described in the investigation and resolution procedure section.

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6462R – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)**

As part of the investigation, the BOCES has the right to search all school property and equipment including BOCES computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the BOCES for the use of students and staff, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

During the course of the investigation and thereafter, the complaint officer will instruct the accused to have no contact or communication regarding the complaint with the complainant and/or any witnesses; and that retaliation, whether direct or indirect, against the complainant and/or witnesses is prohibited and may be subject to disciplinary action.

**Confidentiality**

It is BOCES policy to respect the privacy of all parties and witnesses to bullying. To the extent possible, the BOCES will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual's desire for confidentiality must be balanced with the legal obligation to provide due process to the accused, to conduct a prompt and thorough investigation, and/or to take necessary action to resolve the complaint, the BOCES retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know or as required by law. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants and those interviewed.

**Investigation and Resolution Procedure****A. Initial (Building-level) Procedure**

Whenever a complaint of bullying, discrimination, and/or harassment is received whether verbal or written, it will be subject to a prompt investigation. Except in the case of severe or criminal conduct, the principal or program supervisor shall make all reasonable efforts to resolve complaints informally at the building or program level in collaboration with the School Level DASA Coordinators. The goal of informal procedures is to end the bullying, prevent future incidents, ensure the safety of the target and obtain a prompt and equitable resolution to a complaint.

Disciplinary action may be recommended and imposed in accordance with the Code of Conduct, BOCES policy, the applicable collective bargaining agreement, and/or law. Every effort will be made to first resolve the misconduct through non-punitive measures.

The investigator shall report back to both the complainant and the accused regarding the outcome of the investigation and the action taken to resolve the complaint. The complainant shall report immediately if the objectionable behavior occurs again or if the accused retaliates against him/her. In addition, where the principal or program supervisor or School Level DASA Coordinator has a reasonable suspicion that the alleged bullying incident involves criminal activity, he/she should immediately notify the District Superintendent or designee, and/or law enforcement and/or Child Protective Services if appropriate.

**Monroe 2-Orleans BOCES Regulation**

**Series 6000 – Students**

**Regulation #6462R – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)**

Any party who is not satisfied with the outcome of the initial investigation may request a district office investigation by submitting a written appeal to the District Superintendent within 30 working days.

**B. District Office**

The District Superintendent or his/her designee shall promptly investigate bullying, harassment, and/or discrimination appeals that are referred to him/her. In the event the appeal involves the District Superintendent, the appeal shall be filed with or referred to the Board President, who shall refer the appeal to an appropriate independent individual for investigation. The District Office investigation should begin as soon as possible following receipt of the appeal by the District Superintendent or designee or Board President.

Prompt corrective action may be taken based on the District Office investigation results.

Any party who is not satisfied with the outcome of the District Office results may appeal to the BOCES Board within ten (10) working days by submitting a written request to the BOCES Board President.

**C. BOCES Board-level Procedure**

When a request for review by the BOCES Board has been made, the District Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.

The BOCES Board shall notify all parties concerned of the time and place when the Board will be discussing the matter. Such discussion will be held within 15 working days of the receipt of the request of the complainant and the Board will consider the matter solely on the materials presented.

The BOCES Board shall render a decision in writing within 15 working days after the hearing has been concluded.

**Retaliation Prohibited**

All complainants and those who initiate, testify, assist, report or participate in the investigation of a complaint in conformity with state law and/or BOCES policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind by any student or employee and has civil immunity.

For purposes of this regulation, retaliation may include but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to disciplinary action up to and including suspension or termination, consistent with applicable Collective Bargaining Agreement's, law, policy, and/or Code of Conduct.

**Monroe 2-Orleans BOCES Regulation****Series 6000 – Students****Regulation #6462R – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)****Remediation/Discipline/Penalties**

Any individual who violates this policy with a finding of a verified material incident of harassment, bullying, and/or discrimination will be subject to appropriate action, which may include disciplinary action. Remedial responses to bullying, harassment, and/or discrimination include measures reasonably calculated to end the problem behavior, eliminate any hostile environment, create a more positive school culture and climate, ensure the safety of the students against whom such harassment, bullying, or discrimination was directed, prevent recurrence of the behavior, and protect the complainant of the act.

Disciplinary measures include, but are not limited to the following:

Students: Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the Code of Conduct and applicable law.

Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment.

Vendors: Penalties may range from a warning up to and including loss of business.

Other individuals: Penalties may range from a warning up to and including denial of future access to school property.

This policy, or a plain language summary, shall be published in student registration materials, student, parent and employee handbooks, and posted on the BOCES' website. Annually all BOCES employees, parents, and students will receive a copy of the policy or a plain language summary. The full policy is posted on the BOCES website; a copy will be provided upon request. A complaint form will be available on the BOCES' website. The website with this policy will be regularly updated.

**Training**

The Board recognizes that in order to implement an effective bullying prevention and intervention program, professional development is needed.

The District Superintendent, the BOCES-wide DASA Coordinator and the BOCES Professional Development Team will incorporate training to support this program in new teacher orientation and the annual professional development plan, as needed and other organization-wide training as appropriate in accordance with the state law guidelines. Training will be provided for all staff who have contact with students. All DASA Coordinators will be trained in accordance with state requirements and will continue their professional development so as to successfully support this policy and program.



**Monroe 2-Orleans BOCES Regulation**

**Series 6000 – Students**

**Regulation #6462R – STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION (DIGNITY FOR ALL STUDENTS ACT)**

Adopted: 6/20/2012

Revised: 5/15/2013

Reviewed: 5/14/2014

Reviewed: 5/13/2015

Reviewed: 8/19/2015

Reviewed: 6/15/2016

Reviewed: 5/10/2017

Revised: 5/09/2018

Reviewed: 5/15/2019

Reviewed: 5/13/2020

Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Policy**  
**Series 7000 – Instruction**  
**Policy #7111 – DRILLS AND BOMB THREATS**

**Drills**

The administrator of each school building shall instruct and train students, through drills, in procedures for leaving the building in the shortest possible time and without confusion or panic.

Drills shall be held at least twelve (12) times in each school year; eight (8) of these shall be evacuation drills and eight drills must be held between September 1 and December 31. Four of the drills must be lockdown drills. If possible, law enforcement will be involved in the lockdown drills. At least one (1) of the twelve (12) drills shall be held during a regular lunch period, or shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period.

At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one of these drills shall be held during the first week of summer school.

At least one-third of such required drills shall be through use of fire escapes on buildings where such escapes are provided.

**After-School Programs**

The building principal or his/her designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

**Bomb Threats For BOCES Operated Facilities**

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The BOCES has an obligation and responsibility to ensure the safety and protection of the students and other occupants upon the receipt of any bomb threat. This obligation must take precedence over a search for a suspect object. Prudent action is dependent upon known information about the bomb threat - location, if any; time of detonation; etc. If the bomb threat is targeted at the school parking lot or the front of the school, building evacuation may not be an appropriate response. If the bomb threat indicates that a bomb is in the school, then building evacuation is necessary unless the building has been previously inspected and secured in accordance with State Education Department Guidelines and as incorporated in the School Emergency Management Plan and administrative regulations.

The decision to evacuate a building or to take shelter is dependent upon information about where the bomb is placed and how much time there is to reach a place of safety. Prudent action dictates that students and other occupants be moved from a place of danger to a place of safety. Routes of egress and evacuation or sheltering areas must be thoroughly searched for suspicious objects before ordering an evacuation. Failure to properly search evacuation routes before an evacuation takes place can expose students and staff to more danger than remaining in place until the search has taken place. Assistance is available from local police agencies and the New York State Police to train staff to check evacuation routes.

**Police Notification and Investigation**

A bomb threat to a school is a criminal act, which is within the domain and responsibility of law enforcement officials. Appropriate State, county, and/or local law enforcement agencies must be

**Monroe 2-Orleans BOCES Policy**  
**Series 7000 – Instruction**  
**Policy #7111 – DRILLS AND BOMB THREATS**

notified of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.

Therefore, the building administrator or designee is to notify local law enforcement officials and follow established procedures to move all occupants out of harm's way.

**Implementation**

The Board directs the District Superintendent or his/her designee to develop protocols to implement the terms of this policy. Additionally, such protocols are to be incorporated in the School Emergency Management Plan, with provisions for written notification by October 1 of each school year to all students and staff about emergency procedures, an annual emergency drill, and the annual updating of the School Emergency Management Plan as mandated pursuant to law and/or regulation.

8 New York Code of Rules and Regulations  
(NYCRR) Sections 155.17 and 156.3(h)(2)  
Education Law Sections 807 and 3623  
Penal Law Sections 240.55, 240.60 and 240.61

Adopted: 7/13/99  
Revised: 9/17/08  
Revised: 5/12/2010  
Revised: 6/16/2010  
Reviewed: 6/15/2011  
Reviewed: 5/9/2012  
Revised: 10/17/2012  
Reviewed: 5/15/2013  
Reviewed: 5/14/2014  
Revised: 5/13/2015  
Reviewed: 10/21/2015  
Revised: 6/15/2016  
Revised: 7/13/2016  
Reviewed: 5/10/2017  
Reviewed: 5/09/2018  
Revised: 9/19/2018  
Revised: 5/15/2019  
Reviewed: 5/13/2020  
Reviewed: 5/12/2021

**Monroe 2-Orleans BOCES Policy**  
**Series 7000 – Instruction**  
**Policy #7320 – SCHOOL CALENDAR/SCHOOL DAY**

**School Calendar**

The Board shall adopt a school calendar annually upon the recommendation of the District Superintendent. Efforts shall be made to encourage the development and promotion of a common calendar for the school districts within Monroe One and Monroe 2-Orleans BOCES component schools.

**School Day**

The official school day shall provide sufficient opportunity to implement the educational programs and services. The school day shall be flexible enough to accommodate the diverse and various needs of the students, staff or district(s) being served.

Adopted: 7/13/99  
Annual Review: 6/18/08  
Revised: 05/12/2010  
Revised: 6/16/10  
Reviewed: 6/15/11  
Revised: 5/9/2012  
Revised: 10/17/2012  
Reviewed: 5/15/2013  
Reviewed: 5/14/2014  
Reviewed: 5/13/2015  
Reviewed: 10/21/2015  
Reviewed: 6/15/2016  
Reviewed: 5/10/2017  
Reviewed: 5/09/2018  
Revised: 9/19/2018  
Reviewed: 5/15/2019  
Reviewed: 5/13/2020  
Reviewed: 5/12/2021

9. New Business

2. First Reading of Policy 1348 Reorganizational Meeting

## AD HOC POLICY REVIEW

(Italics means added in, strikethrough means to take out.)

<i>POLICY NUMBER</i>	<i>RATIONALE</i>
1438 Reorganizational Meeting	New title added by Jill Slavny. Policy pulled from 1000 series so this new title can be appointed at the July Reorganizational meeting.

**Monroe 2-Orleans BOCES Policy**  
**Series 1000 – By-Laws**  
**Policy #1438 – REORGANIZATIONAL MEETING**

The Board shall hold its Annual Reorganization Meeting at any time during the first fifteen (15) days of July at a date set at the convenience of the Board no later than the month of June. The Clerk of the Board shall serve as temporary chairperson, who shall open the meeting and conduct the election and swearing in of the President and Vice President. The President shall assume office immediately, and shall conduct the remainder of the Board's business.

**Agenda**

- a) Appoint Temporary Chairperson. (Clerk of the Board is designated.)
- b) Administration of Oath to newly elected Board Members.
- c) Election of Officers:
  1. President
  2. Vice President
- d) Administration of Oaths to Elected Officers.
- e) Appointment of Officers et al:
  1. Treasurer
  2. Assistant Treasurer
  3. Clerk of the Board and Alternate
  4. Internal Claims Auditor and alternate
  5. Records Retention and Disposition Officer
  6. Records Access Officer
  7. Records Management Officer
  8. Registrars of attendance
  9. Medicaid Compliance Officer
  10. Purchasing Agent and alternates
  11. Asbestos Designee
  12. FERPA Compliance Officer
  13. Rochester Area Schools Health Plan Designee
  14. Rochester Area Schools Health Plan II Designee
  15. Rochester Area Schools Workers' Compensation Plan Designee
- f) Administration of Oaths to Appointed Officers et al who are present; oaths to others to be administered prior to initiating duties.
- g) Other appointments:
  1. BOCES Attorney
  2. Extra classroom Activity Personnel:
    - (a) SkillsUSA Advisor
    - (b) Central Treasurer
    - (c) Faculty Auditor
    - (d) National Technical Honor Society*
  3. Independent Auditor
  4. Internal Auditor
  5. Civil Rights Compliance Officer, two (2), one for each gender
  6. BOCES Physicians
  7. Nurse Practitioner to be utilized in lieu of the BOCES physician
  8. Chemical Hygiene Officer and alternate
  9. Liaison for Homeless Children and Youth

**Monroe 2-Orleans BOCES Policy**  
**Series 1000 – By-Laws**  
**Policy #1438 – REORGANIZATIONAL MEETING**

10. Official designated to receive student sentence/adjudication in criminal and juvenile delinquency proceedings
  11. Radiation Safety Officer
  12. Compliance Officer
  13. Copyright Officer
  14. Integrated Pest Management Coordinator (IPMC)/Pesticide Representative
  15. BOCES-wide Dignity for All Students Act Coordinator
  16. School-level Dignity for All Students Act Coordinator
  17. Chief Emergency Officer
- h) Designations:
1. Official Bank Depositories
  2. Official Newspaper
  3. Official bulletin board for postings
- i) Authorizations:
1. District Superintendent/designee to certify payrolls.
  2. District Superintendent to approve part-time personnel at previously approved Board salary/wage rates.
  3. District Superintendent to sign and/or approve any and all documents requiring the signature of the District Superintendent.
  4. Approval for Board Members and Administrators to attend meetings.
  5. Establishment of Petty Cash and Change Fund.
  6. Designation of Treasurer or Assistant Treasurer to sign all checks.
  7. President and/or Chief Executive Officer to sign necessary documents and contracts on behalf of the Board.
  8. Vice President to sign contracts and documents in the absence of President.
  9. District Superintendent or designee to approve all budget appropriations in accordance with Commissioner's Regulations Section 170.2.
- j) Bonding of Personnel:
1. Treasurer, Central Treasurer of Extra Classroom Activity Account, Director of Finance, Assistant Treasurer.
  2. Other employees who handle cash to be covered by \$1,000,000.00 Public Employees Blanket Bond.
- k) Approval of Advisory Councils' Membership.
- l) Appointment of representatives and alternates to Monroe County School Boards Association Committees.

Public Officers Law Article 7

Adopted: 7/13/1999  
Revised: 3/19/2008  
Revised: 9/15/2010  
Revised: 5/9/2012  
Revised: 8/21/2013  
Revised: 8/17/2016  
Reviewed: 9/18/2019



9. New Business

3. Resolution to Adopt 2022-23 Proposed Adopted Budget

Monroe 2-Orleans BOCES

# Proposed Adopted Budget

2022-23



May 11, 2022



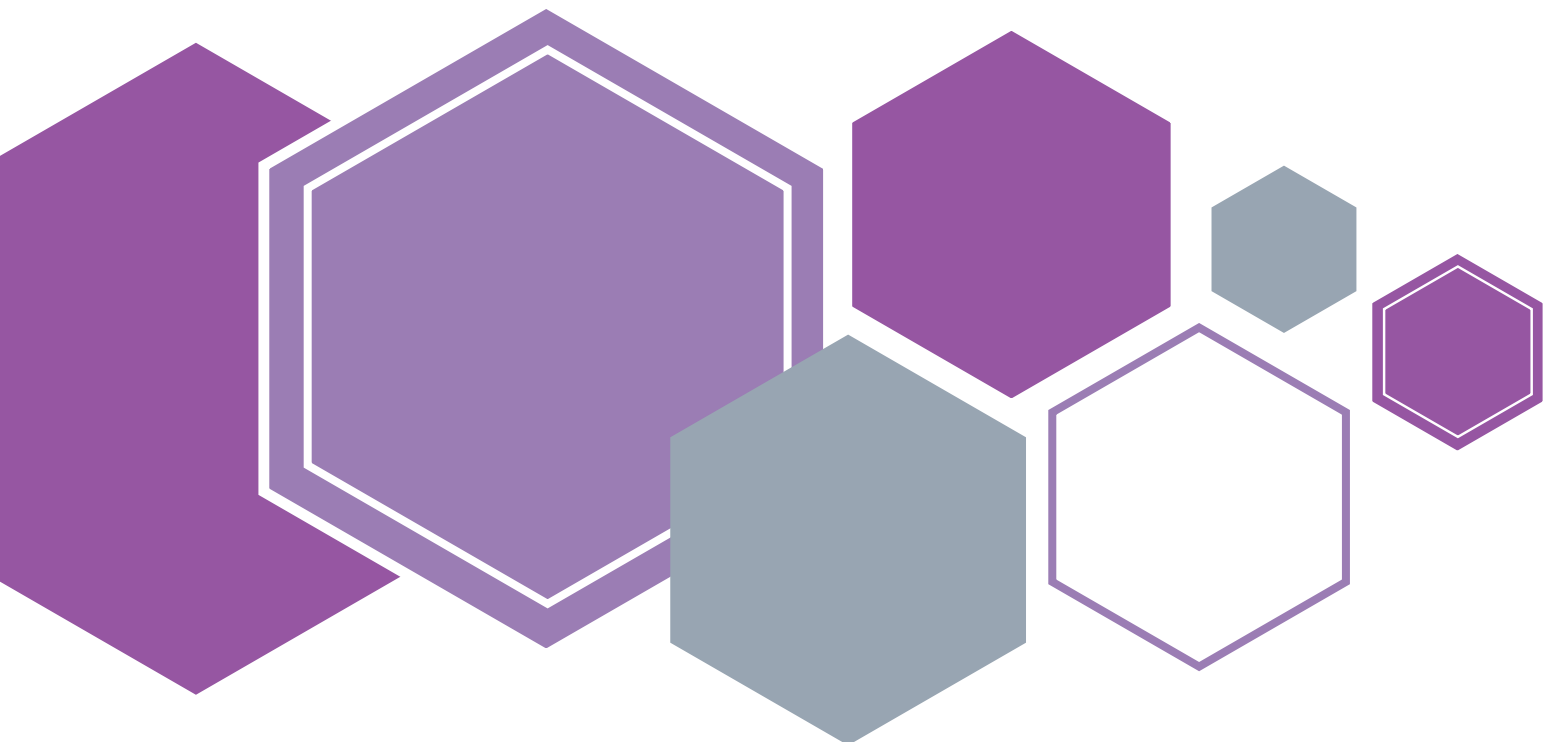
## *Mission*

We provide quality, cost-effective educational services in partnership with school districts and the community in a manner that supports excellence and equity for all learners. We are committed to customer satisfaction, continuous improvement, and personal and professional growth.

---

## *Vision*

Monroe 2–Orleans BOCES is the educational partner of choice. We strive for continuous improvement in serving the diverse needs of our community, helping all students achieve their full potential.



## **TABLE OF CONTENTS**

PROPOSED ADOPTED BUDGET SUMMARY.....	1
COMPARATIVE BUDGET ANALYSIS .....	2 - 6
COMPARISON OF 2021-22 UNIT COSTS TO 2022-23.....	7 - 11

**Monroe 2 - Orleans BOCES**  
**2022-2023 Proposed Adopted Budget Summary**  
**Based on May 1, 2022 Service Requests**

<b><u>Program</u></b>	<b><u>Proposed Adopted Budget</u></b>
Administrative Services	\$3,172,081
BOCES 4 Science	\$3,463,470
Career and Technical Education	\$9,728,797
Center for Workforce Development	\$25,760
Communication & Technology Services	\$14,575,284
Curriculum & Professional Development	\$1,141,846
Department for Exceptional Children	\$38,404,248
General Education	\$2,533,923
MAARS	\$963,915
Services from Other BOCES	<u>\$14,719,470</u>
<b>Subtotal of Budgets</b>	<b>\$88,728,794</b>
Administration (Board and Central Services)	\$8,673,365
Capital (Lease Costs and Capital Projects)	\$3,170,568
<b>Total Appropriations</b>	<b>\$100,572,726</b>

**MONROE 2-ORLEANS BOCES  
COMPARATIVE PROPOSED ADOPTED BUDGET ANALYSIS  
2021-2022 TO 2022-2023**

		Adopted 2021-2022 Budget	Amended April 2021-2022 Budget	Adopted 2022-2023 Budget	Change Over Adopted 2021-2022 Amount Percentage	
Co-Ser	Service					
ADMINISTRATION & CAPITAL						
001	Administration	\$8,362,133	\$8,385,131	\$8,673,365	\$311,232	3.72%
002	Capital (Lease Costs & Capital Project)	\$2,905,031	\$2,905,031	\$3,170,568	\$265,537	9.14%
	TOTAL	\$11,267,164	\$11,290,162	\$11,843,933	\$576,769	5.12%
ADMINISTRATIVE SERVICES						
313	Shared HR Manager	\$122,420	\$153,025	\$125,412	\$2,992	2.44%
329	Attendance Supervisor	\$129,851	\$129,851	\$71,386	-\$58,465	-45.02%
614	Labor Relations	\$564,382	\$612,060	\$628,415	\$64,033	11.35%
634	Coordination - RASHP	\$855,042	\$855,240	\$864,170	\$9,128	1.07%
634	Coordination - RASWCP	\$954,224	\$954,545	\$1,015,900	\$61,676	6.46%
640	Online Web Recruitment	\$228,399	\$253,067	\$245,573	\$17,174	7.52%
641	Human Resources Management Audit	\$19,368	\$37,954	\$19,575	\$207	1.07%
652	Cooperative Bidding	\$197,492	\$204,994	\$201,650	\$4,158	2.11%
	TOTAL	\$3,071,178	\$3,200,736	\$3,172,081	\$100,903	3.29%
BOCES 4 SCIENCE						
502	BOCES 4 Science	\$3,068,339	\$3,068,465	\$3,463,470	\$395,131	12.88%
CAREER & TECHNICAL EDUCATION						
101	Career & Technical Education	\$8,904,956	\$9,117,409	\$9,611,242	\$706,286	7.93%
413	Alternative High School Equivalency	\$108,624	\$110,887	\$117,555	\$8,931	8.22%
	TOTAL	\$9,013,580	\$9,228,296	\$9,728,797	\$715,217	7.93%
CENTER FOR WORKFORCE DEVELOPMENT						
401	H.S. Equivalency & Equiv. Attendance	\$24,200	\$24,201	\$25,760	\$1,560	6.45%
COMMUNICATION & TECHNOLOGY SERVICES						
328	Computer Education Coordinator	\$202,095	\$161,676	\$205,965	\$3,870	1.91%
430	Distance Learning	\$600,366	\$663,596	\$580,078	-\$20,288	-3.38%
508	Educational Communications	\$216,231	\$216,231	\$223,953	\$7,722	3.57%
513	Library Automation	\$342,828	\$353,603	\$354,863	\$12,035	3.51%
524	Technology Staff Development	\$295,886	\$274,912	\$308,047	\$12,161	4.11%

		Adopted	Amended		Change	
Co-Ser	Service	2021-2022 Budget	April 2021-2022 Budget	Adopted 2022-2023 Budget	Over Adopted 2021-2022 Amount	Percentage
COMMUNICATION & TECHNOLOGY SERVICES (Cont.)						
525	Instructional Computing & GIS	\$6,900,041	\$10,824,364	\$7,377,433	\$477,392	6.92%
527	Equipment Repair	\$682,293	\$766,512	\$713,135	\$30,842	4.52%
528	Printing	\$772,598	\$866,476	\$802,786	\$30,188	3.91%
530	Library Services/Media	\$926,451	\$1,039,339	\$1,036,901	\$110,450	11.92%
601	Records Management	\$85,535	\$106,819	\$87,569	\$2,034	2.38%
608	Instructional Support Network	\$2,172,557	\$2,801,756	\$2,277,614	\$105,057	4.84%
615	Public Information Services	\$567,355	\$581,095	\$606,940	\$39,585	6.98%
	TOTAL	\$13,764,236	\$18,656,379	\$14,575,284	\$811,048	5.89%
CURRICULUM & PROFESSIONAL DEVELOPMENT						
512	School Improvement	\$980,403	\$1,758,005	\$1,034,564	\$54,161	5.52%
541	Grant Writing	\$108,062	\$109,817	\$107,282	-\$780	-0.72%
	TOTAL	\$1,088,465	\$1,867,822	\$1,141,846	\$53,381	4.90%
DEPARTMENT FOR EXCEPTIONAL CHILDREN						
202	Classified Tutoring Program	\$156,715	\$156,715	\$177,803	\$21,088	13.46%
203	12:1:1 Programs	\$6,160,343	\$5,931,633	\$6,892,449	\$732,106	11.88%
204	8:1:1 Communication & Social Skills	\$773,571	\$1,034,824	\$920,700	\$147,129	19.02%
205	6:1:1 Programs	\$11,609,132	\$11,502,078	\$8,767,481	-\$2,841,651	-24.48%
206	8:1:2 Intensive Management (Elem.)	\$3,424,954	\$3,427,870	\$3,730,560	\$305,606	8.92%
211	Intensive BN 6:1:2	\$3,124,842	\$6,266,357	\$6,812,468	\$3,687,626	118.01%
215	8:1:1 Transition	\$625,618	\$625,618	\$0	-\$625,618	-100.00%
301	Blind/Visually Impaired	\$247,176	\$247,176	\$160,405	-\$86,771	-35.10%
302	Deaf/Hearing Impaired	\$1,352,215	\$1,350,546	\$1,289,516	-\$62,699	-4.64%
303	Occupational Therapy	\$417,667	\$551,626	\$734,092	\$316,425	75.76%
306	Physical Therapy	\$307,254	\$450,411	\$462,723	\$155,469	50.60%
308	Speech Impaired - Handicapped	\$1,487,556	\$1,769,021	\$1,945,108	\$457,552	30.76%
309	Social Worker/Psychologist	\$628,278	\$658,333	\$820,677	\$192,399	30.62%
311	Consultant Teacher/Inclusion/Autism	\$2,962,246	\$3,305,698	\$3,611,538	\$649,292	21.92%
315	English as a Second Language	\$767,323	\$883,653	\$779,914	\$12,591	1.64%
318	Pupil Services Coordination	\$87,106	\$87,106	\$89,612	\$2,506	2.88%
406	General Tutorial Program	\$161,559	\$161,559	\$190,312	\$28,753	17.80%
510	Gifted and Talented Extra Curricular	\$72,343	\$0	\$0	-\$72,343	-100.00%
517	Transitional Services/Career Skills Ctr.	\$995,192	\$960,187	\$884,920	-\$110,272	-11.08%
621	Occupational Health	\$0	\$401	\$0	\$0	N/A

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2021-2022 Budget	April 2021-2022 Budget	2022-2023 Budget	Over Adopted 2021-2022 Amount	Percentage
DEPARTMENT FOR EXCEPTIONAL CHILDREN (Cont.)						
653	Teacher Immersion Fellowship Program	\$129,984	\$129,984	\$133,970	\$3,986	3.07%
	TOTAL	\$35,491,074	\$39,500,796	\$38,404,248	\$2,913,174	8.21%
GENERAL EDUCATION						
417	Regional Summer School	\$1,117,677	\$1,375,220	\$1,309,765	\$192,088	17.19%
423	Alternative Ed. - Jr./Sr. High	\$923,208	\$923,209	\$1,224,158	\$300,950	32.60%
425	Summer Online & Blended Learning	\$685,954	\$685,954	\$0	-\$685,954	-100.00%
	TOTAL	\$2,981,677	\$3,239,221	\$2,533,923	-\$447,754	-15.02%
MAARS						
520	Test Scoring	\$926,541	\$936,851	\$963,915	\$37,374	4.03%
SERVICES FROM OTHER BOCES						
160	Secondary OccupationalEducation - M1	\$0	\$11,095	\$22,273	\$22,273	N/A
161	Multi-Occupational/Bridget Program- M1	\$22,951	\$11,476	\$5,853	-\$17,098	-74.50%
260	Severely Disabled 12:1:4 Creekside - M1	\$1,948,690	\$1,727,089	\$1,878,262	-\$70,428	-3.61%
261	Severely Disabled Related Services - M1	\$1,872,071	\$1,618,010	\$1,373,706	-\$498,365	-26.62%
262	District Based 12:1:1 - Monroe 1	\$104,857	\$179,358	\$197,004	\$92,147	87.88%
263	District Based Related Services	\$19,713	\$35,739	\$49,584	\$29,871	151.53%
264	Elementary/Secondary Prog. 6:1:1 - M1	\$2,046,302	\$1,614,551	\$1,741,648	-\$304,654	-14.89%
265	Elementary/Secondary Prog. 8:1:1 - M1	\$282,557	\$284,575	\$243,627	-\$38,930	-13.78%
350	Attendance Supevisor - NASSAU	\$0	\$1,306	\$0	\$0	N/A
362	Physical Thereapy - Monroe 1	\$0	\$757	\$294,240	\$294,240	N/A
363	Occupational Therapy - Monroe 1	\$0	\$6,027	\$126,714	\$126,714	N/A
364	FLEC (Social Work) - Monroe 1	\$191	\$0	\$0	-\$191	-100.00%
365	Tutoring Special Education - Monroe 1	\$1,299	\$12,796	\$737	-\$562	-43.26%
366	Deaf Ed Interpreter - Monroe 1	\$0	\$22,100	\$98,285	\$98,285	N/A
367	Psychological Services - Monroe 1	\$3,472	\$0	\$3,340	-\$132	-3.80%
368	ESOL Evaluations - Monroe 1	\$0	\$425	\$66,330	\$66,330	N/A
369	Deaf Education - Monroe 1	\$9,443	\$12,904	\$57,001	\$47,558	503.63%
374	Hearing Assistive Technology - Monroe 1	\$4,258	\$206	\$4,558	\$300	7.05%
454	Remote Learning Academy - GV BOCES	\$0	\$25,500	\$0	\$0	N/A
460	Academic Prog., Special Facilities - M1	\$1,352	\$27,329	\$4,083	\$2,731	202.00%
461	Young Audiences of Rochester - M1	\$12,678	\$12,714	\$12,809	\$131	1.03%
462	Challenger Learning Center - Monroe 1	\$40,593	\$53,773	\$52,004	\$11,411	28.11%
491	High 5 Env Training - Nassau	\$10,010	\$3,279	\$8,500	-\$1,510	-15.08%



Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2021-2022 Budget	April 2021-2022 Budget	2022-2023 Budget	Over Adopted 2021-2022 Amount	Percentage
SERVICES FROM OTHER BOCES (cont.)						
532	Outside Consultants - ERIE 2	\$0	\$5,500	\$0	\$0	N/A
550	Contractual - Schools - TST BOCES	\$0	\$95,400	\$0	\$0	N/A
551	Assessment Scoring - Sullivan	\$9,200	\$0	\$9,200	\$0	N/A
552	Positivity Project - CA BOCES	\$1,495	\$2,103	\$2,104	\$609	40.74%
553	IT&L IMP. Bill @100% - OCM BOCES	\$100	\$0	\$100	\$0	0.00%
555	Character Education - Erie 1	\$0	\$188,683	\$191,755	\$191,755	N/A
557	Sch Curric Imp Wkshops ONC BOCES	\$0	\$777	\$0	\$0	N/A
558	Coord. Of Services - ERIE 2	\$0	\$30,550	\$56,230	\$56,230	N/A
559	Staff Development - Putnam BOCES	\$0	\$150	\$0	\$0	N/A
560	BoSat Elementary Science - Monroe 1	\$12,064	\$12,064	\$12,060	-\$4	-0.03%
561	Music Library Services - Monroe 1	\$25,543	\$25,435	\$25,935	\$392	1.53%
563	School Improvement - Monroe 1	\$318	\$0	\$0	-\$318	-100.00%
565	Micro Repair Parts - Monroe 1	\$1,829	\$514	\$0	-\$1,829	-100.00%
568	Urban Suburban Interdistrict Transfer-M1	\$143,884	\$138,848	\$154,078	\$10,194	7.08%
569	Compuer Servs - Instr- Monroe 1	\$0	\$2,995	\$2,995	\$2,995	N/A
571	In-Service Allocation - Genesee Valley	\$0	\$4,587	\$0	\$0	N/A
573	Effective Schools - WFL BOCES	\$55	\$0	\$0	-\$55	-100.00%
574	Gen Staff Dev - Cap Regional BOCES	\$0	\$37	\$0	\$0	N/A
581	Coord, Other - Central - GST BOCES	\$4,500	\$2,250	\$0	-\$4,500	-100.00%
589	Section V Sports - WFL	\$48,386	\$40,145	\$40,410	-\$7,976	-16.48%
595	Educational Comunication Center	\$150	\$0	\$150	\$0	0.00%
597	Intersch Athletics Coord	\$5,700	\$5,700	\$5,820	\$120	2.11%
598	Quaver Gen Music Curr K-5 - Nassau	\$18,032	\$18,032	\$18,032	\$0	0.00%
599	Diversity & Equity Planning - Monroe 1	\$24,000	\$96,000	\$98,500	\$74,500	310.42%
604	Computer Services - Monroe 1	\$2,662,574	\$3,337,370	\$3,180,205	\$517,631	19.44%
605	Computer Services - Admin - Monroe 1	\$3,121,897	\$3,066,944	\$3,278,684	\$156,787	5.02%
610	Planning - Health Program-Orleans-Niag	\$7,215	\$7,465	\$7,500	\$285	3.95%
617	Teacher Certification - Genesee Valley	\$62,746	\$62,648	\$65,091	\$2,345	3.74%
655	Telephone Interconnect - Monroe 1	\$60,179	\$60,179	\$61,175	\$996	1.66%
657	Phone Service - Monroe 1	\$307,900	\$335,485	\$359,834	\$51,934	16.87%
660	Textbook Coordination - Monroe 1	\$14,720	\$14,943	\$18,312	\$3,592	24.40%
661	Textbook Supply - Monroe 1	\$25,200	\$28,913	\$29,365	\$4,165	16.53%
662	Disabled Transportation - Monroe 1	\$195,638	\$175,333	\$176,938	-\$18,700	-9.56%
665	Planning Services: CEL - Putnam	\$4,000	\$4,000	\$0	-\$4,000	-100.00%
668	Cooperative Bidding - East Suffolk	\$555	\$555	\$0	-\$555	-100.00%
672	Staff Development Bus Driver - GV	\$950	\$2,400	\$1,100	\$150	15.79%
674	Health, Safety & Risk Management - GV	\$169,873	\$171,178	\$177,200	\$7,327	4.31%

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2021-2022 Budget	April 2021-2022 Budget	2022-2023 Budget	Over Adopted 2021-2022 Amount	Percentage
SERVICES FROM OTHER BOCES (cont.)						
675	Self-Funded Health Coordination - GV	\$9,211	\$9,211	\$9,445	\$234	2.54%
676	Edutech Administrative - WFL	\$64,560	\$72,943	\$72,408	\$7,848	12.16%
677	Advertising Service - WFL	\$4,201	\$45,032	\$41,892	\$37,691	897.19%
679	GASB 45 - Erie 1	\$69,689	\$58,142	\$72,886	\$3,197	4.59%
682	Board Policy and Planning - Erie 1	\$34,740	\$40,090	\$44,925	\$10,185	29.32%
683	Integrated Student Mgmt. System-Erie 1	\$23,766	\$24,035	\$25,136	\$1,370	5.76%
684	State Aid Planning Services - Questar III	\$29,920	\$30,105	\$30,327	\$407	1.36%
687	Health Care Plan - Orleans Niagara	\$11,200	\$11,630	\$11,630	\$430	3.84%
688	SchoolDude Facilities Mgmt. - Broome	\$106,905	\$106,905	\$110,597	\$3,692	3.45%
690	NTS Team Ed - Nassau	\$32,700	\$41,568	\$36,900	\$4,200	12.84%
691	Computer Service: Management-Capital	\$994	\$15,175	\$12,811	\$11,817	1188.83%
693	Cooperative Purchasing - WFL BOCES	\$0	\$525	\$2,838	\$2,838	N/A
694	Fin Mgr & Hostd Sol - Cap Reg	\$11,250	\$0	\$0	-\$11,250	-100.00%
695	Stac Services - Questar III	\$0	\$6,500	\$6,500	\$6,500	N/A
696	Business Office Support	\$0	\$46,450	\$27,844	\$27,844	N/A
697	Records Management - GV BOCES	\$0	\$750	\$0	\$0	N/A
698	School Safety Training - S. Westches	\$0	\$36,137	\$0	\$0	N/A
	TOTAL	\$13,708,276	\$14,143,390	\$14,719,470	\$1,011,194	7.38%
	GRAND TOTAL	\$94,404,730	\$105,156,317	\$100,572,726	\$6,167,996	6.53%

**MONROE 2-ORLEANS BOCES  
COMPARISON OF 2021-2022 UNIT COSTS TO 2022-2023 UNIT COSTS**

<u>Co-Ser</u>	<u>Service</u>	<u>Adopted 2021-2022 Unit Cost</u>	<u>Proposed Adopted 2022-2023 Unit Cost</u>
<b>ADMINISTRATION &amp; CAPITAL</b>			
001	Administration	\$246.94/RWADA	\$254.51/RWADA
002	Capital/Rental of Facilities	\$85.79/RWADA	\$93.04/RWADA
<b>ADMINISTRATIVE SERVICES</b>			
313	Shared HR Manager	\$153,025/FTE	\$125,412/FTE
329	Attendance Supervisor	\$62/Hour	\$63/Hour
614	Labor Relations	\$20,227/District	\$20,377/District
	Labor Relations - Unemployment Service	\$4,718/District	\$4,800/District
	Labor Relations - Salary Surveys	\$4,027/District	\$4,107/District
	Labor Relations - Superintendent Hearings	\$4,557/District	\$4,600/District
634	Coordinated Roch. Area Sch. Health Plan	As Specified by District	As Specified by District
	Coordinated Roch. Area Sch. Workers' Comp.	As Specified by District	As Specified by District
640	Online Web Recruitment	\$5,200/District	\$5,200/District
641	Human Resources Management Audit	\$136/Hour	\$137/Hour
652	Cooperative Bidding	\$397/Unit	\$404/Unit
	Cooperative Bidding - Electric	\$1,149/Unit	\$1,170/Unit
	Cooperative Bidding - Fine Paper	\$599/Unit	\$610/Unit
	Cooperative Bidding - Food	\$2,314/Unit	\$2,360/Unit
	Cooperative Bidding - Natural Gas	\$1,279/Unit	\$1,303/Unit
<b>BOCES 4 SCIENCE</b>			
502	BOCES 4 Science	Varies by Kit	Varies by Kit
<b>CAREER &amp; TECHNICAL EDUCATION</b>			
101	Career & Technical Education	\$9,890/Student	\$10,075/Student
413	Alternative High School Equivalency	\$2,263/Student	\$2,305/Student
<b>CENTER FOR WORKFORCE DEVELOPMENT</b>			
401	High School Equivalency/Equivalent Attendance	\$1,100/Student	\$1,120/Student

<u>Co-Ser</u>	<u>Service</u>	<u>Adopted 2021-2022 Unit Cost</u>	<u>Proposed Adopted 2022-2023 Unit Cost</u>
<b>COMMUNICATION &amp; TECHNOLOGY SERVICES</b>			
328	Computer Education Coordinator	\$67,365/FTE	\$68,655/FTE
430	Distance Learning GCN Online Tutorials	\$2.44/RWADA + Base \$1,750/District	\$2.48/RWADA + Base \$1,785/District
508	Educational Communications	\$3.89/RWADA	\$3.96/RWADA
513	Library Automation	\$6,375/Site	\$6,500/Site
524	Technology Staff Development Instructional Technology Specialist	\$2.36/RWADA + Base \$47,025/District	\$2.40/RWADA + Base \$47,965/District
525	Instructional Computing Guidance Information Systems Shared Technician	\$3.46/RWADA + Base As Specified by District \$84,620/FTE	\$3.54/RWADA + Base As Specified by District \$86,710/FTE
527	Equipment Repair Assistive Technology	\$11.59/RWADA + Base \$17,495/District	\$11.82/RWADA + Base \$17,840/District
528	Printing	As Specified by District	As Specified by District
530	Media Library Library On-Line Resources	\$4.51/RWADA + Base \$1,025/District + Add ons	\$4.60/RWADA + Base \$1,045/District + Add ons
601	Records Management	\$4.41/RWADA	\$4.54/RWADA
608	Instructional Support Network	\$4.10/RWADA + Base	\$4.20/RWADA + Base
615	Public Information Services Video Production	\$22,330/Day/Wk/Yr \$6,000/Base Charge	\$23,000/Day/Wk/Yr \$6,120/Base Charge
<b>CURRICULUM &amp; PROFESSIONAL DEVELOPMENT</b>			
512	Cooperative School Improvement Staff Development - Seminars Cooperative School Improvement/Base Teacher Immersion Fellowship Program 3-5 days Teacher Immersion Fellowship Program 1-2 days ELA Curriculum Writing Math Curriculum Writing SS Curriculum Writing K-8 SS Curriculum Writing 9-12 Math Coaching or Audit ELA Coaching or Audit Mentoring that Matters Performance Based Assess. Dev	Varies \$6,845/District \$1,864/Teacher \$932/Teacher \$825/District \$825/District \$825/District \$825/District \$1,130/Day \$1,130/Day \$230/Participant \$1,130/Day	Varies \$6,980/District \$1,864/Teacher \$932/Teacher \$841/District \$841/District \$841/District \$841/District \$1,152/Day \$1,152/Day \$234/Participant \$1,152/Day

<u>Co-Ser</u>	<u>Service</u>	<u>Adopted 2021-2022 Unit Cost</u>	<u>Proposed Adopted 2022-2023 Unit Cost</u>
<b>CURRICULUM &amp; PROFESSIONAL DEVELOPMENT (Cont.)</b>			
	Principal APPR Re-Certification	\$565/Day	\$576/Day
	Teacher APPR Re-Certification	\$565/Half Day	\$576/Half Day
	Reading Recovery - Continuing Contact	\$2,775/Teacher	\$2,830/Teacher
	Reading Recovery - New Teacher	\$10,796/Teacher	\$11,010/Teacher
	Reading Recovery - Essential Literacy	\$8,736/Teacher	\$8,909/Teacher
	CSA Meetings	\$663/Participant	\$676/Participant
	ASI Meetings	\$674/Participant	\$687/Participant
	SBO Meetings	\$188/Participant	\$191/Participant
	ASP Meetings	\$550/Participant	\$560/Participant
	NYSED Turnkey Training	\$5,650/District	\$5,762/District
	Summer Regional Leadership Institute	\$104/Participant	\$106/Participant
	Special Education Coaching/STEM Coach	\$21,748/.2 FTE	\$22,180/.2 FTE
541	Grant Writing	\$2,780 Base Charge	\$2,821 Base Charge
<b>DEPARTMENT FOR EXCEPTIONAL CHILDREN</b>			
202	Classified Tutoring Program - Special Ed	\$43.34/Hour	\$44.20/Hour
	Home Based Tutoring - Special	\$46.34/Hour	\$47.20/Hour
203	12:1:1 Program	\$43,860/Student	\$44,873/Student
	12:1:1 Transition Program	\$47,775/Student	\$48,559/Student
	12:1:1 Project SEARCH	\$42,030/Student	\$43,135/Student
204	8:1:1 CASS	\$46,279/Student	\$47,143/Student
205	6:1:1 Behavior Management	\$52,377/Student	\$53,410/Student
	6:1:1 Center Based	\$58,196/Student	\$59,343/Student
	6:1:1 Medically Fragile (K - 12)	\$52,377/Student	\$53,365/Student
	6:1:1 Medically Fragile (Transition)	\$52,377/Student	\$53,534/Student
206	8:1:2 High Intensive Management (Elem.)	\$53,522/Student	\$54,563/Student
211	6:1:2 Complex Needs Program	\$76,529/Student	\$77,987/Student
	6:1:2 Autism Spectrum Disorder (ASD)	\$63,616/Student	\$64,795/Student
N/A	1:1 Classroom Aide	\$43,430/Student	\$44,843/Student
	1:1 Classroom SBA	\$44,229/Student	\$46,332/Student
	1:1 Classroom Nurse	\$69,000/Nurse	\$71,000/Nurse
301	Blind/Visually-Impaired	\$8,032/Hr/Wk/Yr	\$8,190/Hr/Wk/Yr
	Orientation and Mobility	\$7,877/Hr/Wk/Yr	\$8,035/Hr/Wk/Yr
302	Audiology Services (IEP Hours)	\$8,593/Hr/Wk/Yr	\$8,812/Hr/Wk/Yr
	Audiology Services (Base Charge FM System)	\$1,139/Device	\$1,187/Device
	Teacher of the Deaf/Hearing-Impaired	\$5,566/Hr/Wk/Yr	\$5,684/Hr/Wk/Yr
	Interpreter	\$87,382/Student	\$89,387/Student

<u>Co-Ser</u>	<u>Service</u>	<u>Adopted 2021-2022 Unit Cost</u>	<u>Proposed Adopted 2022-2023 Unit Cost</u>
<b>DEPARTMENT FOR EXCEPTIONAL CHILDREN (cont.)</b>			
	Notetaker	\$55,976/Student	\$57,000/Student
	Sign Skills Coach	\$62,546/Student	\$63,700/Student
303	Occupational Therapy	\$8,292/Hr/Wk/Yr	\$8,450/Hr/Wk/Yr
	Occupational Therapy - District Based FTE	\$152,017/FTE	\$155,000/FTE
306	Physical Therapy	\$8,748/Hr/Wk/Yr	\$8,890/Hr/Wk/Yr
	Physical Therapy - District Based FTE	\$141,255/FTE	\$144,000/FTE
308	Speech Impaired	\$8,380/Hr/Wk/Yr	\$8,530/Hr/Wk/Yr
	Speech Impaired - District Based FTE	\$148,653/FTE	\$152,964/FTE
	Assistive Technology	\$40,449/Hr/Wk/Yr	\$41,055/Hr/Wk/Yr
	Medicaid	\$11,440/Hr/Wk/Yr	\$11,669/Hr/Wk/Yr
309	Social Worker/Psychologist	\$8,184/Hr/Wk/Yr	\$8,340/Hr/Wk/Yr
	Social Worker/Psychologist - District Based FTE	\$128,879/FTE	\$131,134/FTE
311	Consultant Teacher	\$5,842/Hr/Wk/Yr	\$5,950/Hr/Wk/Yr
	Consultant Teacher - District Base FTE	\$81,583/FTE	\$83,051/FTE
	Music Therapy	\$6,093/Hr/Wk/Yr	\$6,208/Hr/Wk/Yr
	Autism Specialist	\$8,362/Hr/Wk/Yr	\$8,525/Hr/Wk/Yr
	Art Therapy	\$6,800/Hr/Wk/Yr	\$6,925/Hr/Wk/Yr
	Nursing Services	\$92,717/FTE	\$94,570/FTE
	Inclusion Aide	\$49,330/Aide	\$50,743/Aide
	Inclusion SBA	\$50,129/SBA	\$51,600/SBA
315	English as a New Language	\$22,371/Day/Wk/Yr	\$23,281/Day/Wk/Yr
318	Pupil Services Coordination	\$145,176/FTE	\$149,353/FTE
406	Tutorial Services - Gen Ed	\$43.34/Hour	\$44.20/Hour
	Home Based Tutoring - Gen Ed	\$46.34/Hour	\$47.20/Hour
517	Career Planning Services	\$24,120/Day/Wk/Yr	\$24,580/Day/Wk/Yr
	Work Study	\$23,006/Half Day/Wk/Yr	\$23,556/Half Day/Wk/Yr
653	Teacher Immersion Fellowship Program	\$5,416/District	\$5,500/District
<b>GENERAL EDUCATION</b>			
417	Regional Summer School	As Specified by District	As Specified by District
423	Alternative Ed. - Jr./Sr. High	\$33,003/Student	\$35,460/Student
<b>MAARS</b>			
520	MAARS - RWADA	\$5.34/RWADA	\$5.44/RWADA

<u>Co-Ser</u>	<u>Service</u>	<b>Adopted 2021-2022 <u>Unit Cost</u></b>	<b>Proposed Adopted 2022-2023 <u>Unit Cost</u></b>
<b>MAARS (Cont.)</b>			
	MAARS - Base	\$3,050/District	\$3,100/District
	MAARS - Test Processing	\$3.00/RWADA	\$3.05/RWADA



Monroe 2-Orleans BOCES  
3599 Big Ridge Road  
Spencerport NY 14559  
Phone: 585-352-2400  
Fax: 585-352-2442  
[www.monroe2boces.org](http://www.monroe2boces.org)



9. New Business

4. Resolution to Approve 2022 Lease Template – Summer Programs

2022 TEMPLATE – SUMMER PROGRAMS LEASE

THIS AGREEMENT OF LEASE made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the (Name of District), a municipal corporation with offices at (location), hereinafter referred to as the “Landlord,” and the BOARD OF COOPERATIVE EDUCATIONAL SERVICES, MONROE-ORLEANS COUNTIES, hereinafter referred to as “Tenant”;

WITNESSETH:

The Landlord owns certain buildings located in said District and the Tenant is desirous of leasing a portion of those facilities for use by the Tenant for the purpose of BOCES business and academic purposes, and whereas such a lease has been approved by the Landlord’s Board of Education;

NOW, THEREFORE, in consideration of the rents, covenants, and agreements hereinafter set forth, the Landlord does lease to the Tenant, and the Tenant does lease from the Landlord space with the appurtenances and privileges herein described upon the following terms and conditions:

1. ASSIGNMENT

The parties of this Agreement shall not transfer, assign, subcontract or otherwise dispose of this Agreement or the rights and responsibilities therein without the prior written consent of the other party or any interest herein may not be assigned by either party.

The Tenant shall not underlet the premises without the Landlord’s consent unless the underletting is related to the overall Tenant’s purpose as specified in this lease or if such underletting is in connection with a partnership with another public entity with similar purpose of the Tenants.

## 2. BREACH OF ONE PROVISION

In the event any term or condition of this Lease should be breached by any party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach either prior or subsequent to the breach so waived.

## 3. CHANGES, ALTERATIONS

The Tenant shall take good care of the space at its own cost and expense, make any and all interior cosmetic repairs to the space resulting from its occupancy and/or use, normal wear and tear excepted. The Landlord agrees to give ten (10) days' notice to Tenant with regard to any contemplated structural changes or modifications of the space. The Tenant agrees to provide for repair of broken glass windows in Tenant's portion of the space, provided such breakage is caused by Tenant's own gross negligence.

Any space and or alterations/changes which are contemplated by the Tenant, except those which enhance the program or benefit the Landlord, must first be approved by the Landlord. The Landlord is responsible for making all structural, HVAC, exterior, plumbing, and the like changes and/or repairs. During construction, renovation or the performance of maintenance functions, the Landlord will provide security for all Tenant's materials, supplies, and equipment.

## 4. COMPLIANCE WITH LAWS

The Landlord covenants that the leased premises are in compliance with all federal and state regulations and requirements relating to buildings and school buildings including but not limited to occupational safety and health and environment protection, the New York School Asbestos Safety Act, and the Federal Asbestos Hazard Emergency Response Act. The Landlord agrees to maintain the leased premises during the lease term in compliance with all such statutes and regulations at its sole cost and expense. The Landlord shall furnish to the Tenant any and all reports filed with or

received from federal and state governmental agencies, when filed or received, with respect to such matters described in this paragraph.

#### 5. CONFIDENTIALITY

The Landlord and Tenant shall observe and apply the appropriate standard of confidentiality to records and information or be subject to liability including breach of confidentiality penalties. No records shall be disclosed, re-disclosed, or used for personal gain/benefit. All student and/or staff records, or information gathered in the course of this lease, will be maintained as confidential by Landlord's employees and/or subcontractors in accordance with FERPA & HIPAA.

The Landlord will instruct its staff as to the confidentiality of records and information and the penalties for breach thereof.

#### 6. CONFLICT OF INTEREST

The Landlord represents and warrants that neither it nor any of its directors, officers, members, partners, employees or subcontractors, has any interest nor shall they acquire any interest, directly or indirectly with the Tenant, which would or may conflict in any manner or degree with the performance of the services hereunder. The Landlord further represents and warrants that in the performance of this Lease no person having such interest or possible interest shall be employed by Tenant.

#### 7. CONSTRUCTION/AMENDMENTS

All previous oral and/or written understandings and agreements made by and between the parties are merged in this Agreement, which alone fully and completely expresses their agreement. This Lease may not be changed, nor any of its provisions modified or waived, except in writing, signed by all parties to this Lease.

#### 8. CONTACT PERSON

The Landlord and Tenant each shall assign one contact person to correspond with.

#### 9. COPIES OF THE LEASE

Several copies of this Lease may be executed by the parties, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

#### 10. DANGEROUS CONDITION

Tenant must give Landlord prompt notice of fire, accident, damage or dangerous or defective condition. A dangerous or defective condition includes damage or injury resulting from snow and ice buildup, and/or melting on sidewalks, and parking lots utilized by Tenant. If the space cannot be used because of fire or other casualty, Tenant is not required to pay rent for the time the premises are unusable on the unusable portion of the space. Landlord is responsible to incur costs not covered by Tenant's insurance to repair any damaged portion of the building interior or exterior unless such damage is the result of the Tenant's own gross negligence.

#### 11. DEDUCTION OF RENT

The Tenant will be entitled to deduct from said rent, amounts of expenses Tenant incurred to make repairs that were the responsibility of the Landlord and the Landlord failed to rectify within five (5) calendar days of Tenant giving written notice to Landlord.

#### 12. DEFAULT

If after default in payment of rent or violation of any other provisions of this lease, the Tenant moves out or is dispossessed and fails to remove any trade fixtures or other personal property prior to such default, removal, expiration of lease, or prior to the issuance of the final order of execution of the warrant, then and in that event, the said fixtures and property shall be deemed abandoned by the said Tenant and shall become the property of the Landlord except for any fiber optic type cables that have been installed by Tenant. However, the Tenant reserves the right to remove any fixtures and/or materials at the termination of the lease or any extensions thereof.

### 13. LANDLORD OBLIGATIONS

The Landlord further agrees to provide the following:

- (a) Provide Tenant with outside keys and interior keys as applicable. In the event of loss of keys, the Tenant agrees to inform the District immediately. The Tenant also agrees to pay the cost of replacement of individual keys. If in the judgment of the District and competent police authority the building ought to be re-keyed due to the Tenant's negligence or inadvertence, the Tenant agrees to pay the cost of re-keying for the affected areas of the facility. (The cost of re-keying is not to exceed \$500.00.).
- (b) Trash removal and small or bulk items removed associated with the premises.
- (c) Provide all non-structural common area maintenance costs.
- (d) Maintain fire alarm system and cost associated with such.
- (e) Pay for all heat, water, sewer, electric and all other utilities except telephone.
- (f) Provide adequate parking facilities for Tenant personnel, students and parents near leased space.
- (g) Custodial and janitorial services; landscaping.
- (h) Maintain present fire extinguishers and smoke detectors.
- (i) Comply with and provide legally required safety drills and fire drills.
- (j) Allow Tenant to peaceably and quietly enjoy the premises.
- (k) Landlord will pay all county, state, local property and other taxes associated with the real and personal property.
- (l) Provide at no charge Internet access and/or Wi-Fi access.
- (m) Maintain maintenance and mowing of grounds and flower beds.
- (n) Potable water at the appropriate lead levels.

### 14. ENTER SPACE

The Tenant agrees that the Landlord, the Landlord's agents and other representatives shall have the right to enter into and upon said space, or any part thereof, with a Tenant representative present, for the purpose of examining and using the same, performing maintenance and custodial functions or making such repairs or alterations thereon that may be necessary for the safety and preservation thereof.

15. ENTIRE LEASE

This represents the entire lease between the parties. Any previous lease between the parties, oral or in writing, is superseded by this Lease.

16. EXCLUSIVITY

Landlord hereby acknowledges that Tenant is under no obligation to lease Landlord's space on an exclusive basis.

17. GOVERNING LAW

This Lease shall be governed by and construed in accordance with the Laws of the State of New York. The County of Monroe in the State of New York is hereby designated as the place of trial for any action or proceeding arising from or connected with this agreement. The Federal District Court for the Western District of New York is designated as the place of trial for any action or proceeding arising from this Lease.

Landlord covenants that its services and all aspects of its business and execution of this Lease are in compliance with any and all federal, state, and local laws and professional ethics standards.

18. HEADINGS

The paragraph headings contained in this Lease have been prepared for convenience of reference only and shall not control, affect the meaning, or be taken as an interpretation of any provision of this Lease.

19. HEALTH AND SAFETY

The Landlord will establish and maintain appropriate standards of health and safety to ensure that students, staff, invitees, attendees, parents, and the community are adequately protected against hazards or activities that may affect their health or safety.

## 20. INDEMNIFICATION

Tenant agrees to indemnify and hold harmless Landlord, its directors, officers, agents, servants and employees from and against any and all claims, actions or liabilities, damages, costs, judgments, loss, awards, penalties, attorneys' fees, court costs, expenses and disbursements of any nature whether civil or criminal, for any breach of this Lease, and all willful or negligent acts or omissions by Tenant's employees, students, and/or agents in connection with this Lease.

The Landlord agrees to indemnify and hold harmless Tenant, its directors, officers, agents, servants and employees from and against any and all claims, actions or liabilities, damages, costs, awards, judgments, penalties, expenses, disbursements, attorneys' fees and court costs, of any nature whether civil or criminal, for any breach of this Lease and any and all willful or negligent acts or omissions by Landlord's employees, agents and/or subcontractors in connection with this Lease including an inappropriate disclosure of confidential student data in violation of FERPA.

## 21. INDEPENDENT CONTRACTOR

The relationship of the Landlord to Tenant shall be that of independent contractor, and not an employee or part of tenant. No employee and/or subcontractor of Landlord will hold himself or herself out as an employee of Tenant. Because of the independent contractor status, Tenant will not be responsible for the withholding of taxes, nor for the payment of FICA taxes, not for any insurance coverage, or other similar benefits, required by law to be provided to employees.

All personnel referred to Tenant pursuant to this Lease shall be considered Landlord's employees only. Landlord will assume sole and exclusive responsibility for payment of wages to its personnel for services to Tenant; for withholding appropriate income taxes, paying federal social security taxes and unemployment insurance, and maintaining worker's compensation coverage; and for otherwise discharging its obligation as an employer.



The Landlord will not at any time hold themselves to be an employee of Tenant, instead they are acting as a representative of Tenant at the Tenant's request as an independent contractor.

## 22. INSURANCE

The Landlord shall be responsible for securing and providing personal, general, and property liability coverage (with a limit of not less than \$1 million per occurrence and \$2 million aggregate and provide a copy of general liability insurance to Tenant, upon request); and all compensation and benefits to its employees and/or subcontractors engaged under this Lease.

The Tenant shall be responsible for securing and providing personal, general, and property liability coverage (with a limit of not less than \$1 million per occurrence and \$3 million aggregate and provide a copy of general liability insurance to Landlord, upon request; and all compensation and benefits to its employees engaged under this Lease.

The Landlord must show proof, upon request, using documentation applicable to their type of organization, that they have Worker's Compensation insurance coverage for all their employees.

## 23. INTEGRATION

The Landlord has no vested interest in the Tenant in that they do not have an investment in the facility nor do they realize any profit or loss from the operation of the Tenant's business.

On site or remote work by Landlord will not destroy the independent contractor relationship between Landlord and Tenant.

Landlord's written status report or attendance at Tenant meetings will not destroy the independent contractor relationship between the Landlord and Tenant.

## 24. INVALID/SEVERABILITY

In the event any provisions of this agreement shall be held invalid, illegal or null and void and unenforceable, the remaining provisions will survive and remain in effect as in the original agreement and shall be valid and binding upon the parties.

## 25. LOGO

Landlord and Tenant agree each can use the other's name and/or logo in any descriptive or promotional materials of any kind, without first seeking permission from the other.

## 26. NON-DISCRIMINATION .

BOCES does not discriminate on the basis of age, sex, race, color, national origin, disability, creed, marital status, veteran status, sexual orientation, prior criminal offense, domestic violence victim status, or genetic status in its services, employment, programs or activities and provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle complaints/inquiries regarding the BOCES' non-discrimination policies: Assistant Superintendent for Human Resources, 3599 Big Ridge Road, Spencerport, New York 14559, 585-352-2420, and is also the Title VII and Title IX Officer. For further information on notice of non-discrimination, visit <http://www2.ed.gov/about/offices/list/ocr/addresses.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481. Please note that those wishing to file a complaint may also do so through the Department of Education's Office for Civil Rights at <https://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>. See also New York State Executive Law 296.

Monroe 2-Orleans BOCES complies with the Americans with Disabilities Act (ADA) which provides access to all its services, programs, activities, and employment for those individuals with a disability. Monroe 2-Orleans BOCES will provide reasonable accommodations and/or appropriate modifications, aides and services as required by law to provide access to individuals with disabilities to its programs, services, employment, and activities. Any individual requesting an accommodation must notify the ADA Compliance Officer at least 72 hours prior to the event or program or activity. BOCES' non-discrimination policy 1440 and 6460 related to students can be found on the Community Tab. Disability Discrimination Complaint procedure is found in Regulation 2000 and 6461 located

on the Monroe 2-Orleans BOCES website under the Community Tab. The designated ADA Compliance Officer is the Assistant Superintendent for Human Resources, 3599 Big Ridge Road, Spencerport NY 14559, 349-2420.

#### 27. NON-FUNDING

It is agreed that the BOCES may terminate this agreement and/or reduce the amount paid under this agreement, with a 30 calendar day written notice in the event that enrollment increases or declines, non-funding by school districts and/or other funding sources (grants), or similar occurrences which cause the continuation of the program to be ceased, paused, abbreviated, impractical, or requests for services change resulting in an increase or decrease of enrollment.

#### 28. NOTICE/SERVICE OF PROCESS

Any notice required or permitted by this Lease shall be made by personal delivery (effective when delivered) or by certified mail, return receipt requested (effective two (2) business days after proper posting) to the addresses first set forth above. Notices and Service of Process sent to the Landlord shall be to the attention of **(NAME)** \_\_\_\_\_, **(TITLE)** \_\_\_\_\_. Notices and Service of Process sent to Tenant shall be to the attention of its District Clerk.

#### 29. PART Z CHEMICALS

Landlord will comply with Federal Law with regard to Part Z chemicals and maintain Safety Data Sheets (SDS) on file for any Tenant staff, student, volunteer, parent, invitees, or attendees exposed to Part Z chemicals.

#### 30. PEACEFUL USE

The Tenant's use of facilities shall be limited to those areas as specified above. The Landlord further covenants that the said Tenant on paying the said yearly rent, and performing the covenants aforesaid shall and may peacefully and quietly have, hold and enjoy the said premises for the term

aforesaid, provided however, that this covenant shall not be conditioned upon the retention of title to the premises by the Landlord.

### 31. RENTAL

The Tenant shall pay as and for rent of said premises the rate of (\$ rate) per square foot for a total of (\$total) yearly. The rent is payable in (# of ) installments, (\$----) and (\$----) upon invoice from Landlord and payable to the Landlord's School District Treasurer.

### 32. SALE OF BUILDING

If the building is placed up for sale or the building is sold during the term of the lease, the Landlord agrees to require the new Landlord to assume all of the terms and conditions of this lease with Tenant for the duration of the lease.

### 33. SPACE

The Landlord agrees to lease to Tenant the following space: (Rooms, areas, common areas, and state square footage total).

### 34. SUBCONTRACTING

Landlord may not engage subcontractors to perform the services under this Lease unless Tenant approves a written request for a subcontractor.

### 35. TERM

The term of the lease is for (#) years from (date – date).

### 36. TERMINATION

It is agreed that the Tenant may terminate this lease with a thirty (30) calendar day written notice in the event that enrollment increases or declines, non-funding by component districts or similar occurrences cause continuation of the program to be impractical, or requests for services change resulting in an increase or decrease of enrollment.

This agreement may be terminated at any time with or without cause upon thirty (30) calendar day's written notice by either party to the other party without incurring any future penalty on account of such termination.

37. USAGE

The Tenant is free to use the space for the months of July and August \_\_\_\_\_(year).

38. USAGE CHANGES

It is further understood if requests for services change, either an increase or decrease, then the number of rooms leased/rented may be altered provided ten (10) work days written notification is provided to the Landlord. The rent will be changed to reflect the increase or decrease or square footage. In the event of a need for an increase in square footage it is understood that such increase is subject to the availability of space and with the mutual agreement of both parties concerning this additional space.

AND, IT IS MUTUALLY UNDERSTOOD AND AGREED, that the covenants and agreements contained in the within lease shall be binding upon the parties hereto and upon their respective successors, heirs, executors, and administrators. In addition, it is agreed that this lease is contingent upon the facilities being in compliance with the regulations and requirements specified in the Asbestos Hazard Emergency Response Act and New York State Asbestos Safety Act.

IN WITNESS WHEREOF, the parties hereto have caused this lease to be executed by their duly authorized officers and their respective seals to be hereunto affixed the day and year first above written.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES (Tenant)

BY \_\_\_\_\_  
JO ANNE L. ANTONACCI  
DISTRICT SUPERINTENDENT

\_\_\_\_\_  
DATE

(LANDLORD)

BY \_\_\_\_\_  
SUPERINTENDENT OF SCHOOLS

\_\_\_\_\_  
DATE

9. New Business

5. Resolution to Approve Chemical Hygiene Plan for 2022-23 School Year (T. Schulte)

# Chemical Hygiene Plan For Monroe 2-Orleans BOCES Science Laboratories ~~2021-2022~~ **2022-2023**

Submitted by B. Swanson & C. Lawrence, Chemical Hygiene Officers and  
the Hazard Communications Committee, December 5, 2007  
Reviewed and revised 6/2016; Board approved July 13, 2016  
Reviewed and revised 2/2017; Board approved May 10, 2017  
Reviewed and revised 3/2018; Board approved May 9, 2018  
Reviewed and revised 2/2019; Board approved May 15, 2019  
Reviewed and revised 2/20/20; Board approved May 13, 2020  
Reviewed and revised 3/25/21; Board approved May 12, 2021  
Reviewed March 2022; Board approved \_\_\_\_\_



# **Monroe 2-Orleans BOCES**

## **Chemical Hygiene Plan**

### **For Science Laboratories**

#### **I. Introduction**

#### **II. Standard Operating Procedures**

- A) General Employee Rules and Procedures
- B) General Laboratory Rules and Procedures
- C) Personal Hygiene Guidelines
- D) Protective Clothing Requirements
- E) Housekeeping Rules
- F) Spill and Accident Procedures
- G) Chemical Storage Rules and Procedures
  - i. Storage Requirements – Compressed Gas Handling Instructions
  - ii. Storage Requirements – Flammable Chemical Handling Instructions
  - iii. Storage Requirements – Corrosive Material Handling Instructions
- H) Procedure – Specific Safety Rules and Guidelines (for extremely hazardous chemicals)
- I) Prior Approval Procedures
- J) Safety Equipment Inspection

#### **III. Employee Training**

#### **IV. Exposure Evaluations**

#### **V. Medical Evaluations**

#### **VI. Monitoring**

#### **VII. BOCES Emergency Evacuation Plan**

#### **VIII. Appendix**

## **I. Introduction**

In 1990, the United States Occupational Safety and Health Administration (OSHA) instituted a laboratory standard entitled, "The Laboratory Standard - Occupational Exposure to Hazardous Chemicals in Laboratories." This new "Laboratory Standard" has been designed to address the specific safety needs in the laboratory.

The Laboratory Standard ensures that employees and students who work in a laboratory setting will be protected from any chemical exposure that exceeds permissible exposure limits and that employees be educated as to the hazardous nature of the chemicals used in the laboratory. To achieve this goal, the Laboratory Standard requires the BOCES to appoint a chemical hygiene officer to develop, implement, and monitor a chemical hygiene plan.

### **BOCES responsibilities**

To ensure the science programs comply with the Laboratory Standard.

- 1) Record all exposures to hazardous chemicals.
  - a) Record all chemical exposures and use by monitoring instruments to obtain hard data. \*
  - b) Obtain and keep up to date information provided by a medical examination.
  - c) Keep these records and allow employee access to these records, including all employee exposure and medical records unless said access is prohibited by law.

\*This provision is included in the Lab Standard, but clearly states that exposure levels only need to be monitored if there is an exposure level which is above the permissible exposure limit (PEL) and an OSHA Standard exists for the chemical which requires monitoring. If there is no reason to believe that the PEL has been exceeded, there is no need to monitor exposure levels.

- 2) Train employees to:
  - a) Understand the hazards of chemicals used in the laboratory.
  - b) Recognize signs and symptoms associated with exposure that exceeds permissible exposure limits to hazardous chemicals.
  - c) Properly use personal equipment (fume hoods, respirators, goggles, etc.)
  - d) Take measures to prevent exposure that exceeds permissible exposure limits by following laboratory safety procedures.
  - e) Understand the content of the Chemical Hygiene Plan.
- 3) Provide employees access to:
  - a) SDS (Safety Data Sheets).
  - b) The employee's own previous exposure records (if any) and if applicable.
  - c) The employee's own previous medical records (if any) and if applicable.
  - d) The Laboratory Standard and Chemical Hygiene Plan.

- e) Permissible exposure limits of hazardous chemicals used in the laboratory (Consult Flinn Chemical Catalog/Reference Manual.)
- 4) Process upon receipt of chemicals.
  - a) Upon receipt of chemicals, confirm receipt of SDS (and make them accessible to the employee).
  - b) Make sure the chemical label is proper and contains the minimum amount of information.
    - 1) Chemical name.
    - 2) Hazardous information.
    - 3) Name and address of the manufacturer.

Note: Follow these steps for all chemicals and chemical solutions made and stored in the laboratory or chemical storeroom.

### **The Chemical Hygiene Plan – An Overview**

The Chemical Hygiene Plan is the major ingredient of the Laboratory Standard which will:

- 1) Protect employees from health hazards associated with hazardous chemicals in the laboratory.
- 2) Keep chemical exposures below established permissible exposure limits. (Consult Flinn Chemical Catalog/Reference Manual for specific chemical permissible exposure limits.)

The Chemical Hygiene Plan must be readily available to employees. The Board shall review and evaluate the effectiveness of the Chemical Hygiene Plan at least annually and update the plan as necessary. The Chemical Hygiene Plan includes each of the following elements and includes specific measures Monroe 2-Orleans BOCES will take to ensure laboratory and student protection.

## **II. Standard Operating Procedures**

### **A) General Employee Rules and Procedures**

- 1) Minimize all chemical exposures.
- 2) Avoid skin contact with chemicals.
- 3) Avoid underestimation of chemical hazards and risks.
- 4) Wear appropriate eye protection at all times when chemical exposure is likely. Chemical splash goggles must be worn any time chemicals, glassware or heat are used in the laboratory.
- 5) Never work alone in the laboratory, chemical storage or prep areas.

- 6) Never use materials near any source of ignition, spark, or open flame.
- 7) Flammable liquids require special attention.
- 8) Never perform a first-time chemical demonstration in front of the class. Always perform first-time demonstrations in front of other instructors to evaluate the safety of the demonstration.
- 9) Never store chemicals over, under or near a sink.
- 10) Allow only authorized personnel in the chemical storeroom.
- 11) Have a fire blanket easily accessible in case of an accident.
- 12) Train all students on how to use all the safety devices in the laboratory (e.g., eyewash, fire extinguisher, etc.).
- 13) Teach all students and employees using the science laboratory to find the safety devices quickly, if needed, in an emergency.
- 14) Know appropriate procedure in the event of a power failure.
- 15) Know where and how to use master utility controls to shut off gas, electrical and water supplies.
- 16) Do not smell or taste chemicals.
- 17) Use a safety shield whenever an explosion or implosion could occur.
- 18) Read all chemical labels prior to use.
- 19) Know and understand the hazards of the chemical as stated in the SDS and other references.
- 20) Use protective safety equipment to reduce potential exposure, i.e. gloves, respirators, fume hood, etc.
- 21) Know the locations for all personal safety and emergency equipment, eyewash, shower, fire extinguisher and spill control materials.
- 22) Properly store all chemicals in their compatible chemical families.
- 23) Use proper transportation and disposal procedures for chemicals.
- 24) Know appropriate emergency procedures, waste disposal, spill clean-up, evacuation routes and fire emergency notification.
- 25) Understand the personal hygiene practices outlined in this Chemical Hygiene Plan.

## **B) General Laboratory Rules and Procedures**

- 1) Follow BOCES Policy #6420 First Accident/First Aid Policy.
- 2) The laboratory should be well ventilated. (A ventilation fan which can remove the air a minimum of 4 air changes per hour in the lab and storage but 8 exchanges per hour for the prep area). Air for laboratory ventilation should directly flow into the laboratory from non-laboratory areas and out to the exterior of the building.
- 3) Post emergency telephone numbers in the chemical storage area. Have a telephone or some means of emergency communication in the laboratory, chemical storage area and prep area.
- 4) Do not use chipped, etched or cracked glassware. Glassware, which is chipped or scratched, presents a serious breakage hazard when heated or handled.
- 5) All laboratories must have eyewash capable of treating both eyes continuously for 15 minutes with copious quantities of potable water. Teach everyone in the science laboratory how to use the eyewash quickly in case of an emergency. Eyewash effectiveness and operation should be inspected every three months. Promptly repair any eyewash that does not meet the water flow requirements of American National Standards Institute Z358.1.
- 6) In the event of an accident, complete an accident report in detail. Employee and Student Accident report forms can be found on the BOCES 2 Employee Portal under Forms and Documents.
- 7) Read all labels carefully- the names of many chemicals look alike at first glance.
- 8) Do not operate electrical equipment with wet hands.
- 9) Have appropriate types and sizes of extinguishers, such as Triclass ABC and/or Halon fire extinguishers. Carbon Dioxide fire extinguishers are inappropriate. A Class D fire extinguisher should be available when working with flammable solids. Fire extinguishers should be inspected every year.
- 10) Never block access to exits, fire exits, or emergency equipment.
- 11) Create an alternative evacuation route in the event the primary route becomes blocked.
- 12) Practice emergency plans.
- 13) Do not drink from lab glassware or other lab vessels.
- 14) No food in the laboratory.
- 15) Do not eat, drink, or chew gum in the laboratory.
- 16) Do not apply cosmetics in areas where laboratory chemicals are present.
- 17) Keep all aisles clear.
- 18) Do not run in the laboratory.

- 19) No unlabeled products should be stored anywhere in the science facility.
- 20) Be thoroughly familiar with the hazards and precautions for protection before using any chemical. Study the precautionary label and review its contents before using any chemical substance.
- 21) An approved eyewash station and fire blanket should be within 25 feet of the chemical storage area.
- 22) Neutralizing chemicals, such as spill kit, dry sand, kitty litter, and other spill control materials should be readily available.
- 23) Dispose of all chemicals properly. All disposal procedures used should conform to state and local regulations. Contact the Operations & Maintenance Department of Monroe 2 Orleans BOCES for assistance with chemical disposal.
- 24) Safety showers or body drenches should be provided. Showers should be tested every six months. Promptly repair any shower or body drench that does not meet the water flow requirements of American National Standards Institute Z358.1.
- 25) Access to exits, emergency equipment and master utility controls should never be blocked.
- 26) All incidents or violation of safety procedures should be carefully analyzed by the program administrator after a Safety Incident Report form has been completed and the results distributed to all who might benefit.
- 27) Never pipet by mouth – always use a pipet bulb or other appropriate suction device.
- 28) Avoid the use of contact lenses in the laboratory. If contact lenses must be worn, the science teacher must be informed so special precautions can be taken. Same eye protection (goggles) will be used by all (whether they wear contact lenses, glasses or neither).
- 29) Never perform unauthorized laboratory experiments.

### **C) Personal Hygiene Guidelines**

- 1) Do not apply cosmetics, eat, chew gum, smoke, or drink in the laboratory.
- 2) Wash hands (or other exposed body part) thoroughly after any chemical exposure or before leaving the laboratory.
- 3) Never smell chemicals directly: always waft the odors to nose using hand.
- 4) Never bring foodstuff, opened or closed, into the lab, chemical prep or storage area. Foodstuffs should not be eaten if in a room with toxic materials.

#### **D) Protective Clothing Requirements**

- 1) Eye protection must be worn. Chemical splash goggles must meet American National Standards Institute Z87.1 standard. Wear face shields when dealing with corrosive liquids, (i.e., acids and bases).
- 2) Wear gloves which offer protection for all hazards in the lab. Test for holes every time gloves are worn.
- 3) Always wear a full-length lab coat or a chemical-resistant apron.
- 4) Wear low-heeled shoes. Do not wear opened-toed shoes or sandals of any kind. Always wear socks in the laboratory.
- 5) Wear respirator with the appropriate cartridge if permissible exposure limits as specified in the SDS are likely to be exceeded. (Note: medical clearance, additional training and fit test are required by OSHA prior to respiration use)
- 6) Do not wear shorts or any clothing that does not cover skin – wear long pants or clothes to cover all skin.
- 7) Do not wear loose or balloon sleeves.
- 8) Tie back long hair.
- 9) Avoid the use of contact lenses in the laboratory. Same eye protection (chemical splash goggles) will be used by all (whether they wear contact lenses, glasses or neither).
- 10) Do not wear hanging jewelry.
- 11) Do not wear a long or loose necktie.
- 12) Do not wear an absorbent watchstrap.
- 13) Inspect all protective safety equipment before use. If the equipment is defective, do not use.

#### **E) Housekeeping Rules**

- 1) Keep chemicals in the chemical prep and storage area. If chemicals are moved to the classroom for lab, they must be returned to their proper storage location at the end of the day's lab periods.
- 2) Waste materials require proper containers and labels.
- 3) Do not store items in the fume hood. The storage of items in the fume hood is a fire hazard and decreases the efficiency of the fume hood.
- 4) Label all chemicals with names and hazards, even solutions.
- 5) Never block access to exits or emergency equipment.
- 6) A trained individual should clean up all spills properly and promptly.

- 7) Work and floor surfaces should be cleaned regularly and kept free of clutter.

#### **F) Spill and Accident Procedures**

- 1) Notify – Call for help. Evacuate – get everyone to a safe location. Assemble – Organize the students and employees. Report – Complete a detailed accident report after the emergency is over.
- 2) Clean up spills immediately and thoroughly. Follow approved spill cleanup procedures. Spills should only be cleaned up by approved personnel.
- 3) A bucket of dry sand, a spill kit, kitty litter, or other spill control materials should be available to be used as a Class D fire extinguisher and to provide traction on a slippery floor.
- 4) Neutralizer for both acid and base spills should be available in the event of a chemical spill

#### **G) Chemical Storage Rules and Procedures**

- 1) Keep an updated inventory of all chemicals, including the amount and location.
- 2) Stored chemicals should be examined annually for replacement, deterioration and chemical integrity.
- 3) Label all teacher-made chemical solutions with the identity of the contents, date, concentration, hazard information and teacher name.
- 4) Label all chemicals with the purchase date.
- 5) Establish a separate and secure storage area for chemicals.
- 6) Do not allow incoming shipments of chemicals to be opened by school personnel other than qualified science teachers. Keep the special and expensive shipping containers for possible use in chemical storage.
- 7) All chemicals should be stored in chemically compatible families.
- 8) Store the minimum amount of chemical needed.
- 9) Store corrosives in appropriate corrosive cabinets.
- 10) No flammable materials should be stored outside an approved flammables storage cabinet unless in safety cans.
- 11) Do not store items in the fume hood. The storage of items in the fume hood is a fire hazard and decreases the efficiency of the fume hood.
- 12) If possible, keep certain items in the original shipping package, e.g., acids and bases in the special Styrofoam cubes.
- 13) Avoid storing chemicals on shelves above eye level.



- 14) The storage area and cabinets should be labeled as to identify the hazardous nature of the products stored within. This will allow fire department officials to quickly see a potentially hazardous area.
- 15) Shelving above any work area, such as a sink, should be free of chemicals or other loose miscellaneous objects.
- 16) Shelving sections should be secured to walls or floor to prevent tipping of entire sections.
- 17) Shelves should be equipped with a barrier to prevent containers from rolling off.
- 18) Chemicals should not be stored on the floor except in approved shipping containers.
- 19) Storage area should be ventilated by at least four changes of air per hour. Isolate the chemical storage exhaust from the general building ventilation system.
- 20) Never store food in a laboratory refrigerator. Place sign on refrigerator to notify of restricted use, lock if necessary.
- 21) Store chemicals in a separate, locked, dedicated storeroom.
- 22) Store all poisons in a locked cabinet.
- 23) Only authorized personnel are allowed in the chemical storage area. Students should never be allowed in this area.
- 24) Chemical exposure to heat or direct sunlight should be avoided.

**i. Storage Requirements – Compressed Gas Handling Instructions**

- 1) Compressed gases should be handled as high energy sources, and therefore, as potential explosives.
- 2) Always protect the cylinder valve stem.
- 3) Compressed gas cylinders should have cap in place when not in use or when being moved.
- 4) Avoid exposures of cylinders to heat. Do not store gas cylinders in direct sunlight.
- 5) Never lubricate, modify, force or tamper with a cylinder valve.
- 6) Cylinders of toxic, flammable, or reactive gases should be used only under a fume hood.
- 7) Do not extinguish a flame involving a combustible gas until the gas is shut off – otherwise it can re-ignite – possibly causing an explosion.
- 8) Gas cylinders must be secured in place. They must be protected to prevent valve damage which may be caused by falling.

## **ii. Storage Requirements – Flammable Chemicals Handling Instructions**

- 1) Store all flammables in a dedicated flammable cabinet.
- 2) Keep cool, between 55°F and 80°F, at all times.
- 3) Store away from all sources of ignition.
- 4) Store away from all oxidizers.
- 5) Never store flammables in refrigerators unless the refrigerator is explosion proof.
- 6) Avoid storing any chemicals, especially flammable materials in direct sunlight.

## **iii. Storage Requirements – Corrosive Materials Handling Instructions**

- 1) Store corrosives in appropriate corrosive cabinets.
- 2) If possible, keep certain items in the original shipping package, e.g., acids and bases in the special Styrofoam cubes.
- 3) Working with corrosive material requires special eyewear. Wear ANSI-rated goggles when handling corrosive materials.
- 4) At least every three months inspect all shelf clips in the acid cabinet to check for possible corrosion. These shelf clips are the only thing preventing a collapsed shelf. They require special attention.

## **H) Procedure – Specific Safety Rules and Guidelines (for extremely hazardous chemicals)**

- 1) Use a fume hood when the permissible exposure limit for a chemical is less than 50ppm as indicated on the chemical SDS.
- 2) Use carcinogens, mutagens, teratogens and allergens only under a fume hood.
- 3) Handle toxic, corrosive, flammable and noxious chemicals under a fume hood.
- 4) Do not expose flammable liquids to open flame, sparks, heat or any source of ignition.
- 5) Only use flammable solids (sodium, potassium, lithium, etc.) in very small quantities.
- 6) Use a safety shield when igniting flammable solids.
- 7) Water – reactive solids (sodium metal, potassium metal, etc.) should be stored under dry oil.
- 8) Use extreme caution when handling finely divided (dust-like) material. Finely divided materials may form explosive mixtures with air.
- 9) Open cans of ether (ethyl ether) should be properly disposed of after use and not stored unless absolutely necessary. Rely on expiration date to dispose of the material.
- 10) Glycerin should be available only to the instructor.

## **I) Prior Approval Procedures**

There may be some procedures which require prior approval before an instructor attempts to perform them, such as demonstrations and experiments. These procedures must be determined by cooperation and communication between the Science teacher and the Chemical Hygiene Officer in conjunction with O&M Director.

## **J) Safety Equipment Inspection**

One of the most important sections of the Laboratory Standard states that all safety equipment in the facility must function at all times.

- 1) Goggles always must be clean and functional.
- 2) Laboratory ventilation must meet the standard of eight air changes per hour and must be tested quarterly for prep areas and four air exchanges per hour for the laboratory and storage area.
- 3) A respirator must be fit tested and the appropriate cartridges must be available.
- 4) Have appropriate types and sizes of extinguishers such as Triclass ABC and/or Halon fire extinguishers. Carbon Dioxide fire extinguishers are inappropriate. A Class D fire extinguisher should be available when working with flammable solids. Fire extinguishers should be inspected every year.
- 5) Eyewashes must be functional and flushed at least once a month. (This applies to plumbed eyewash stations).
- 6) Fume hoods must be operational at least the level of 70-100 linear feet per minute as measured with a velometer.

All the above items and all safety equipment must be inspected every three months at the minimum. Any safety equipment failing this quarterly inspection or reported to be out of order at any time must be repaired immediately. Any safety equipment found to be out of order is a serious violation of the Laboratory Standard and plan.

## **III. Employee Training**

BOCES provides ongoing training sessions for employees. Training includes:

- 1) Content and location of this Chemical Hygiene Plan and the Laboratory Standard.
- 2) Potential hazards involved in using chemicals.
- 3) Signs and symptoms of overexposure to chemicals. How to detect potentially harmful exposures before they are harmful.
- 4) Location and availability of chemical Safety Data Sheets (SDS).
- 5) Understanding of the permissible exposure limits (PELs) used in the school.
- 6) The proper use and location of all safety equipment.

#### **IV. Exposure Evaluations**

All suspected exposure beyond permissible exposure limits will be investigated in a prompt and timely fashion.

In the event of an overexposure, after the immediate event, document all chemicals and circumstances involved in the overexposure. This information should be used to change safety practices to further improve lab safety and maintain these files and make them accessible to the employees except as prohibited by law.

Signs of overexposure are numerous; they include:

- 1) Accidental breakage of hazardous material container.
- 2) A skin rash or irritation occurring because of contacts with a chemical.
- 3) Caustic splashes to eyes, face or body.
- 4) Symptoms such as nausea and dizziness.

If monitoring of the air is determined to be necessary, the results of the monitoring must be made available to the employees within 2 weeks.

#### **V. Medical Evaluations**

Make medical consultation and examination available to employees when:

- 1) Any sign or symptom of an overexposure to a chemical is present.
- 2) Monitoring has indicated an overexposure to a chemical has occurred.
- 3) There has been a spill or uncontrolled release of chemical fumes.

Any emergency medical facility the employee is transported to and/or evaluated by will be provided with the names of the chemicals used, circumstances of the exposure and all signs and symptoms of the exposure.

The medical examinations dealing with the overexposure must be documented and other employees working under the same conditions must be notified. All documentation must be kept on file and accessible by other employees working in this area, unless otherwise prohibited by law.

All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee; and without loss of pay.

## **VI. Monitoring**

Monitoring will be conducted where a suspicion exists that exposure to a particular substance is over the exposure limit. Where the results indicate an overexposure, the exposure should be limited by the following Administrative Controls: 1) Purchase less toxic product that will provide same results; 2) Engineering controls, such as installation of ventilation hoods; 3) Ensure access to and use of Personal Protective Equipment as per SDS, such as masks, goggles, etc. Monitoring will continue to ensure that these steps are adequate for reducing exposure levels. Employees will be made aware of and have full access to the monitoring of substances.

## **VII. BOCES Emergency Evacuation Plan**

The Evacuation Plan included in the SAVE plan will be followed. The following are examples of laboratory specific incidents that would require evacuation:

- \* An experiment gets out of control.
- \* Flammable materials are spilled.
- \* Gas is smelled.
- \* Mercury is spilled.
- \* Fumes are strong enough to be smelled by over 50% of the people in the room.

Once determined that evacuation is necessary, staff members and students must proceed in an orderly fashion as in a fire drill.

## **VIII. Appendix**

[Chemical Disposal Form](#)

[Classroom Safety Inspection Form](#)

[Chemical Inventory Worksheet Template](#)

[OSHA Laboratory Standard](#)

9. New Business

6. Resolution to Accept Donation of Various Machining Tools from Mary P. Mueller

## GIFTS AND DONATIONS

### Donor Information:

Company or Individual Name: Mary Mueller  
Steve Drechsler

If Company, Contact Person:

Address: 165 Buttonwood Drive Hilton, NY 14468

Phone Number: 585-392-0889

E-Mail:

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

Assorted Machining Tools - excellent condition (list of tools attached)

Is Item(s) in Working Condition: yes

If not, please explain:

When can BOCES 2 Staff view the item: Anytime

*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: Mary P. Mueller

Date: 4/11/22

-----

### To Be Completed By BOCES 2 Staff:

Staff Member Name: Adam Staskiewicz/Mark Chase Dept: CTE - Teacher Phone Ext: x2226

Name of Staff Member to be notified upon Board Approval: Adam Staskiewicz-MachiningTeacher Supervisor Name and Review: Theresa Cortez

Proposed Use of Donated Item:

The tools will be used in the EMFA - Machining classroom for the students to use as needed.

How will the Item Reduce Costs or Benefit the Program:

Students will have access to tools donated and the program will not have to purchase tools from program budget.

Board Date: 5/11/22

[Signature]  
Cabinet Administrator Signature

4/19/22  
Date

[Signature]  
District Superintendent

4/26/22  
Date

Board Action: Accept ☐

Board Action: Reject ☐

3 toolboxes

1 drill press with stand

Drill chucks

Lathe tool bits

Boring bars

Reamers

Taps

Drills

Machinist clamps

Machinist vise

Sine plates

Micrometers

Countersinks

Indicators

Angle plates

Small files

Combination squares

Parallels

Allen wrenches

End mills

Calipers









certification credentials and licenses  
• Offering dual enrollment with local colleges  
• Gaining insight from advisory committees which include representatives  
• Taking a

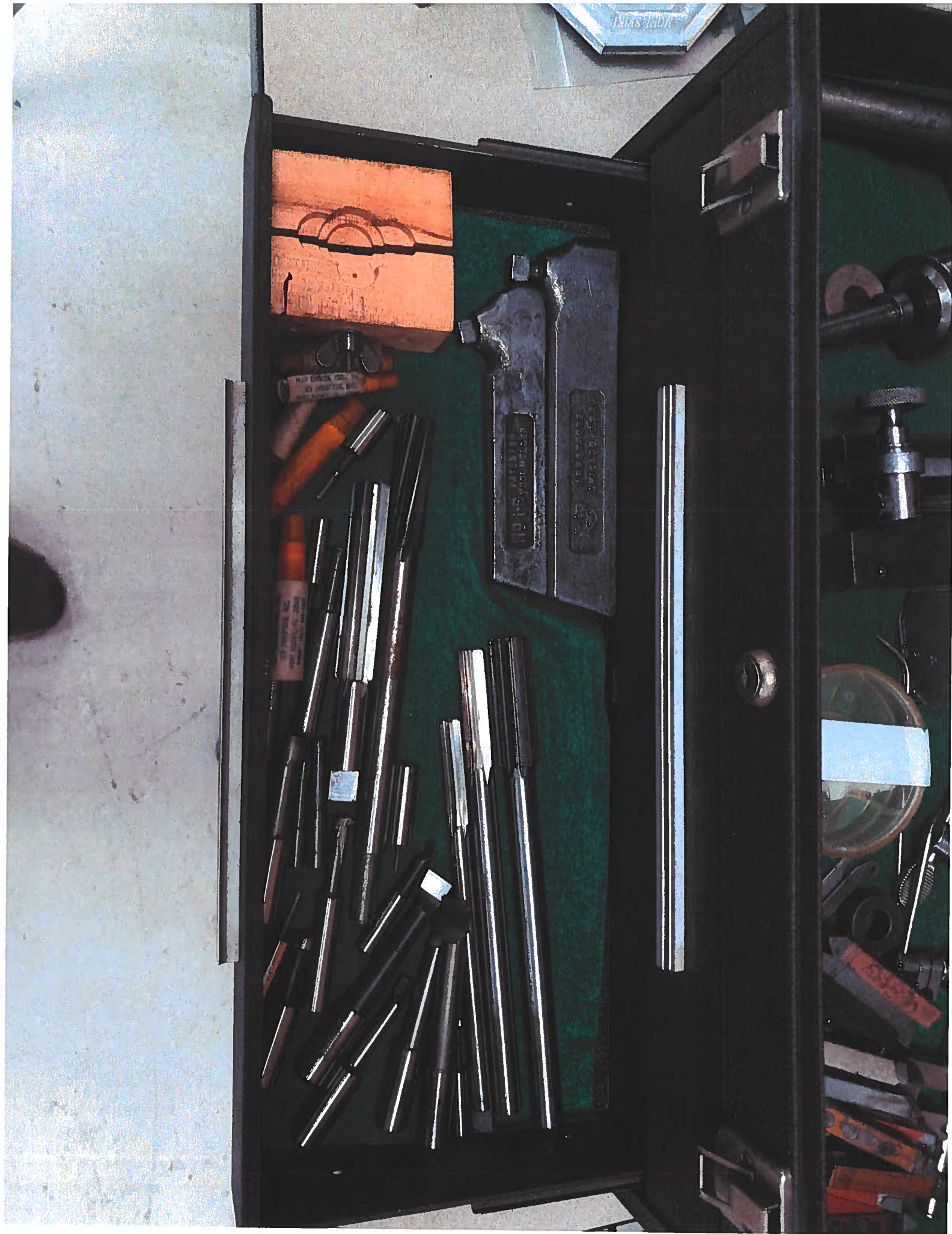
supported by instructional specialists and academic teachers  
• Integrated academics are co-taught by CTE teachers with instructional specialists and academic teachers  
• Offering dual enrollment with local

as guided by the CASEL framework  
• Using career-ready practices as defined by the Common Career Technical Core  
• Integrating Career and Financial Management (CFM) credit in every CTE course  
• Offering dual enrollment with local

















9. New Business

7. Resolution to Accept Donation of 2 Picnic Tables from Dillon Adams, former Ridgecrest Student as part of his Eagle Scout Project

## GIFTS AND DONATIONS

### Donor Information:

Company or Individual Name: Dillon Adams

If Company, Contact Person:

Address: 1411 Edgemere Dr Rochester, NY 14612

Phone Number: (585) 831-7629

E-Mail: dadams91@students.monroe2boces.org

Description of item(s) to be donated; if additional space is need, please add additional page and check here: ☐  
2 picnic tables built and donated by former Ridgecrest student, Dillon Adams, as part of his Eagle Scout project.

Is Item(s) in Working Condition: yes

If not, please explain:

When can BOCES 2 Staff view the item: 7:30-4:00 M-F @ Ridgecrest

*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: Dillon Adams

Date: 3/17/2022

### To Be Completed By BOCES 2 Staff:

Staff Member Name: Robert Nells Dept: Exceptional Children Phone Ext: 2948

Name of Staff Member to be notified upon Board Approval: Robert Nells/ Barbara Martorana Supervisor Name and Review: \_\_\_\_\_

### Proposed Use of Donated Item:

Student and staff lunches and outside break space

### How will the Item Reduce Costs or Benefit the Program:

It will give students and staff a place to take a break, sit and talk, eat and/or relax

Board Date: 5/11/22  
[Signature]  
Cabinet Administrator Signature

4/10/22  
[Signature]  
Date

[Signature]  
District Superintendent

4/26/22  
Date

Board Action: Accept ☐

Board Action: Reject ☐





9. New Business

8. Resolution to Approve Contract Amendment

**Resolution that, pursuant to Education Law Section 1950, the Amendment to Paragraphs 3, 8, and 10(b) of the District Superintendent's current Contract of Employment be approved to the extent required by law.**

Resolution to amend paragraphs 3, 8, and 10(b) of the District Superintendent's current Contract of Employment as presented.

10. Audit Committee

1. Resolution to Approve 2022-23 Audit Committee Members

11. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

11. Personnel and Staffing

2. Resolution to Approve Agreement between District Superintendent and Administrative Assistant to the District Superintendent/Board Clerk

Resolved: That the Board approves the Agreement between the District Superintendent of Monroe 2-Orleans BOCES and the Administrative Assistant to the District Superintendent/Board Clerk for the period of July 1, 2022 – June 30, 2023, as presented.

11. Personnel and Staffing
  3. Resolution to Approve Agreement between District Superintendent and District Treasurer Manager



Resolved: That the Board approves the Agreement between the District Superintendent of Monroe 2-Orleans BOCES and the District Treasurer Manager for the period of July 1, 2022 – June 30, 2023, as presented.

12. Bids/Lease Purchases

1. Resolution to Accept Cooperative Classroom Supplies Bid
2. Resolution to Accept Cooperative Calculators Bid
3. Resolution to Accept Gates Chili lease purchase of Toshiba copier equipment
4. Resolution to Accept Monroe 2-Orleans BOCES lease purchase of Xerox replacement copier equipment

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

BID RECOMMENDATION

COOPERATIVE OFFICE AND CLASSROOM SUPPLIES

Bid #RFB-1979-22 was opened on March 10, 2022 at 2:00 P.M. My recommendation for the award of this contract is as follows:

Quill	\$3,314.35
W.B. Mason	\$1,287.49
Cascade School Supplies	\$1,116.02
Pyramid School Products	\$981.81
National Art & School Supplies	\$857.09
School Specialty Inc.	\$726.27

Bids obtained: 41      Bids submitted: 6

---

BID ANALYSIS

The bid for Cooperative Office 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 Office Supplies will be used by our teachers and office staff members.

---

Funds to be provided from the 2021-2022 and 2022-2023 school year for all program budgets.

April 14, 2022  
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 CALCULATORS**

Bid #RFB-1980-22 was opened on April 14, 2022 at 2:00 P.M. My recommendation for the award of this contract is as follows:

Quill Corporation	\$1,826.86
Cascade School Supplies	\$31.50

Bids obtained: 15

Bids submitted: 2

No Bids Returned: 1

---

**BID ANALYSIS**

The bid for Cooperative Calculators 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 Calculators will be used by our teachers and office staff members.

---

Funds to be provided from the 2021-2022 and 2022-2023 school year for all program budgets.

April 14, 2022

Date



---

Director of Procurement



Monroe 2-Orleans  
Board of Cooperative Educational Services

Jo Anne L. Antonacci, District Superintendent

**Finance  
Office**

Steve Roland  
Director of Finance  
Tel: (585) 352-2412  
Fax: (585) 352-2756  
Email:  
sroland@monroe2boces.org

April 18, 2022

To: Dennis Laba  
Board President

From: Wendy Vergamini *Wendy Vergamini*  
Purchasing Agent

Subject: Board Resolution

I am requesting Board action on a resolution to purchase copier equipment for the Gates Chili CSD. The total installment purchase cost will be \$238,385.40 with 60 monthly payments. The Gates Chili CSD Board approved the purchase at a meeting held on April 12, 2022. The details of the proposed purchase have been provided with this letter.

Thank you.

## **SCHEDULE B**

### **GATES CHILI CENTRAL SCHOOL DISTRICT**

#### **BOARD RESOLUTION**

Date: *April 13, 2022*

**WHEREAS**, the Gates Chili Central School District (the "District") desires to secure for its use the equipment listed below (the "Equipment") through a Monroe 2-Orleans BOCES (the "BOCES 2" cooperative service; and

**WHEREAS**, BOCES 2 is willing to arrange for the installment purchase of the Equipment and to provide the Equipment to the District as part of a BOCES 2 cooperative service.

**NOW, THEREFORE**, be it resolved as follows:

1. The District is authorized to enter into an agreement with BOCES 2 (the "Installment Purchase Agreement") under the terms of which: BOCES 2 will purchase the Equipment; the District will be entitled to use the Equipment; and the District will be obligated to pay BOCES 2 for the use of the Equipment.

2. The District's superintendent is hereby authorized to approve the final form and terms of the Installment Purchase Agreement and to execute and deliver to BOCES 2, on behalf of the District, the Installment Purchase Agreement and such other agreements, documents, certificates and instruments as the superintendent determines are necessary to secure the use of the Equipment, to fulfill the District's obligations under the terms of the Installment Purchase Agreement, and to address the terms and intent of this resolution.

3. This resolution shall take effect when adopted.

Description of Equipment to be purchased:

<b><u>Toshiba Model</u></b>	<b><u>Building</u></b>	<b><u>Location</u></b>
e-Studio 478s	Neil Armstrong ES	Main Office
e-Studio 6518A	Neil Armstrong ES	B Wing
e-Studio 6518A	Neil Armstrong ES	C Wing
e-Studio 6518A	Neil Armstrong ES	D Wing
e-Studio 6516ACT	Neil Armstrong ES	Copy Room
e-Studio 478s	Neil Armstrong ES	Nurse's Office
e-Studio 6518A	Neil Armstrong ES	Mail Room
e-Studio 6518A	Florence Brasser ES	New Location
e-Studio 6518A	Florence Brasser ES	300 Hall
e-Studio 6516ACT	Florence Brasser ES	Copy Room
e-Studio 478s	Florence Brasser ES	Nurse's Office
e-Studio 478s	Florence Brasser ES	Main Office
e-Studio 6518A	Walt Disney ES	A Wing
e-Studio 6518A	Walt Disney ES	B Wing

e-Studio 6518A	Walt Disney ES	C Wing
e-Studio 6516ACT	Walt Disney ES	Copy Room
e-Studio 478s	Walt Disney ES	Nurse's Office
e-Studio 478s	Walt Disney ES	Main Office
e-Studio 6518A	Paul Road ES	Near CR06
e-Studio 6518A	Paul Road ES	Near CR27
e-Studio 6516ACT	Paul Road ES	Copy Room
e-Studio 478s	Paul Road ES	Nurse's Office
e-Studio 478s	Paul Road ES	Main Office
e-Studio 6516ACT	Gates Chili MS	Library
e-Studio 6518A	Gates Chili MS	Red Wing's Hall
e-Studio 6518A	Gates Chili MS	Amerks Hall
e-Studio 6518A	Gates Chili MS	Rhino's Hall
e-Studio 478s	Gates Chili MS	Nurse's Office
e-Studio 478s	Gates Chili MS	Main Office
e-Studio 6516ACT	Gates Chili MS	Food Services
e-Studio 6518A	Gates Chili MS	Foyer
e-Studio 6518A	Gates Chili MS	224 Hall
e-Studio 6518A	Gates Chili MS	429 Hall
e-Studio 6518A	Gates Chili MS	403 Hall
e-Studio 3515AC	Gates Chili MS	Library
e-Studio 3515AC	Gates Chili MS	Tech Hub
e-Studio 3515AC	Gates Chili MS	Continuing Ed
e-Studio 3515AC	Gates Chili MS	Athletic Office
e-Studio 3515ac	Gates Chili MS	Main Office
e-Studio 478s	Gates Chili MS	Nurse's Office
e-Studio 478s	Gates Chili MS	AP Office 1
e-Studio 478s	Gates Chili MS	AP Office 2
e-Studio 478s	Gates Chili MS	AP Office 3
e-Studio 478s	Gates Chili MS	AP Office 4
e-Studio 478s	Gates Chili MS	Field House
e-Studio 6518A	Gates Chili MS	Counseling Suite Hall
e-Studio 478s	Gates Chili MS	Counseling Records
e-Studio 3515AC	Gates Chili DO	Business Dept
e-Studio 3515AC	Gates Chili MS	Lower Level
e-Studio 6518A	Transportation Bldg.	Copy Room

e-Studio 478s

Transportation Bldg.

Dispatch

e-Studio 478s

Transportation Bldg.

Facilities

**CERTIFICATION OF DISTRICT CLERK**

I, Cinderella Brown, District Clerk of the aforementioned School District, hereby certify that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on April 13, 2022, and have attached a copy of such resolution.

Cinderella Brown  
District Clerk

April 14, 2022  
Date



Toshiba Business Solutions, Inc.  
180 Kenneth Drive  
Rochester, NY 14623

Gates Chili Central School District  
Eastern Suffolk BOCES Bld  
2020-044-0502

4/3/2022

Jerry Vacca  
585 202-2335

jerry.vacca@tbs.toshiba.com

Pricing  
Bid #

Site Location	Room	Address	New Toshiba Equipment	Age/Model	Est. Price	Cost per Page	Current Model	Notes
Neil Armstrong Elementary School	Main Office	3273 Lyell Rd	e-Studio 478s	none	\$33.76	0.0065	Xerox 6605	XL3625017
Neil Armstrong Elementary School	B Wing	3273 Lyell Rd	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4744545 MX4742566
Neil Armstrong Elementary School	C Wing	3273 Lyell Rd	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4744203 MX4763370
Neil Armstrong Elementary School	D Wing	3273 Lyell Rd	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4748704
Neil Armstrong Elementary School	Copy Room	3273 Lyell Rd	e-Studio 6516ACT	KA6551, GR1320	\$148.95	BW-.0042 Color-.0435	Xerox 7855	MX4748679
Neil Armstrong Elementary School	Nurse's Office	3273 Lyell Rd	e-Studio 478s	none	\$33.76	0.0065	N/A	N/A
Neil Armstrong Elementary School	Main Office	3273 Lyell Rd	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	N/A	N/A
Florence Brasser Elementary School	New Location	1000 Chili Ctr. Coldwater Rd	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4744164
Florence Brasser Elementary School	300 Hall	1000 Chili Ctr. Coldwater Rd	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4742724
Florence Brasser Elementary School	Copy Room	1000 Chili Ctr. Coldwater Rd	e-Studio 6516ACT	KA6551, GR1320	\$148.95	BW-.0042 Color-.0435	Xerox 7855	MX4742554
Florence Brasser Elementary School	Nurse's Office	1000 Chili Ctr. Coldwater Rd	e-Studio 478s	none	\$33.76	BW-.0065	N/A	N/A
Florence Brasser Elementary School	Main Office	1000 Chili Ctr. Coldwater Rd	e-Studio 478s	none	\$33.76	BW-.0065	N/A	N/A
Walt Disney Elementary School	A Wing	175 Coldwater Road	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 6605	XL3625055
Walt Disney Elementary School	B Wing	175 Coldwater Road	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4748646
Walt Disney Elementary School	C Wing	175 Coldwater Road	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4763562
Walt Disney Elementary School	Copy Room	175 Coldwater Road	e-Studio 6516ACT	KA6551, GR1320	\$148.95	BW-.0042 Color-.0435	Xerox 7855	MX4744677
Walt Disney Elementary School	Nurse's Office	175 Coldwater Road	e-Studio 478s	none	\$33.76	BW-.0065	N/A	MX4744658
Walt Disney Elementary School	Main Office	175 Coldwater Road	e-Studio 478s	none	\$33.76	BW-.0065	N/A	N/A
Paul Road Elementary School	Near CR06	571 Paul Road	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 6605	XL3625057
Paul Road Elementary School	Near CR27	571 Paul Road	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4748658
Paul Road Elementary School	Copy Room	571 Paul Road	e-Studio 6516ACT	KA6551, GR1320	\$148.95	BW-.0042 Color-.0435	Xerox 7855	MX4744664
Paul Road Elementary School	Nurse's Office	571 Paul Road	e-Studio 478s	none	\$33.76	BW-.0065	Canon 8595	XQJ02322
Paul Road Elementary School	Main Office	571 Paul Road	e-Studio 478s	none	\$33.76	BW-.0065	N/A	N/A
Gates Chili Middle School	Library	2 Spartan Way	e-Studio 6516ACT	KA6551, GR1320	\$148.95	BW-.0042 Color-.0435	Xerox 7855	MX4475481
Gates Chili Middle School	Red Wing's Hall	2 Spartan Way	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4475424
Gates Chili Middle School	Amerks Hall	2 Spartan Way	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4475427
Gates Chili Middle School	Rhino's Hall	2 Spartan Way	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4475480
Gates Chili Middle School	Nurse's Office	2 Spartan Way	e-Studio 478s	none	\$33.76	BW-.0065	Xerox 3615	A2T371579
Gates Chili Middle School	Main Office	2 Spartan Way	e-Studio 478s	none	\$33.76	BW-.0065	Xerox 5335	AE9581935
Gates Chili Middle School	Food Services	2 Spartan Way	e-Studio 6516ACT	KA6551, GR1320	\$148.95	BW-.0042 Color-.0435	Xerox B7035	5DA087343
Gates Chili High School	Foyer	1 Spartan Way	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4475419
Gates Chili High School	224 Hall	1 Spartan Way	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4475444
Gates Chili High School	429 hall	1 Spartan Way	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox B8055	Y4X832367
Gates Chili High School	403 Hall	1 Spartan Way	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Xerox 7855	MX4475436
Gates Chili High School	Library	1 Spartan Way	e-Studio 3515AC	KD1059B, MR4000B, GR1320	\$99.25	BW-.0056 Color-.0478	Xerox 7855	MX4475446
Gates Chili High School	Tech Hub	1 Spartan Way	e-Studio 3515AC	KD1059B, MR4000B, GR1320	\$99.25	BW-.0056 Color-.0478	Xerox 7855	MX4497223
Gates Chili High School	Continuing Ed	1 Spartan Way	e-Studio 3515AC	KD1059B, MR4000B, GR1320	\$99.25	BW-.0056 Color-.0478	N/A	N/A
Gates Chili High School	Athletic Office	1 Spartan Way	e-Studio 3515AC	KD1059B, MR4000B, GR1320	\$99.25	BW-.0056 Color-.0478	N/A	N/A
Gates Chili High School	Main Office	1 Spartan Way	e-Studio 3515AC	KD1059B, MR4000B, GR1320	\$99.25	BW-.0056 Color-.0478	Xerox 3615	A2T132541
Gates Chili High School	Nurse's Office	1 Spartan Way	e-Studio 478s	none	\$33.76	BW-.0065	N/A	N/A
Gates Chili High School	AP Office 1	1 Spartan Way	e-Studio 478s	none	\$33.76	BW-.0065	N/A	N/A
Gates Chili High School	AP Office 2	1 Spartan Way	e-Studio 478s	none	\$33.76	BW-.0065	N/A	N/A
Gates Chili High School	AP Office 3	1 Spartan Way	e-Studio 478s	none	\$33.76	BW-.0065	N/A	N/A
Gates Chili High School	AP Office 4	1 Spartan Way	e-Studio 478s	none	\$33.76	BW-.0065	N/A	N/A
Gates Chili High School	Field House	1 Spartan Way	e-Studio 478s	none	\$33.76	BW-.0065	N/A	N/A
Gates Chili High School	Counseling Suite hall	1 Spartan Way	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Canon IR 1435	YDB05412
Gates Chili High School	Counseling Records Room	1 Spartan Way	e-Studio 478s	none	\$33.76	BW-.0040	Xerox B8055	Y4X835788
Gates Chili District Office	Business Department	3 Spartan Way	e-Studio 3515AC	KD1059B, MR4000B, GR1320	\$99.25	BW-.0056 Color-.0478	e-Studio 356	C2GC51348
Gates Chili High School	Lower Level	3 Spartan Way	e-Studio 3515AC	KD1059B, MR4000B, GR1320	\$99.25	BW-.0056 Color-.0478	N/A	N/A
Transportation Bldg.	Copy Room	3 Spartan Way	e-Studio 6518A	KA6551, GR1320	\$87.16	BW-.0040	Canon 6575 - C7260	XMZ02586 ULK06640
Transportation Bldg.	Dispatch	3 Spartan Way	e-Studio 478s	none	\$33.76	BW-.0065	Xerox 5335	AE9581947
Transportation Bldg.	Facilities	3 Spartan Way	e-Studio 478s	none	\$33.76	BW-.0065	Xerox B405	9HB915573
Total					\$3,973.09		N/A	N/A

**SCHEDULE D**  
**AUTHORIZING RESOLUTION**  
**Equipment Lease-Purchase**  
**For the benefit of Gates Chili Central School District**

**Board of Cooperative Educational Services**  
**Second Supervisory District of Monroe County**

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 Gates Chili Central School District (the "District") relating to same; and

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

**Adopted and Approved by the governing body of BOCES 2 this 11th day of May, 2022.**

**The undersigned further certifies that the above resolution has not been repealed or amended.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
District Clerk

**DESCRIPTION OF EQUIPMENT:**

**E-Studio 478S – 19**

**E-Studio 6518A – 20**

**E-Studio 6516ACT – 6**

**E-Studio 3515AC – 7**

Cost of the Equipment:	\$238,385.40
Finance Cost:	\$ .00
Total Cost	\$238,385.40

**DISTRICT INSTALLMENT PAYMENT SCHEDULE**

<b><u>Payment</u></b>	<b><u>Amount</u></b>
FY 21/22 (1 month)	\$ 3,973.09 (billed monthly)
FY 22/23	\$47,677.08 (billed monthly)
FY 23/24	\$47,677.08 (billed monthly)
FY 24/25	\$47,677.08 (billed monthly)
FY 25/26	\$47,677.08 (billed monthly)
FY 26/27 (11 months)	\$43,703.99 (billed monthly)



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

**Finance  
Office**

Steve Roland  
Director of Finance  
Tel: (585) 352-2412  
Fax: (585) 352-2756  
Email:  
sroland@monroe2boces.org

May 2, 2022

To: Dennis Laba  
Board President

From: Wendy Vergamini  
Purchasing Agent

Subject: Board Resolution

I am requesting Board action to purchase replacement equipment for Monroe 2-Orleans BOCES. The total installment purchase cost is \$220,744.20 with 60 monthly payments.

The details of the proposed purchase have been provided with this letter.

Thank you



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

**Communication and  
Technology Services**

Fax: (585) 349-9012

Raymond Miller  
Supervising Manager

Tel: (585) 349-9050

Email:  
rmiller@monroe2boces.org

May 3, 2022

Stephen Dawe, Manager  
Communications Services

Tel: (585) 349-9066

Email:  
sdawe@monroe2boces.org

**New Copier/Multi-Function Printer (MFP) Recommendation**

**Purpose:**

Monroe 2-Orleans BOCES' contract for our internal copier/MFP devices expires June 30, 2022, after five years. We met with two vendors: Xerox/Eastern (our current vendor) and Toshiba. The vendors had an opportunity to do site visits and review historical data for our copier/MFP fleet. After meeting with the two vendors to review their two proposals and have an internal review, we are recommending continuing working with Xerox/Eastern. The Xerox/Eastern proposal was approximately \$84k less than Toshiba's, with a majority of the new machines having a higher page per minute (ppm) printing rate. The new contract will also be \$1,382.93 less per month, for an overall cost savings of \$82,975.08 as compared to the most recent 60-month contract.

**Recommended Vendor:**

Eastern Copy Products (Xerox)  
700 Mile Crossing Blvd  
Suite 2  
Rochester, New York 14624  
Eastern Suffolk BOCES Bid

**Number of Copiers:**

45

**Features:**

- Color Copy, Print (network), Color Scanning and Faxing
- 3 Hole Punch kit
- Secure Printing
- ID Card Scanners/Secure Print (Pcounter)
- Training
- Implementation

**Cost Analysis:**

The new machines cost \$3,679.07 a month. This is not inclusive of click charges which are \$.0046 per black/white impression and \$.0396 per color impression billed quarterly.

Sincerely,  
Ray Miller

PO Outline Monroe 2 BOCES  
4/28/2022  
60 month DPP  
ESB Contract ESB-2020-044-0502

Prepared by John Clark  
Xerox Business Services  
585-500-5611  
john.clark@xerox.com

**Unit 1**

**Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00  
60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, ESP Production, 38 Turner Drive, Spencerport, NY 14559

Disposition of Xerox B8055 sn Y4X822539

**Unit 2**

**Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00  
60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, O&M 3589 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8055 sn 8TB552962

**Unit 3**

**Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00  
60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, CATS Admin, 3625 Buffalo Rd, Rochester, NY 14624

Disposition of Xerox C8055 sn 8TB553924

**Unit 4****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Superintendent, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8055 sn 8TB548566

**Unit 5****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, CTE, 3589 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8055 sn 8TB552805

**Unit 6****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, 849 Paul Rd, Rochester, NY 14624

Disposition of Xerox C8055 sn 8TB554219

**Unit 7****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Communications, 3625 Buffalo Rd, Rochester, NY 14624

Disposition of Xerox C8055 sn 8TB553061

**Unit 8****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, MAARS Reporting, 3625 Buffalo Rd, Rochester, NY 14624

Disposition of Xerox C8055 sn 8TB550740

**Unit 9****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Tech Services, 3625 Buffalo Rd, Rochester, NY 14624

Disposition of Xerox C8055 sn 8TB552297

**Unit 10**

- Office Finisher
- 2/3 hole Punch
- Envelope Tray

Cash price \$5,712.60

60 month DPP \$95.21 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, HR, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8055 sn 8TB549266

**Unit 11****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Tutoring, 160 Wallace Way, Rochester, NY 14624

Disposition of Xerox C8055 sn 8TB552797



**Unit 12****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, 18 Slayton Ave, Spencerport, NY 14559

Disposition of Xerox C8055 sn 8TB553447

**Unit 13****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Labor Relations, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8055 sn 8TB548640

**Unit 14****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Prof Dev, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8055 sn 8TB548762

**Unit 15****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES Audiology, 3591 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8055 sn 8TB551976

**Unit 16**

**Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Therapy, 71 Lyell Ave, Spencerport, NY 14559

Disposition of Xerox C8055 sn 8TB551976

**Unit 17**

**Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Westside Academy Main Office, 3635 Buffalo Rd, Rochester, NY 14624

Disposition of Xerox C8055 sn 8TB551853

**Unit 18**

**Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Door 6 Learning Center, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8055 sn 8TB552112

**Unit 19**

**Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, RC Academy staff lounge, 3625 Buffalo Rd, Rochester, NY 14624

Disposition of Xerox C8055 sn 8TB552911

**Unit 20****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Business Office, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8055 sn 8TB548615

**Unit 21****Xerox C8170H**

- BR Booklet Finisher
- C/Z Fold

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Front Office copy rm, 38 Turner Dr, Spencerport, NY 14559

Disposition of Xerox C8070 sn 6TB438408

**Unit 22****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Westview Office, 3625 Buffalo Rd, Rochester, NY 14624

Disposition of Xerox C8070 sn 6TB437881

**Unit 23****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, copy rm, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8070 sn 6TB437397

**Unit 24****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, HR Staff, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8070 sn 6TB437404

**Unit 25****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, 2<sup>nd</sup> Fl. RSS, 160 Wallace Way, Rochester, NY 14624

Disposition of Xerox C8070 sn 6TB437929

**Unit 26****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Linda Rice, 3555 Buffalo Rd, Rochester, NY 14624

Disposition of Xerox C8070 sn 6TB437928

**Unit 27****Xerox PrimeLink B9100**

- PR Finisher with 2/3 hole punch
- USB Hub Kit
- PDF Kit

Cash price \$12,447

60 month DPP \$207.45 per month

\$0 per month base rate, 0 impressions included per month, .0042 per black impression billed quarterly

Location: Monroe 2 BOCES, CTE Copy Rm, 3589 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox D95 sn BG2956558

**Unit 28****Xerox C405**

- RFID badge reader
- Productivity Kit

Cash price \$1801.00

60 month DPP \$30.01 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, Workmans Comp, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox Phaser 3610 sn A4T567956

**Unit 29****Xerox C405**

- RFID badge reader
- Productivity Kit

Cash price \$1801.00

60 month DPP \$30.01 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, Labor Relations, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox 3655 sn C7X277837

**Unit 30****Xerox C405**

- RFID badge reader
- 500 sheet paper drawer
- Stand w Cabinet
- Productivity Kit

Cash price \$2,465

60 month DPP \$41.08 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, Reception, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox 3655 C7X277874

**Unit 31****Xerox C405**

- RFID badge reader
- Productivity Kit

Cash price \$1801.00

60 month DPP \$30.01 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, HR Brown, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox 3655 C7X277870

**Unit 32****Xerox C405**

- RFID badge reader
- 500 sheet paper drawer
- Stand w Cabinet
- Productivity Kit

Cash price \$2,465

60 month DPP \$41.08 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, Business Office, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox 3655 C7X277838

**Unit 33****Xerox C405**

- RFID badge reader
- 500 sheet paper drawer
- Stand w Cabinet
- Productivity Kit

Cash price \$2,465

60 month DPP \$41.08 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, Prof Dev, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox 3655 C7X274018

**Unit 34****Xerox C405**

- RFID badge reader
- 500 sheet paper drawer
- Stand w Cabinet
- Productivity Kit

Cash price \$2,465

60 month DPP \$41.08 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, Instruction, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox 3655 C7X274029

**Unit 35****Xerox C405**

- RFID badge reader
- 500 sheet paper drawer
- Stand w Cabinet
- Productivity Kit

Cash price \$2,465

60 month DPP \$41.08 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, Rm 119, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox 3655 C7X274013

**Unit 36****Xerox C405**

- RFID badge reader
- 500 sheet paper drawer
- Stand w Cabinet
- Productivity Kit

Cash price \$2,465

60 month DPP \$41.08 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, Front Office, 3625 Buffalo Rd, Rochester, NY 14624

Disposition of Xerox 3655 C7X241544

**Unit 37****Xerox C405**

- RFID badge reader
- 500 sheet paper drawer
- Stand w Cabinet
- Productivity Kit

Cash price \$2,465

60 month DPP \$41.08 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, Exceptional Nursing, 160 Wallace Way, Rochester, NY 14624

Disposition of Xerox 3655 C7X234250

**Unit 38****Xerox C405**

- RFID badge reader
- 500 sheet paper drawer
- Stand w Cabinet
- Productivity Kit

Cash price \$2,465

60 month DPP \$41.08 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, CWD, 3589 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox 3655 C7X264073

**Unit 39****Xerox C405**

- RFID badge reader
- 500 sheet paper drawer
- Stand w Cabinet
- Productivity Kit

Cash price \$2,465

60 month DPP \$41.08 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, Exceptional Children, 160 Wallace Way, Rochester, NY 14624

Disposition of Xerox 3655 sn C7X234122

**Unit 40****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Workmans Comp, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox 3655 sn C7X274026

**Unit 41****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Exceptional Children, 160 Wallace Way, Rochester, NY 14624

Disposition of Xerox 5875 sn EX9664865



**Unit 42****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, Exceptional Children records, 160 Wallace Way, Rochester, NY 14624

Disposition of Xerox 5955 sn A2M645836

**Unit 43****Xerox C405**

- RFID badge reader
- Productivity Kit

Cash price \$1801.00

60 month DPP \$30.01 per month

\$0 per month base rate, 0 impressions included per month, .0149 per black impression and .099 per color impression billed quarterly

Location: Monroe 2 BOCES, Busines Office, 3599 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox 6655 sn E1B081783

**Unit 44****Xerox C8170H**

- Office Finisher
- 2/3 hole Punch

Cash price \$5,381.00

60 month DPP \$89.68 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, WEMOCO Main Office, 3589 Big Ridge Rd, Spencerport, NY 14559

Disposition of Xerox C8070 sn

**Unit 45****Xerox C9070**

- Business Ready Stapling Finisher
- PS4DMP - Postscript

Cash price \$8,251.00

60 month DPP \$137.51 per month

\$0 per month base rate, 0 impressions included per month, .0046 per black impression and .0396 per color impression billed quarterly

Location: Monroe 2 BOCES, MAARS Testing, 3625 Buffalo Rd, Rochester, NY 14624

Disposition of Xerox C70 sn E2B666988

Disposition of Xerox C70 sn E2B666645

**Unit 46**  
**Integrated Fiery Controller for Xerox C9070**

Cash price \$5,094

60 month DPP \$84.90 per month

\$1 per month base rate, billed quarterly

Location: Monroe 2 BOCES, MAARS Testing, 3625 Buffalo Rd, Rochester, NY 14624

Disposition of Fiery Controller sn 5PB669895

Disposition of Fiery Controller sn 5PB669894

**MONROE 2-ORLEANS BOCES**  
**BOARD RESOLUTION**

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

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

**NOW, THEREFORE**, be it resolved as follows:

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

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

3. This resolution shall take effect when adopted.

**DESCRIPTION OF EQUIPMENT**

**PURCHASE PRICE and TERMS**

Xerox C8170 – 30

Xerox B9100 – 1

Xerox C405 – 13

Xerox Prilmelink C9070 - 1

Xerox Fiery Controller - 1

Installment Purchase of \$220,744.20 with monthly payments for 60 months with 0% finance charge.

**Adopted and Approved by the governing body of BOCES 2 this 11th day of May 2022.**

**The undersigned further certifies that the above resolution has not been repealed or amended.**

Signature: \_\_\_\_\_

District Clerk

Date: \_\_\_\_\_

**District Installment Payment Schedule**

FY 21/22 (1 month)	\$3,679.57	(Billed Monthly)
FY 22/23	\$44,154.84	(Billed Monthly)
FY 23/24	\$44,154.84	(Billed Monthly)
FY 24/25	\$44,154.84	(Billed Monthly)
FY 25/26	\$44,154.84	(Billed Monthly)
FY 26/27 (11 months)	\$40,475.27	(Billed Monthly)

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

May 11	6:00pm Board Meeting (ESC, PDC 1 & 2)
May 17	School District Budget and board Member Vote
May 25	5:30pm MCSBA Annual Meeting (Ridgemont Country Club)
June 1	9:00-10:45am Student Constructed House Tours (WEMOCO)
June 8	Noon Board Officer Agenda Review (RCC)
June 11	5:30 pm MCSBA New Member Training (DoubleTree)
June 14	6:30 pm Greece CSD Board Meeting (750 Maiden Lane)
June 15	6:00 pm Board Meeting (ESC, PDC 1 & 2)
June 16	6:00 pm CTE Recognition Ceremony (Gates Chili High School Stadium)

## 16. Other Items

## 17. Adjournment