

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 12, 2021 at 6:30 p.m. in the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559.

Anticipated Executive Session immediately following the regular board meeting to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.

**BOARD MEMBERS**

Dennis Laba, President

R. Charles Phillips, Vice President

John Abbott

Kathleen Dillon

Gerald Maar

Michael May

Mark Porter

Constance Rockow

Elizabeth VenVertloh

**AGENDA**

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Agenda Item(s) Modifications
4. Public Hearing: Amendment to 2020-21 District-Wide School Safety Plan
5. Approval of Minutes: April 14, 2021 Regular Meeting Minutes
6. Public Interaction
7. Financial Reports
  1. Resolution to Accept Treasurer's Report
  2. Resolution to Accept WinCap Report
  3. Internal Claims Exception Log
8. Old Business
  1. Second Reading and Resolution to Approve Amendment to 2020-21 District-Wide School Safety Plan
9. Board Presentation - Westside Academy Student Presentation – Martha Willis – in person; student and parent via zoom
10. Audit Committee
  1. Resolution to Approve 2021-22 Audit Committee Members
11. New Business
  1. First Reading of Various Policies for Annual Review
  2. Resolution to Approve Chemical Hygiene Plan for 2021-22 School Year (T. Dobbertin)
  3. Resolution to Adopt 2021-22 Proposed Adopted Budget
  4. Determine 2021-22 Board Presentations
  5. Internal Auditor Discussion (Steve Roland)

12. Personnel and Staffing
  1. Resolution to Approve Personnel and Staffing Agenda
  2. Resolution to Approve Operations, Maintenance and Security Contract
13. Bids/Lease Purchases
  1. Resolution to Accept Cooperative Pest Control Services Bid
  2. Resolution to Accept Cooperative Natural Gas Bid
  3. Resolution to Accept Welding Equipment Bid
  4. Resolution to Accept participation in Joint Municipal Cooperative Bidding Program with Eastern Suffolk BOCES
  5. Resolution to Accept Monroe 2-Orleans BOCES Lease Purchase of a Xerox copier
14. Executive Officer's Reports
  1. Albany D.S. Report
  2. Local Update
15. Committee Reports
  - Labor Relations Committee (J. Abbott)
  - Legislation Committee (D. Laba/K. Dillon)
  - Information Exchange Committee (R. Charles Phillips/L. VenVertloh)
16. Upcoming Meetings/Calendar Events:

May 18	Budget and Board Member Vote
May 26	5:30pm MCSBA Annual Meeting, Oak Hill Country Club
June 8	6:30pm Greece School Board Meeting (Odyssey Academy 750 Maiden Lane, Rochester 14615) (Phillips)
June 9	Noon Board Officer Agenda Review (Ridgemont Country Club)
June 12	7:30 a.m. MCSBA New Member Training
June 16	6:30 Board Meeting (ESC, PDC 4)
17. Other Items
18. Anticipated Executive Session immediately following the regular board meeting to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.
19. Adjournment

## 1. Call the Meeting to Order

## 2. Pledge of Allegiance

### 3. Agenda Item(s) Modifications

4. Public Hearing: Amendment to 2020-21 District-Wide School Safety Plan

## 5. Approval of Minutes: April 14, 2021 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 Wednesday, April 14, 2021, immediately following the Annual Meeting which began at 6:30 p.m. at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present:

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

Gerald Maar (remotely)  
Michael May  
Constance Rockow  
Elizabeth VenVertloh

Staff Present:

Jo Anne Antonacci  
Karen Brown, Esq.  
Stephen Dawe  
Tim Dobbartin  
Ian Hildreth  
Kelly Mutschler

Steve Roland  
Dr. Marijo Pearson  
Dr. Michelle Ryan

1. Call the Meeting to Order  
At 6:55 p.m., immediately following the Annual Meeting which began at 6:30 p.m., the Regular meeting was called to order by President Laba.
2. Pledge of Allegiance
3. Agenda Modifications  
There were no agenda modifications.
4. Public Hearing: Code of Conduct  
There were no public comments.
5. Approval of Minutes  
Resolved: To approve the March 17, 2021, Regular Meeting Minutes as presented.  
  
Moved by K. Dillon, seconded by C. Rockow; passed unanimously.
6. Public Comment  
There was no public comment
7. Financial Reports  
S. Roland reported on the Treasurer's Report, WINCAP Report, Internal Claims Exception Log, Contractor Report, and Extra Class Quarterly Report.

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

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



8. Board Presentation Kara Reidy-Vedder, TIFP Coordinator updated the board on the Teacher Immersion Fellowship Program. The Board asked questions and thanked Ms. Reidy-Vedder for her time. *District Superintendent Antonacci relayed to the board feedback from counterparts across the state who are impressed with the BOCES 2 TIFP and interested in duplicating it in their regions.*
9. Old Business
  1. Resolved: To Approve Policy # 6463/6463F – Title IX AND SEX DISCRIMINATION.  
  
Moved by J. Abbott, seconded by K. Dillon; passed unanimously.
10. New Business
  1. Resolved: to Approve the Monroe 2-Orleans BOCES Classified Staff and Teacher Calendars for 2021-2022 School Year  
  
Motion by M. May, seconded by J. Abbot; passed unanimously.
  2. Resolved: To Approve 2021-22 Board Meeting Dates as presented.  
  
Motion by K. Dillon, seconded by J. Abbott; passed unanimously.
  3. T. Dobbertin gave an overview on the 2019-2020 Monroe 2-Orleans BOCES Report Card.
  4. Resolved: To Approve 2021 Lease Template to be used for Summer Programs.  
  
Moved by J. Abbott, seconded by M. May; passed unanimously.
  5. Resolved: To Approve Monroe 2-Orleans BOCES Code of Conduct.  
  
Moved by M. May, seconded by K. Dillon passed unanimously.
  6. Resolved: To Accept Donation of TV Lift Mechanism from Touchstone Home Products  
  
Moved by K. Dillon, seconded by C. Rockow; passed unanimously.
  7. Resolved: To Accept Donation of Scrap Steel (including delivery and pickup of material) from Dock Hardware.  
  
Moved by M. May, seconded by K. Dillon; passed unanimously.
  8. The Retiree Luncheon was discussed.
11. Personnel and Staffing
  1. Resolution to Approve Personnel and Staffing Agenda  
Resolved: To approve the Personnel and Staffing Agenda as presented.  
  
Motion by J. Abbot, seconded by K. Dillon; 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 Supplies Bid
 

Economy Paper Co.	\$331,662.61
W.B. Mason	\$50,653.40
Buffalo Envelope	\$ 1,915.00
  
2. Cooperative Calculators Bid
 

AFP Industries	\$ 7,249.38
Cascade Schools Supplies	\$ 2,255.85
Quill Corporation	\$ 2,236.05
  
3. Office and Classroom Supplies Bid
 

Quill	\$ 1,78.40
W.B. Mason	\$1,653.44
School Specialty Inc.	\$1,089.28
Pyramid School Products	\$1,016.64
National Art & School Supplies	\$503.96
Cascade School Supplies	\$188.48
Standard Stationery Supply Co.	\$64.08

4. Resolved: to Accept FY 2020 – 2021 Instructional Technology State-Wide Licensing Agreements, 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 2020 - 2021 fiscal year, for idesign Solution (Bronco Stem Kit), Learning Sciences (lobservaion). Breakout EDU (Breakout EDU). Carnegie Learning (Mathia). SAVVAS (Experience Physics 2022, Environment Science: Your World, Your Turn 2021). Great Minds PBC (Eureka Math in Sync. Eureka Math Affirm, Eureka Math Equip, PHD Science in Sync), Tequipment (Hummingbird, Robomaster, Glowforge), NoTears Learning(Handwriting Without Tears), and,

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,

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.

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

13. Executive Officer's Reports

An SED update was released with a new Next Gen ELA, Math, Science timeline giving districts an additional year to reach benchmarks. District Superintendent Antonacci will email the information to the board.

District Superintendent Antonacci was a panelist on a NYSCOSS Women's Initiative session regarding the superintendent search process.

District leaders participated in a webinar related to updated NYS COVID guidance for schools. Given this guidance, most districts will need to continue to use the hybrid model for secondary students. Monroe 2-Orleans BOCES CTE continues with 4 days in-person learning following the current guidance. All programs and departments have been made aware of the updated NYS Department of Health guidance. BOCES will make adjustments in their re-opening plan as necessary.

Assistant Superintendent Tim Dobbertin is working with our component districts on elementary summer school to help with learning loss. Additionally, ESY and secondary summer school will be offered as per usual.

The Spencerport Superintendent Search has been completed. District Superintendent Antonacci expressed gratitude for Dr. Pam Kissel who is serving as interim superintendent through June 30, 2021.

Dr. Mendoza met with Certified Nurse Assisting and Laboratory Technology students via zoom this week. He shared his journey and offered insight and advice to the students. The students were able to spend time at the Jewish Home, where they had an orientation and were able to log some hours toward the 30 hours they need for certification. URM is going to begin having students log hours as well.

14. Committee Reports

Labor Relations Committee (J. Abbott/)

Legislation Committee (D. Laba/K. Dillon)

Information Exchange Committee (R. Charles Phillips/E. VenVertloh)

15. Upcoming Meetings/Events

The various meetings for the upcoming month were listed on the agenda.

16. Other Items

There were no other items.

At 7:31 p.m., a motion was made by J. Abbott, seconded by K. Dillon, passed unanimously to enter into Executive Session to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.

Respectfully submitted,

Kelly Mutschler  
Clerk of the Board

17. The Board entered into Executive Session at 7:34 p.m.

Members Present:

Dennis Laba, President	Michael May
R. Charles Phillips, Vice President	Constance Rockow
Kathleen Dillon	Elizabeth VenVertloh
Gerald Maar (Remotely)	

Staff Present:

Jo Anne Antonacci	Steve Roland
Karen Brown, Esq.	Dr. Michelle Ryan
Tim Dobberty	
Dr. Marijo Pearson	

At 7:54 p.m. a motion was made by M. May, seconded by K. Dillon to come out of executive session; passed unanimously.

18. Adjournment

At 7:54 p.m., a motion was made by K. Dillon to adjourn the meeting, seconded by M. May; passed unanimously.

Respectfully submitted,

Jo Anne L. Antonacci  
Clerk Pro-Tem

## 6. Public Interaction

## 7. 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, 2021

<u>GENERAL FUND</u>		<u>MONTHLY</u>	
<b>CASH</b>	<b>BEGINNING BALANCE:</b>	18,359,119.84	<b><u>18,359,119.84</u></b>
<b>RECEIPTS:</b>	CHARGES FOR SERVICES	6,820,611.96	
	NON-CONTRACT CHARGES	910,447.75	
	INTEREST EARNED	770.31	
	TRANSFERS FROM SPECIAL AID	0.00	
	TRANSFERS FROM TRUST AND AGENCY	0.00	
	TRANSFERS FROM UNEMPLOYMENT	0.00	
	STATE AID DUE DISTRICTS	0.00	
	MISCELLANEOUS RECEIPTS	487,252.34	
	<b>TOTAL RECEIPTS:</b>	8,219,082.36	<b><u>8,219,082.36</u></b>
<b>DISBURSEMENTS:</b>	PAYROLL	4,973,578.04	
	WARRANTS	10,480,275.33	
	TRANSFERS TO:		
	- Special Aid	0.00	
	- Trust & Agency	1,500,000.00	
	- Unemployment Reserve	0.00	
	- Capital	0.00	
	RAN PAYMENT	0.00	
	MISCELLANEOUS DISBURSEMENTS	4,873.10	
	<b>TOTAL DISBURSEMENT:</b>	16,958,726.47	<b><u>(16,958,726.47)</u></b>
	GENERAL FUND CHECKING	8,271,719.97	
	GENERAL FUND SAVINGS	347,734.71	
	GENERAL FUND CD	1,000,021.05	
<b>CASH</b>	<b>ENDING BALANCE:</b>	9,619,475.73	<b><u>9,619,475.73</u></b>

<u>SPECIAL AID FUND</u>		<u>MONTHLY</u>	
<b>CASH</b>	<b>BEGINNING BALANCE:</b>	1,620,878.18	<u><b>1,620,878.18</b></u>
<b>RECEIPTS:</b>	INTEREST EARNED	13.86	
	TRANSFER FROM GENERAL		
	TRANSFER FROM TRUST AND AGENCY		
	STATE, FEDERAL & LOCAL SOURCES	60,818.55	
	MISCELLANEOUS RECEIPTS		
	<b>TOTAL RECEIPTS:</b>	60,832.41	<u><b>60,832.41</b></u>
<b>DISBURSEMENTS:</b>	WARRANTS	47,718.62	
	TRANSFER TO TRUST & AGENCY		
	TRANSFER TO GENERAL		
	MISCELLANEOUS DISBURSEMENTS		
	<b>TOTAL DISBURSEMENTS:</b>	47,718.62	<u><b>(47,718.62)</b></u>
<b>CASH</b>	<b>ENDING BALANCE:</b>	1,633,991.97	<u><b>1,633,991.97</b></u>

<u>RISK RETENTION FUND</u>		<u>MONTHLY</u>	
<b>CASH</b>	<b>BEGINNING BALANCE:</b>	1,584,467.88	<u><b>1,584,467.88</b></u>
<b>RECEIPTS:</b>	INTEREST EARNED	100.47	
	TRANSFER FROM GENERAL	0.00	
	MISCELLANEOUS RECEIPTS	0.00	
	<b>TOTAL RECEIPTS:</b>	100.47	<u><b>100.47</b></u>
<b>DISBURSEMENTS:</b>	WARRANTS	0.00	
	CD-INVESTMENTS	0.00	
	TRANSFER TO GENERAL	0.00	
	TRANSFER TO TRUST & AGENCY	0.00	
	<b>TOTAL DISBURSEMENTS:</b>	0.00	<u><b>0.00</b></u>
	CASH- LIABILITY RESERVE	1,179,349.99	
	CASH- UNEMPLOYMENT RESERVE	405,218.36	
<b>CASH</b>	<b>ENDING BALANCE:</b>	1,584,568.35	<u><b>1,584,568.35</b></u>



<u>TRUST AND AGENCY FUND</u>		<u>MONTHLY</u>	
<b>CASH</b>	<b>BEGINNING BALANCE:</b>	173,812,681.46	<u>173,812,681.46</u>
<b>RECEIPTS:</b>	INTEREST EARNED	9,443.54	
	PAYROLL	4,968,798.04	
	TRANSFER FROM GENERAL	1,500,000.00	
	TRANSFER FROM SPECIAL AID	0.00	
	RASWC	105.90	
	RASHP I	1,657,440.48	
	RASHP II	27,337,138.58	
	MISCELLANEOUS RECEIPTS	197,711.37	
	<b>TOTAL RECEIPTS:</b>	35,670,637.91	<u>35,670,637.91</u>
<b>DISBURSEMENTS:</b>	PAYROLL AND BENEFITS	4,784,352.55	
	RASWC	746,811.43	
	RASHP I	1,954,435.94	
	RASHP II	27,214,186.47	
	TRANSFER TO GENERAL FUND	0.00	
	TRANSFER TO SPECIAL AID	0.00	
	MISCELLANEOUS DISBURSEMENTS	298,580.30	
	<b>TOTAL DISBURSEMENTS:</b>	34,998,366.69	<u>(34,998,366.69)</u>
	CASH-CHECKING	824,100.58	
	CASH-PAYROLL	1,100,206.53	
	CASH-RASWC	11,486,436.19	
	CASH-WC WFL	221,669.70	
	CASH-FSA	30,191.38	
	CASH-RASHP I	6,351,539.87	
	CASH-RASHP II	39,830,643.10	
	CASH-SELF FUNDED DENTAL	323,878.84	
	CASH-GIFT FUNDS	100,119.97	
	MONEY MARKET / INVESTMENTS - RASHP II	51,250,026.33	
	MONEY MARKET - RASHP II - M&T	35,465,561.24	
	CERTIFICATE OF DEPOSIT-RASWC	16,250,342.11	
	CERTIFICATE OF DEPOSIT - RASHP I	11,250,236.84	
<b>CASH</b>	<b>ENDING BALANCE:</b>	174,484,952.68	<u>174,484,952.68</u>

<u>CAPITAL FUND</u>		<u>MONTHLY</u>	
<b>CASH</b>	<b>BEGINNING BALANCE</b>	2,267,040.16	<b><u>2,267,040.16</u></b>
<b>RECEIPTS:</b>	INTEREST EARNED	143.83	
	TRANSFER FROM GENERAL	0.00	
	COMPONENT REVENUE	0.00	
	MISCELLANEOUS REVENUE	0.00	
	<b>TOTAL RECEIPTS</b>	143.83	<b><u>143.83</u></b>
<b>DISBURSEMENTS:</b>	WARRANTS	373,079.35	
	MISCELLANEOUS DISBURSEMENTS	0.00	
	TRANSFER TO:		
	- General Fund	0.00	
	- Equipment Reserve	0.00	
	<b>TOTAL DISBURSEMENTS</b>	373,079.35	<b><u>(373,079.35)</u></b>
	CAPITAL FUND CHECKING	1,100,904.26	
	CAPITAL FUND CTE EQUIPMENT RESERVE	793,200.38	
<b>CASH</b>	<b>ENDING BALANCE:</b>	1,894,104.64	<b><u>1,894,104.64</u></b>

## MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2021

Fiscal Year: 2021

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		1,146,030.00	4,000.00	1,150,030.00	961,564.59	169,168.57	19,296.84
200 EQUIPMENT		15,650.00	-1,185.00	14,465.00	598.05	714.29	13,152.66
300 SUPPLIES		19,550.00	-642.38	18,907.62	10,119.65	4,753.00	4,034.97
400 CONTRACTUAL		2,618,415.00	-32,581.94	2,585,833.06	2,138,542.17	174,879.73	272,411.16
700 INTEREST ON REVENUE NOTES		15,000.00	-14,999.80	0.20	0.00	0.00	0.20
800 EMPLOYEE BENEFITS		579,927.00	-18,554.20	561,372.80	399,789.80	83,412.80	78,170.20
899 Oth Post Retirement Benft		5,652,488.00	0.00	5,652,488.00	4,223,598.17	893,814.42	535,075.41
910 TRANSFER TO CAPITAL FUND		500,000.00	0.00	500,000.00	500,000.00	0.00	0.00
950 TRANSFER FROM O & M		66,746.00	29.50	66,775.50	29.50	0.00	66,746.00
960 TRANSFER CHARGE		257,217.00	63,933.82	321,150.82	63,854.33	0.00	257,296.49
<b>Subtotal of 0 Administration</b>		<b>10,871,023.00</b>	<b>0.00</b>	<b>10,871,023.00</b>	<b>8,298,096.26</b>	<b>1,326,742.81</b>	<b>1,246,183.93</b>
<b>1 Career Education</b>							
100 SALARIES		3,861,872.00	-6,000.00	3,855,872.00	2,824,943.74	949,736.02	81,192.24
200 EQUIPMENT		35,000.00	267,778.27	302,778.27	295,926.12	139,633.66	-132,781.51
300 SUPPLIES		354,750.00	160,928.71	515,678.71	418,373.94	63,448.08	33,856.69
400 CONTRACTUAL		291,250.00	-6,526.54	284,723.46	233,402.43	39,270.98	12,050.05
490 SCH DIST AND OTHER BOCES		18,120.00	-1,488.60	16,631.40	13,859.50	0.00	2,771.90
800 EMPLOYEE BENEFITS		1,809,119.00	-16,350.00	1,792,769.00	1,226,045.34	316,191.65	250,532.01
950 TRANSFER FROM O & M		1,294,189.00	9,201.40	1,303,390.40	9,201.40	0.00	1,294,189.00
960 TRANSFER CHARGE		553,852.00	5,919.18	559,771.18	5,674.18	0.00	554,097.00
970 TR CREDs FR SERVICE PROGR		0.00	-2,849.17	-2,849.17	-2,849.17	0.00	0.00
990 TRANS CREDs FR OTHER FUND		-6,000.00	5,925.00	-75.00	-75.00	0.00	0.00
<b>Subtotal of 1 Career Education</b>		<b>8,212,152.00</b>	<b>416,538.25</b>	<b>8,628,690.25</b>	<b>5,024,502.48</b>	<b>1,508,280.39</b>	<b>2,095,907.38</b>
<b>2 Special Education</b>							
100 SALARIES		6,859,672.00	189,782.03	7,049,454.03	4,752,793.93	1,689,189.18	607,470.92
200 EQUIPMENT		78,014.00	87,400.08	165,414.08	125,600.44	307.50	39,506.14
300 SUPPLIES		141,931.00	-24,330.44	117,600.56	47,364.29	7,910.62	62,325.65
400 CONTRACTUAL		1,472,937.00	152,710.29	1,625,647.29	813,371.45	174,395.78	637,880.06
490 SCH DIST AND OTHER BOCES		5,920,930.00	413,620.42	6,334,550.42	4,989,020.54	2,000.00	1,343,529.88
800 EMPLOYEE BENEFITS		3,563,530.00	558,762.42	4,122,292.42	2,763,214.85	734,661.28	624,416.29
950 TRANSFER FROM O & M		335,806.00	0.00	335,806.00	0.00	0.00	335,806.00
960 TRANSFER CHARGE		16,023,321.00	720,606.02	16,743,927.02	6,105.02	0.00	16,737,822.00
970 TR CREDs FR SERVICE PROGR		0.00	-4,334.38	-4,334.38	-4,334.38	0.00	0.00
<b>Subtotal of 2 Special Education</b>		<b>34,396,141.00</b>	<b>2,094,216.44</b>	<b>36,490,357.44</b>	<b>13,493,136.14</b>	<b>2,608,464.36</b>	<b>20,388,756.94</b>
<b>3 Itinerent Services</b>							
100 SALARIES		12,240,392.00	45,995.44	12,286,387.44	8,240,794.79	2,981,806.88	1,063,785.77
200 EQUIPMENT		206,415.00	12,783.01	219,198.01	122,538.25	0.00	96,659.76
300 SUPPLIES		43,601.00	-5,093.02	38,507.98	16,867.00	2,879.13	18,761.85
400 CONTRACTUAL		802,831.00	193,408.10	996,239.10	124,252.51	139,413.49	732,573.10

## MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2021

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
490 SCH DIST AND OTHER BOCES		50,903.00	565,832.17	616,735.17	477,711.69	0.00	139,023.48
800 EMPLOYEE BENEFITS		6,176,059.00	-129,419.11	6,046,639.89	3,977,205.34	1,044,765.94	1,024,668.61
950 TRANSFER FROM O & M		7,938.00	19,095.77	27,033.77	19,095.77	0.00	7,938.00
960 TRANSFER CHARGE		1,209,309.00	25,074.10	1,234,383.10	1,546.10	0.00	1,232,837.00
970 TR CREDTS FR SERVICE PROGR		-11,766,756.00	-433,516.00	-12,200,272.00	0.00	0.00	-12,200,272.00
<b>Subtotal of 3 Itinerent Services</b>		<b>8,970,692.00</b>	<b>294,160.46</b>	<b>9,264,852.46</b>	<b>12,980,011.45</b>	<b>4,168,865.44</b>	<b>-7,884,024.43</b>
<b>4 General Instruction</b>							
100 SALARIES		1,868,356.00	-306,047.62	1,562,308.38	1,079,881.53	222,478.69	259,948.16
200 EQUIPMENT		5,600.00	827.44	6,427.44	1,577.52	0.00	4,849.92
300 SUPPLIES		11,375.00	5,291.50	16,666.50	2,934.81	1,591.62	12,140.07
400 CONTRACTUAL		684,335.00	403,863.48	1,088,198.48	410,351.45	73,535.08	604,311.95
490 SCH DIST AND OTHER BOCES		69,747.00	237,994.71	307,741.71	282,886.14	80.00	24,775.57
800 EMPLOYEE BENEFITS		722,170.00	-59,867.49	662,302.51	378,336.37	74,702.71	209,263.43
950 TRANSFER FROM O & M		127,696.00	-4,598.00	123,098.00	0.00	0.00	123,098.00
960 TRANSFER CHARGE		178,964.00	-4,703.44	174,260.56	2,166.56	0.00	172,094.00
970 TR CREDTS FR SERVICE PROGR		-16,290.00	0.00	-16,290.00	0.00	0.00	-16,290.00
990 TRANS CREDTS FR OTHER FUND		-2,025.00	0.00	-2,025.00	0.00	0.00	-2,025.00
<b>Subtotal of 4 General Instruction</b>		<b>3,649,928.00</b>	<b>272,760.58</b>	<b>3,922,688.58</b>	<b>2,158,134.38</b>	<b>372,388.10</b>	<b>1,392,166.10</b>
<b>5 Instruction Support</b>							
100 SALARIES		6,032,367.00	22,122.21	6,054,489.21	4,495,305.97	1,061,533.98	497,649.26
200 EQUIPMENT		3,116,595.00	4,300,066.47	7,416,661.47	3,921,193.05	3,156,084.69	339,383.73
300 SUPPLIES		737,361.00	253,737.45	991,098.45	501,229.49	170,473.06	319,395.90
400 CONTRACTUAL		4,673,400.00	1,121,215.69	5,794,615.69	3,841,960.71	1,044,812.25	907,842.73
490 SCH DIST AND OTHER BOCES		358,709.00	101,904.68	460,613.68	328,756.34	0.00	131,857.34
800 EMPLOYEE BENEFITS		2,819,990.00	5,546.18	2,825,536.18	1,939,111.69	446,028.52	440,395.97
950 TRANSFER FROM O & M		647,258.00	2,056.58	649,314.58	2,056.58	0.00	647,258.00
960 TRANSFER CHARGE		1,045,444.00	36,801.66	1,082,245.66	29,285.66	0.00	1,052,960.00
970 TR CREDTS FR SERVICE PROGR		-2,695,110.00	-88,381.75	-2,783,491.75	-61,177.26	0.00	-2,722,314.49
990 TRANS CREDTS FR OTHER FUND		-80,302.00	544.23	-79,757.77	-9,347.81	0.00	-70,409.96
<b>Subtotal of 5 Instruction Support</b>		<b>16,655,712.00</b>	<b>5,755,613.40</b>	<b>22,411,325.40</b>	<b>14,988,374.42</b>	<b>5,878,932.50</b>	<b>1,544,018.48</b>
<b>6 Other Services</b>							
100 SALARIES		2,321,226.00	-61,425.66	2,259,800.34	1,868,750.99	325,275.09	65,774.26
200 EQUIPMENT		435,385.00	125,158.89	560,543.89	262,268.04	188,775.08	109,500.77
300 SUPPLIES		39,875.00	11,427.14	51,302.14	12,615.09	4,032.86	34,654.19
400 CONTRACTUAL		3,471,936.00	226,831.62	3,698,767.62	2,009,183.10	1,128,795.33	560,789.19
490 SCH DIST AND OTHER BOCES		6,106,003.00	1,024,636.71	7,130,639.71	6,269,566.74	0.00	861,072.97
800 EMPLOYEE BENEFITS		1,084,227.00	-43,608.54	1,040,618.46	717,739.44	177,804.21	145,074.81
950 TRANSFER FROM O & M		117,445.00	16,228.77	133,673.77	16,228.77	0.00	117,445.00
960 TRANSFER CHARGE		98,636.00	3,750.74	102,386.74	3,627.74	0.00	98,759.00
970 TR CREDTS FR SERVICE PROGR		-1,699,387.00	-41,223.34	-1,740,610.34	-65,783.34	0.00	-1,674,827.00

## MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2021

Fiscal Year: 2021

### Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
	990 TRANS CREDTS FR OTHER FUND	-105,190.00	23,101.00	-82,089.00	-940.00	0.00	-81,149.00
	<b>Subtotal of 6 Other Services</b>	<b>11,870,156.00</b>	<b>1,284,877.33</b>	<b>13,155,033.33</b>	<b>11,093,256.57</b>	<b>1,824,682.57</b>	<b>237,094.19</b>
	<b>7 Undefined</b>						
	100 SALARIES	3,076,171.00	174,341.76	3,250,512.76	2,581,413.53	496,580.74	172,518.49
	200 EQUIPMENT	58,500.00	20,665.62	79,165.62	62,527.19	21.89	16,616.54
	300 SUPPLIES	223,280.00	175,257.05	398,537.05	343,552.27	60,649.25	-5,664.47
	400 CONTRACTUAL	1,920,437.00	-125,929.47	1,794,507.53	1,486,177.90	247,555.15	60,774.48
	800 EMPLOYEE BENEFITS	1,457,658.00	74,314.93	1,531,972.93	977,392.81	222,402.50	332,177.62
	950 TRANSFER FROM O & M	566,322.00	22,447.82	588,769.82	17,849.82	0.00	570,920.00
	960 TRANSFER CHARGE	1,363,283.00	-47,700.44	1,315,582.56	21,884.56	0.00	1,293,698.00
	970 TR CREDTS FR SERVICE PROGR	-7,715,883.00	-297,838.84	-8,013,721.84	-64,461.84	0.00	-7,949,260.00
	990 TRANS CREDTS FR OTHER FUND	-949,768.00	-4,852.69	-954,620.69	-5,517.29	0.00	-949,103.40
	<b>Subtotal of 7 Undefined</b>	<b>0.00</b>	<b>-9,294.26</b>	<b>-9,294.26</b>	<b>5,420,818.95</b>	<b>1,027,209.53</b>	<b>-6,457,322.74</b>
	<b>Total GENERAL FUND</b>	<b>94,625,804.00</b>	<b>10,108,872.20</b>	<b>104,734,676.20</b>	<b>73,456,330.65</b>	<b>18,715,565.70</b>	<b>12,562,779.85</b>

Internal Claims Exception Log								April
2020/21 School Year								
Date	A/P	Fund	Warrant	Ck Amount	Description	Vendor	Dept	Resolution
4/6/21								
#154	LMZ	A	284062-284110	\$953.25	Tax on invoice (\$26.88)	M&T; SurveyMonkey	Prof Dev	Paid as is to avoid fees; contacted Dept to have tax removed
4/13/21								
#159	CM	A	284251-284275	\$75.00	Conf Form; missing proof of payment		Spec Ed	Requested proof of payment; check voided
				\$116.21	Mileage; commute error(s) (\$25.48)		Labor Rel	Rejected thru Company Mileage; check issued
4/20/21								
#162	LMZ	F	54790-54795	\$145.31	Remit address incorrect	Klein Steel Service	A/P	Check mailed to correct address
#163	CM	A	284353-2084375	\$120.06	Mileage; commute error(s) (\$6.72)		CaTS	Rejected thru Company Mileage; check issued
4/27/21								
#165	LAZ	A	284424-284459	\$50.00	Remit Address incorrect	Cengage Learning	A/P	Check mailed to correct address

8. Old Business

1. Second Reading and Resolution to Approve Amendment to 2020-21 District-Wide School Safety Plan

# Public Health Emergency Continuation of Operations Plan for Monroe 2-Orleans BOCES

Monroe 2-Orleans BOCES Board approved: March , 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.



## Declaration

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Monroe 2 Orleans BOCES Teachers' Association, Monroe 2-Orleans BOCES Administrative Supervisory Association, Monroe 2-Orleans BOCES Teacher Aides and Student Behavioral Assistants Association, and United Public Service Employees Union, Operations, Maintenance and Security Bargaining Unit, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Monroe 2-Orleans BOCES, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day:

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

By: Jo Anne L. Antonacci

Signature: \_\_\_\_\_

Title: District Superintendent

## Table of Contents

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## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the governor declares a public health emergency involving communicable disease. The legislation (S.8617-B/A.10832) amends subdivision 2 of section 2801-a of New York Education Law to require that District Safety Plans include protocols for responding to a declared public health emergency involving a communicable disease that are “substantially consistent” with the provisions of section 27-c of the Labor Law.

This plan addresses the seven components necessary to ensure continuity of operations in the event the governor declares a public health emergency involving a communicable disease. Much of its content reflects procedures and protocols currently in place to address the COVID-19 Pandemic taken from the Monroe 2-Orleans BOCES Re-Opening Plan, Pandemic Plan and District-Wide School Safety Plan. Depending on the specific circumstances of a future emergency, adjustments to the plan may be necessary to address the emergency at hand.

### Scope

This plan was developed exclusively for and is applicable to the Monroe 2-Orleans BOCES. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees, students, visitors and contractors, and the continuity of our operations that we have promulgated this plan.

### Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Washing hands with soap and water or use of hand sanitizer frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practicing social distancing whenever possible
- Wearing a mask or acceptable face covering at all times when social distancing cannot be maintained
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and cough or sneeze into the crook of your arm or a tissue; the latter of which should be disposed of immediately
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

## Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks. The primary assumption of this plan is that there will be a minimum of employees present to keep necessary operations functioning. Therefore, the term essential employees refers to those employees that have to be physically present to perform the necessary function. This would be similar to the conditions that existed in March - May 2020.

The following assumptions have been made in the development of this plan:

- The health and safety of our students, employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.

## Concept of Operations

The District Superintendent of the Monroe 2-Orleans BOCES, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the District Superintendent.

Upon the determination of implementing this plan, all employees and contractors of Monroe 2-Orleans BOCES shall be notified by email with a link to the plan which will be housed on the Monroe 2-Orleans BOCES Employee Portal. All local law enforcement agencies and fire departments that are within the towns that BOCES programs are located will be notified of pertinent operational changes by way of email by the Safety & Security Coordinator. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The District Superintendent or their designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The District Superintendent of the Monroe 2-Orleans BOCES, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, Monroe 2-Orleans BOCES is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the mission and vision and values of Monroe 2-Orleans BOCES

The Monroe 2-Orleans BOCES has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

ESSENTIAL FUNCTIONS - POSITIONS/TITLES	JUSTIFICATION
District Superintendent Administrative Assistant	Overall responsibility for operations throughout the entire organization
Director of Finance Administrative Assistant Treasurer Internal Claims Auditor Accounts Payable Clerks Workers Comp Claims Processors Billing Specialist Clerk	Responsible for all business operations
Director of Human Resources Administrative Assistant Payroll Supervisor Payroll Clerk Clerical support, as needed	Responsible for all human resources functions
Assistant Superintendent for Instructional Programs Administrative Assistant Executive Principal Career and Technical Education Director Department of Exceptional Children Director of Center for Workforce Development Principal Westside Academy	Responsible for operation of all remote instructional programs

Assistant Superintendent for Curriculum, Instruction & Professional Development Administrative Assistant Director BOCES 4 Science	Responsible for all curriculum, instruction, and professional development activities
Coordinator of Safety and Security Security workers	Responsible for safety and security at all BOCES locations
Director of Operations & Maintenance Operations & Maintenance Manager Cleaners Mechanics Groundskeeper	Responsible for maintenance and cleaning and disinfecting of all facilities
Assistant Superintendent for Accountability, Assessment & Technology Administrative Assistant Communication & Technology Services Supervising Manager Microcomputer Maintenance Technicians Senior Systems Administrator Communications Group Manager	Responsible for all communications and technology operations
Occupational Health Nurse	Ensure all health and safety protocols are up to date and adhered to

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

### Remote Work Protocols

Working remotely will be enabled to the greatest extent possible, should the District Superintendent or State order a reduction of on-site, in-person work. Working remotely requires:

- Communication of implementation to the employees and contractors
- Approval and assignment of remote work by employee's Cabinet-level supervisor
- Notification of expectations to contractors by contractor's administrator
- Ability for remote work may include expectations of:
  - Internet access
  - Devices capable to receiving and sending digital information, files, video, voice communication
  - Access to the Monroe 2-Orleans BOCES secure network
  - Access to the software and databases necessary to perform work functions
  - Work phone lines forwarded to off-site staff

## Staggered Shifts

Staggering work shifts may be implemented to reduce crowding, or to adhere to NYS Department of Health guidelines. Employees or contractors performing duties which are necessary to be accomplished on-site may be asked to work outside of normally assigned shifts or core business hours. The protocol for staggering shifts and/or reducing contact hours requires:

- Communication of implementation to the employees and contractors
- Approval and assignment of on-site and/or remote work schedules by employee's supervisor
- Notification of expectations to contractors by contractor's administrator

## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE needed may include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

It should be noted that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to disinfect surfaces, as well as hand soap and hand sanitizer. Pandemics have demonstrated that supply chains are not always able to keep up with the increased demand for these products. To that end, we are including these types of supplies in this section as they are critical to protecting the health and safety of our staff and contractors.

The Director of Operations and Maintenance (O&M) will be responsible for ensuring that proper PPE is available at all buildings for required applications by essential personnel. One means of accomplishing this is by participating in a Cooperative Bid for PPE. This Bid provides a comprehensive list of suppliers and products used for maintaining staff safety, and disinfecting and sanitization protocols.

The O&M Department will keep a monthly inventory of PPE with the goal of maintaining a six-month supply of PPE, while ensuring an extra supply is available for essential personnel including O&M staff. The inventory listing will be kept in the O&M office. Surplus PPE will be appropriately stored in a dry, secure location(s).

PPE will be distributed through the generation of an O&M work order. PPE will be pulled from current inventory, packaged, and delivered by O&M staff within 24 hours. Emergency orders should be noted and will be completed as received.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

#### Daily Screening

BOCES 2 employees will be required to complete a daily health screening before coming to work each day, via email link. The health screening form can also be accessed at [www.monroe2boces.org](http://www.monroe2boces.org).

If, after performing the screening, the employee is exhibiting any of the symptoms or answers yes to the screening questions, the employee will:

- Stay home from work;
- Report their absence to their supervisor; and
- Contact his/her health care provider for further guidance.

All contractors and visitors to BOCES 2 buildings and facilities will be required to complete the health screening prior to entering the building. Signage indicating requirements of the self-assessment are posted on the entrance to every BOCES 2 building.

### **If Employee Becomes Ill at Work**

BOCES 2 requires employees, visitors, or contractors with an elevated temperature of 100 degrees or higher and/or other symptoms of the communicable disease to immediately notify their supervisor and exit the building. Employees, visitors, and contractors should contact their healthcare provider as soon as possible.

Symptomatic individuals will not be permitted to return to work until they are symptom free and cleared by their primary care provider and/or the local Department of Health, if required. Documentation must be provided to the Human Resources Office.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/Department of Health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### **Cleaning and Disinfecting**

Once the symptomatic person leaves a building, the supervisor will immediately notify O&M so the area(s) that the person was in can be thoroughly deep cleaned and disinfected according to the following deep cleaning protocol.

- To minimize exposure, cleaners will be provided with 3-ply surgical masks, gloves, apron, and face shield
- O&M will follow Normal Cleaning Procedures using Virex II 256 (disinfectant and cleaner) and
- Cleaners will utilize portable disinfecting misters containing Diversey Oxivir (EPA & CDC approved disinfectant and cleaner) and mist the room where employee, visitor or contractor has been.

All cleaning and disinfection practices are based on doing the following:

- Where disinfectants are used, products should be registered with EPA and the NYS Department of Environmental Conservation (DEC).
- Cleaning and disinfection logs will be maintained in the O&M office that include the date, time, and scope of cleaning and disinfection

### **Employee and Contractor Leave**

In a public health emergency, employees of Monroe 2-Orleans BOCES may need leave time to receive testing, treatment, isolation, or quarantine. Employees may avail themselves of available leave as provided for in their



collective bargaining agreement or benefit handbook. In addition, employees will be covered by any leave provided under federal and New York State law.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Monroe 2-Orleans BOCES, and as such are not provided with paid leave time by Monroe 2-Orleans BOCES, unless required by law.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee, visitor, and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be used by Monroe 2-Orleans BOCES to support contact tracing within the organization and may be shared with local public health officials.

Contact tracing is a public health function performed by local public health departments to trace all persons who have had contact with a confirmed case of a communicable disease. This allows public health officials to put in place isolation or other measures to limit the spread of the disease. Monroe 2-Orleans BOCES will fully cooperate with all contract tracing efforts as directed by the local health department.

Monroe 2-Orleans BOCES has developed a plan to assist in contact tracing efforts in accordance with the protocols, training, and tools provided through New York State and will modify if necessary, depending on the circumstances of the public health emergency.

Monroe 2-Orleans BOCES will assist with contact tracing by:

- Keeping accurate attendance records of all employees, visitors and contractors
- Requiring all employees, visitors, and contractors to sign an entry log which includes date and entry time, exit time and if visitors or contractors, which rooms in the building they visited
- Assisting in any way possible in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

The local health department will take the lead on isolation/quarantine and release orders and provide recommendations to Monroe 2-Orleans BOCES regarding action plans in response to the communicable disease.

## Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Monroe 2-Orleans BOCES essential operations. If emergency housing is needed, BOCES 2 will lodge essential employees at a local hotel.

Board Resolution – Amendment to Monroe 2-Orleans BOCES Safety Plan

Resolved: To Adopt the Public Health Emergency Continuation of Operations Plan as an amendment to the Monroe 2-Orleans BOCES Safety Plan pursuant to New York Education Law 2801-a (2) and New York State Labor Law Section 27-c that requires Safety Plans include protocols for responding to a declared public health emergency involving a communicable disease.

9. Board Presentation - Westside Academy Student Presentation – Martha Willis, Principal

## 10. Audit Committee

### 1. Resolution to Approve 2021-22 Audit Committee Members

## 11. 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	Review
4310 Purchasing	Added "updating" at page 2.
4320 BOCES Personal Property Accountability	Review
4540 Safety and Security	Reviewed by Doug Comanzo - no suggested changes.
6110 Comprehensive Student Attendance Policy	Changed "will" to "may" on page 4.
6210 Student Conduct	Review
6212 Student Discipline, Suspension and Corporal Punishment	Changes made to letter "a" on page 1 to be consistent with law; removed letter "b" on page 1 as repetitive; and removed reference to Policy 6212 at bottom of page 2.
6220 Alcohol, Drugs & Other Substances (Students)	Changes made to reflect current law.

## VARIOUS POLICY UPDATES CHART

### ***ANNUAL REVIEW***

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

<i><b>POLICY NUMBER</b></i>	<i><b>RATIONALE</b></i>
6462 Student Harassment and Bullying Prevention and Intervention (Dignity for All Students Act).	Review
7111 Drills and Bomb Threats	Reviewed by Doug Comanzo - 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



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- 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.

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**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: \_\_\_\_\_ 2021

**Monroe 2-Orleans BOCES Policy**  
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**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: \_\_\_\_\_ 2021

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**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: \_\_\_\_\_ 2021

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**Series 3000 – Administration**

**Policy #3120 – EVALUATION OF THE DISTRICT SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF**

**District Superintendent**

The Board shall conduct an annual evaluation on the performance of the District Superintendent, using procedures outlined in the contract between the District Superintendent and the Board.

**Other Administrative Staff**

The District Superintendent shall ensure an annual evaluation of all administrative personnel is completed.

The purpose of this evaluation is to:

- a) Determine the adequacy of administrative staffing;
- b) Improve administrative effectiveness;
- c) Encourage and promote self-evaluation by administrative personnel;
- d) Provide a basis for evaluative judgments by the District Superintendent and the Board.

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

Adopted: 7/13/99

Revised: 6/17/09

Revised: 05/12/10

Revised: 11/17/10

Reviewed: 6/15/11

Revised: 5/9/12

Revised: 5/15/13

Reviewed: 5/14/14

Reviewed: 5/13/2015

Reviewed: 6/15/2016

Reviewed: 9/21/2016

Reviewed: 5/10/2017

Reviewed: 5/09/2018

Reviewed: 5/15/2019

Reviewed: 5/13/2020

Reviewed: \_\_\_\_\_ 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 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

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**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: \_\_\_\_\_ 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, 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 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;



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**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 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.

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**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: \_\_\_\_\_ 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.

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**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 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.

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**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 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.

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**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.
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.
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.
- b) Complaints. Any complaint concerning an alleged violation of this policy shall be submitted in writing to the District Superintendent or designee. The District

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

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.

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: \_\_\_\_\_ 2021

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**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: \_\_\_\_\_ 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

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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 ~~will~~ *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

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**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: \_\_\_\_\_ 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: \_\_\_\_\_ 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 is insubordinate, *and/or disruptive*, and/or disorderly, and/or engages in conduct which otherwise endangers the safety, morals, health or welfare of ~~self or~~ others, and/or engages in ~~misconduct~~ *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 enroute to or from such a school in a vehicle operated by or on behalf of BOCES.

- ~~b) If his/her physical or mental condition endangers the health, safety, welfare, or morals of others.~~

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

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**Series 6000 – Students**

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

- 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.
- 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, ~~#6212—Student Discipline, Suspension and Corporal Punishment~~ 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: \_\_\_\_\_ 2021



**Monroe 2-Orleans BOCES Policy****Series 6000 – Students****Policy #6220 – ALCOHOL, DRUGS AND OTHER SUBSTANCES (STUDENTS)**

~~The Board encourages cooperation with other community agencies and groups in preventing drug and alcohol abuse. Provision shall be made for instructing employees and students in alcohol, drug and tobacco abuse and prevention. All laws pertaining to drug and alcohol use and possession shall be honored by students, adults, and adult students while on BOCES owned or leased premises or at BOCES sponsored activities, regardless of the location of the activity.~~

~~The Board recognizes that the issue of drugs and/or alcohol is a serious problem with legal, physical, emotional and social implications for the entire community.~~

~~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 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; d) being under the influence of either; or e) vitamins and/or herbs. "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.~~

~~Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a certifiable comprehensive program shall be developed addressing alcohol and other substances to include the following elements:~~

**Primary Prevention**

~~Preventing or delaying alcohol and other substance use/abuse by students shall be the major focus of a comprehensive program in which proactive measures of prevention and early intervention are emphasized. This program shall include:~~

~~a) A sequential curriculum that will be developed and incorporated into the total educational process. This curriculum shall be concerned with education and prevention in all areas of alcohol and other substances uses/abuses.~~

**Monroe 2-Orleans BOCES Policy**

**Series 6000 – Students**

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

~~b) Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials.~~

~~e) An effort to provide positive alternatives to alcohol and other substances use/abuse through the promotion of drug/alcohol-free special events, service projects and extracurricular activities that will develop a positive peer influence.~~

**~~Drug and Alcohol-Free Education and Prevention Program~~**

~~In support of the BOCES interest in the health and well-being of BOCES students and employees, and its commitment to a drug and alcohol-free learning and work environment, provision shall be made for a Drug and Alcohol-Free Education and Prevention Program for students enrolled in a BOCES program full-time and employees. (Refer also to Policy #7113—Prevention Instruction.)~~

**~~Intervention~~**

~~School-based intervention services shall be made available to all students and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:~~

~~a) Counseling of students in groups and as individuals on alcohol and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose.~~

~~b) Referring student to community or other outside agencies when their use/abuse of alcohol and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services.~~

~~c) Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol and other substance use/abuse.~~

~~d) Providing a network of outside community agencies to serve as a support group.~~

~~e) Ensuring confidentiality as required by state and federal law.~~

**~~Disciplinary Measures~~**

~~Engaging in the following behavior could subject the student to disciplinary measures:~~

~~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 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.~~

**Monroe 2-Orleans BOCES Policy****Series 6000 – Students****Policy #6220 – ALCOHOL, DRUGS AND OTHER SUBSTANCES (STUDENTS)**

~~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.~~

**Staff Development**

~~There shall be ongoing training of BOCES staff about the components of an effective alcohol and other substances program. Training shall include, but not be limited to, BOCES policies and regulations and the staff’s role in implementing such policies, and regulations. Teachers shall be trained to implement the alcohol and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.~~

**Implementation, Dissemination and Monitoring**

~~It shall be the responsibility of the District Superintendent to implement the alcohol and other substances BOCES policy by collaboration with appropriate individuals including school personnel, students and parents/guardians.~~

~~Additionally, copies of the Board policy will be made available to BOCES staff and parents/guardians. The District Superintendent/designee shall triennially review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.~~

~~-~~

~~Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226)~~

~~20 United States Code (U.S.C.) Section 3171 et seq.~~

**Policy References:**

~~Refer also to Policy #5160 — Alcohol, Drugs and Other Substances (School Personnel).~~

**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,*

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*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: \_\_\_\_\_ 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

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- occurs off school property where such act creates or would 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. DesMoines 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: \_\_\_\_\_ 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: \_\_\_\_\_ 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: \_\_\_\_\_ 2021

11. New Business

2. Resolution to Approve Chemical Hygiene Plan for 2021-22 School Year (T. Dobbertin)

# Chemical Hygiene Plan For Monroe 2-Orleans BOCES Science Laboratories ~~2020-2021~~ **2021-2022**

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;***

# **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 ~~BOCES~~ **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**

~~The BOCES 2 Board will~~ **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 ~~get~~ **obtain** hard data.\* ~~Obtain and keep up to date information provided by a medical examination.~~
  - 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 ~~level~~ **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 ~~must be avoided~~.
- 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) ~~Flammable liquids require special attention. Never use materials near any source of ignition, spark or open flame.~~
- 7) *Never use materials near any source of ignition, spark, or open flame.*
- 8) *Flammable liquids require special attention.*
- 9) 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.
- 10) Never store chemicals over, under or near a sink.
- 11) ~~Allow~~ Only authorized personnel ~~should be allowed~~ in the chemical storeroom.
- 12) Have a fire blanket easily accessible in case of an accident.
- 13) Train all students on how to use all the safety devices in the laboratory (e.g., eyewash, fire extinguisher, etc.). ~~and~~
- 14) ~~Teach~~ Teach all students and employees using the science laboratory to find the safety devices quickly, if needed, in an emergency.
- 15) Know appropriate procedure in the event of a power failure.
- 16) Know where and how to use master utility controls to shut off gas, electrical and water supplies.
- 17) Do not smell or taste chemicals.
- 18) Use a safety shield whenever an explosion or implosion could occur.
- 19) Read all chemical labels prior to use.
- 20) Know and understand the hazards of the chemical as stated in the SDS and other references.
- 21) Use protective safety equipment to reduce potential exposure, i.e. gloves, respirators, fume hood, etc.
- 22) Know the locations for all personal safety and emergency equipment, eyewash, shower, fire extinguisher and spill control materials.
- 23) ~~Know how to p~~ Properly store all chemicals in their compatible chemical families.
- 24) ~~Know~~ Use proper transportation and disposal procedures for chemicals.
- 25) Know appropriate emergency procedures, waste disposal, spill clean up, evacuation routes and fire emergency notification.

- 26) ~~Know and understand~~ **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 ~~ANSI~~ **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 ~~for~~ **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) Do not block fire exits with any equipment.~~ ***Never block access to exits, fire exits, or emergency equipment.***
- 11) ~~Have~~ **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 ~~ANSI~~ **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 ~~ANSI~~ **American National Standards Institute** Z87.1 standard. Wear face shields when dealing with corrosive liquids, (i.e., ~~full-strength~~ 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. ~~If contact lenses must be worn, the science teacher must be informed so special precautions can be taken.~~ 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 chemicals under, over or near a fume hood.~~ ***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**. ~~always be in good operating condition. While the Laboratory Standard requires some safety equipment and highly recommends other equipment, the standard is very clear on the point that if a piece of safety equipment is present in the laboratory, the equipment must be functional at all times. This statement applies to all safety equipment, required or recommended.~~

~~There may be safety items necessary for compliance to the Laboratory Standard. They include but are not limited to:~~

~~1) Eyewashes.~~

~~2) Fire extinguishers.~~

~~3) Goggles.~~

~~4) Respirators.~~

- 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 ~~for~~ **of** fire 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 ~~of~~ 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 ~~and others~~.

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 ~~sent~~ **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.

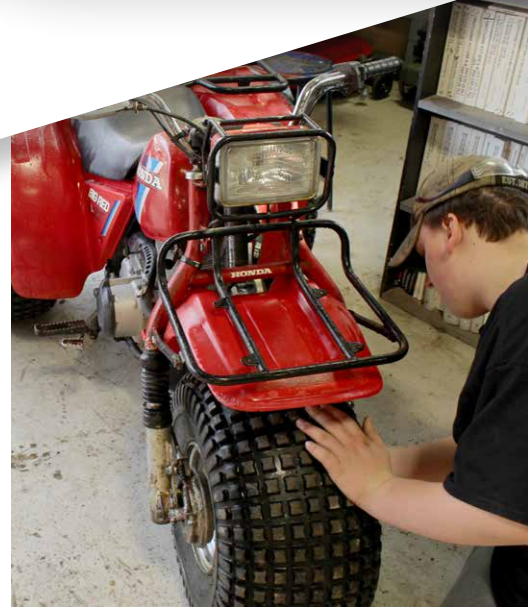
## **VIII. Appendix**

[Chemical Disposal Form](#)  
[Classroom Safety Inspection Form](#)  
[Chemical Inventory Worksheet Template](#)  
[OSHA Laboratory Standard](#)

11. New Business

3. Resolution to Adopt 2021-22 Proposed Adopted Budget

# Monroe 2-Orleans BOCES Proposed Adopted Budget 2021-22



May 12, 2021





## *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.

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## *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.

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**Monroe 2 - Orleans BOCES**  
**2021-2022 Proposed Adopted Budget Summary**  
**Based on May 1, 2021 Service Requests**

<b><u>Program</u></b>	<b><u>Adopted Budget</u></b>
Administrative Services	\$3,071,178
BOCES 4 Science	\$3,068,339
Career and Technical Education	\$9,013,580
Center for Workforce Development	\$24,200
Communication & Technology Services	\$13,764,236
Curriculum & Professional Development	\$1,088,465
Department for Exceptional Children	\$35,491,074
General Education	\$2,981,677
MAARS	\$926,541
Services from Other BOCES	<u>\$13,708,276</u>
<b>Subtotal of Budgets</b>	<b>\$83,137,566</b>
Administration (Board and Central Services)	\$8,362,133
Capital (Lease Costs and Capital Projects)	\$2,905,031
<b>Total Appropriations</b>	<b>\$94,404,730</b>

**MONROE 2-ORLEANS BOCES  
COMPARATIVE PROPOSED ADOPTED BUDGET ANALYSIS  
2020-2021 TO 2021-2022**

		Adopted 2020-2021 Budget	Amended April 2020-2021 Budget	Adopted 2021-2022 Budget	Change Over Adopted 2020-2021 Amount Percentage	
Co-Ser	Service					
ADMINISTRATION & CAPITAL						
001	Administration	\$8,157,342	\$8,163,834	\$8,362,133	\$204,791	2.51%
002	Capital (Lease Costs & Capital Project)	\$2,713,681	\$2,713,681	\$2,905,031	\$191,350	7.05%
	TOTAL	\$10,871,023	\$10,877,515	\$11,267,164	\$396,141	3.64%
ADMINISTRATIVE SERVICES						
313	Shared HR Manager	\$146,105	\$146,105	\$122,420	-\$23,685	-16.21%
329	Attendance Supervisor	\$126,177	\$126,177	\$129,851	\$3,674	2.91%
614	Labor Relations	\$530,526	\$542,371	\$564,382	\$33,856	6.38%
634	Coordination - RASHP	\$694,816	\$726,433	\$855,042	\$160,226	23.06%
634	Coordination - RASWCP	\$988,641	\$919,696	\$954,224	-\$34,417	-3.48%
640	Online Web Recruitment	\$239,808	\$239,114	\$228,399	-\$11,409	-4.76%
641	Human Resources Management Audit	\$19,261	\$19,261	\$19,368	\$107	0.56%
652	Cooperative Bidding	\$193,666	\$208,738	\$197,492	\$3,826	1.98%
	TOTAL	\$2,939,000	\$2,927,895	\$3,071,178	\$132,178	4.50%
BOCES 4 Science						
502	BOCES 4 Science	\$3,262,165	\$3,263,140	\$3,068,339	-\$193,826	-5.94%
CAREER & TECHNICAL EDUCATION						
101	Career & Technical Education	\$8,194,032	\$8,612,059	\$8,904,956	\$710,924	8.68%
413	Alternative High School Equivalency	\$105,066	\$110,299	\$108,624	\$3,558	3.39%
	TOTAL	\$8,299,098	\$8,722,358	\$9,013,580	\$714,482	8.61%
CENTER FOR WORKFORCE DEVELOPMENT						
401	H.S. Equivalency & Equiv. Attendance	\$18,824	\$18,825	\$24,200	\$5,376	28.56%
COMMUNICATION & TECHNOLOGY SERVICES						
328	Computer Education Coordinator	\$214,080	\$214,080	\$202,095	-\$11,985	-5.60%
430	Distance Learning	\$453,631	\$646,674	\$600,366	\$146,735	32.35%
508	Educational Communications	\$215,388	\$215,388	\$216,231	\$843	0.39%
513	Library Automation	\$337,548	\$338,855	\$342,828	\$5,280	1.56%
524	Technology Staff Development	\$331,328	\$357,129	\$295,886	-\$35,442	-10.70%

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2020-2021 Budget	April 2020-2021 Budget	2021-2022 Budget	Over Adopted 2020-2021 Amount	Percentage
COMMUNICATION & TECHNOLOGY SERVICES (Cont.)						
525	Instructional Computing & GIS	\$6,781,755	\$11,254,532	\$6,900,041	\$118,286	1.74%
527	Equipment Repair	\$635,699	\$738,491	\$682,293	\$46,594	7.33%
528	Printing	\$773,989	\$946,479	\$772,598	-\$1,391	-0.18%
530	Library Services/Media	\$756,634	\$930,462	\$926,451	\$169,817	22.44%
601	Records Management	\$87,004	\$100,389	\$85,535	-\$1,469	-1.69%
608	Instructional Support Network	\$2,166,103	\$2,426,342	\$2,172,557	\$6,454	0.30%
615	Public Information Services	\$714,870	\$709,600	\$567,355	-\$147,515	-20.64%
	TOTAL	\$13,468,029	\$18,878,421	\$13,764,236	\$296,207	2.20%
CURRICULUM & PROFESSIONAL DEVELOPMENT						
512	School Improvement	\$939,119	\$1,543,314	\$980,403	\$41,284	4.40%
541	Grant Writing	\$105,010	\$111,539	\$108,062	\$3,052	2.91%
	TOTAL	\$1,044,129	\$1,654,853	\$1,088,465	\$44,336	4.25%
DEPARTMENT FOR EXCEPTIONAL CHILDREN						
202	Classified Tutoring Program	\$206,392	\$218,733	\$156,715	-\$49,677	-24.07%
203	12:1:1 Programs	\$6,956,136	\$6,925,603	\$6,160,343	-\$795,793	-11.44%
204	8:1:1 Communication & Social Skills	\$919,122	\$1,040,306	\$773,571	-\$145,551	-15.84%
205	6:1:1 Programs	\$13,527,590	\$14,392,246	\$11,609,132	-\$1,918,458	-14.18%
206	8:1:2 Intensive Management (Elem.)	\$4,057,554	\$4,356,435	\$3,424,954	-\$632,600	-15.59%
211	Intensive BN 6:1:2	\$2,810,417	\$3,224,483	\$3,124,842	\$314,425	11.19%
215	8:1:1 Transition	\$0	\$0	\$625,618	\$625,618	N/A
301	Blind/Visually Impaired	\$383,421	\$219,552	\$247,176	-\$136,245	-35.53%
302	Deaf/Hearing Impaired	\$1,628,146	\$1,621,101	\$1,352,215	-\$275,931	-16.95%
303	Occupational Therapy	\$380,808	\$409,648	\$417,667	\$36,859	9.68%
306	Physical Therapy	\$297,738	\$360,169	\$307,254	\$9,516	3.20%
308	Speech Impaired - Handicapped	\$1,374,400	\$1,520,441	\$1,487,556	\$113,156	8.23%
309	Social Worker/Psychologist	\$631,062	\$610,382	\$628,278	-\$2,784	-0.44%
311	Consultant Teacher/Inclusion/Autism	\$2,901,112	\$2,991,726	\$2,962,246	\$61,134	2.11%
315	English as a Second Language Pupil	\$752,542	\$752,541	\$767,323	\$14,781	1.96%
318	Services Coordination	\$84,198	\$84,198	\$87,106	\$2,908	3.45%
402	Gifted and Talented	\$106,510	\$93,694	\$0	-\$106,510	-100.00%
406	General Tutorial Program	\$200,931	\$205,871	\$161,559	-\$39,372	-19.59%
510	Gifted and Talented Extra Curricular	\$75,532	\$75,532	\$72,343	-\$3,189	-4.22%
512	Gifted and Talented ADEPT	\$13,489	\$12,676	\$0	-\$13,489	-100.00%

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2020-2021 Budget	April 2020-2021 Budget	2021-2022 Budget	Over 2020-2021 Amount	Percentage
DEPARTMENT FOR EXCEPTIONAL CHILDREN (Cont.)						
517	Transitional Services/Career Skills Ctr.	\$1,094,275	\$1,159,426	\$995,192	-\$99,083	-9.05%
621	Occupational Health	\$0	\$1,820	\$0	\$0	N/A
653	Teacher Immersion Fellowship Program	\$129,458	\$129,458	\$129,984	\$526	0.41%
	TOTAL	\$38,530,833	\$40,406,041	\$35,491,074	-\$3,039,759	-7.89%
GENERAL EDUCATION						
417	Regional Summer School	\$1,317,417	\$343,332	\$1,117,677	-\$199,740	-15.16%
423	Alternative Ed. - Jr./Sr. High	\$1,377,802	\$1,377,802	\$923,208	-\$454,594	-32.99%
425	Summer Online & Blended Learning	\$0	\$818,535	\$685,954	\$685,954	N/A
427	Recovery High School	\$0	\$0	\$254,838	\$254,838	N/A
	TOTAL	\$2,695,219	\$2,539,669	\$2,981,677	\$286,458	10.63%
MAARS						
520	Test Scoring	\$975,072	\$981,238	\$926,541	-\$48,531	-4.98%
SERVICES FROM OTHER BOCES						
161	Multi-Occupational/Bridget Program- M1	\$10,120	\$16,631	\$22,951	\$12,831	126.79%
162	Secondary OccupationalEducation - GV	\$8,000	\$0	\$0	-\$8,000	-100.00%
260	Severely Disabled 12:1:4 Creekside - M1	\$1,989,002	\$2,056,262	\$1,948,690	-\$40,312	-2.03%
261	Severely Disabled Related Services - M1	\$1,649,736	\$1,582,784	\$1,872,071	\$222,335	13.48%
262	District Based 12:1:1 - Monroe 1	\$122,679	\$145,008	\$104,857	-\$17,822	-14.53%
263	District Based Related Services	\$1,300	\$19,641	\$19,713	\$18,413	1416.38%
264	Elementary/Secondary Prog. 6:1:1 - M1	\$1,922,496	\$2,221,333	\$2,046,302	\$123,806	6.44%
265	Elementary/Secondary Prog. 8:1:1 - M1	\$233,717	\$277,644	\$282,557	\$48,840	20.90%
273	Social Skill Dev 1:6:1 - Bird/Morg -MR1	\$0	\$29,878	\$0	\$0	N/A
361	Blind/Visually Impaired - Monroe 1	\$5,714	\$5,684	\$0	-\$5,714	-100.00%
364	FLEC (Social Work) - Monroe #1	\$208	\$201	\$191	-\$17	-8.17%
365	Tutoring Special Education - Monroe 1	\$26,934	\$165,043	\$1,299	-\$25,635	-95.18%
366	Deaf Ed Interpreter - Monroe 1	\$0	\$13,394	\$0	\$0	N/A
367	Psychological Services - Monroe #1	\$3,589	\$3,371	\$3,472	-\$117	-3.26%
369	Deaf Education - Monroe 1	\$10,284	\$16,869	\$9,443	-\$841	-8.18%
374	Hearing Assistive Technology - Monroe 1	\$4,174	\$4,174	\$4,258	\$84	2.01%
453	Exploratory Enrichment	\$0	\$208,010	\$0	\$0	N/A
460	Academic Prog., Special Facilities - M1	\$12,891	\$27,235	\$1,352	-\$11,539	-89.51%
461	Young Audiences of Rochester - M1	\$24,172	\$14,158	\$12,678	-\$11,494	-47.55%

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2020-2021 Budget	April 2020-2021 Budget	2021-2022 Budget	Over 2020-2021 Amount	Percentage
SERVICES FROM OTHER BOCES (cont.)						
462	Challenger Learning Center - Monroe 1	\$32,684	\$39,830	\$40,593	\$7,909	24.20%
466	Hospital Based Inst. - OCM BOCES	\$0	\$3,132	\$0	\$0	N/A
491	High 5 Env Training - Nassau	\$0	\$15,297	\$10,010	\$10,010	N/A
526	School to Work - Monroe 1	\$12,240	\$12,259	\$0	-\$12,240	-100.00%
551	Assessment Scoring - Sullivan	\$9,200	\$0	\$9,200	\$0	0.00%
552	Positivity Project - CA BOCES	\$150	\$1,576	\$1,495	\$1,345	896.67%
553	IT&L IMP. Bill @100% - OCM BOCES	\$125	\$0	\$100	-\$25	-20.00%
554	Model Schools	\$0	\$1,730	\$0	\$0	N/A
555	Character Education - Erie 1	\$0	\$129,612	\$0	\$0	N/A
556	Workshops - St. Lawrence-Lewis	\$0	\$300	\$0	\$0	N/A
560	BoSat Elementary Science - Monroe 1	\$11,832	\$11,832	\$12,064	\$232	1.96%
561	Music Library Services - Monroe 1	\$22,708	\$25,187	\$25,543	\$2,835	12.48%
563	School Improvement - Monroe 1	\$3,419	\$371	\$318	-\$3,101	-90.70%
565	Micro Repair Parts - Monroe 1	\$2,100	\$1,807	\$1,829	-\$271	-12.90%
568	Urban Suburban Interdistrict Transfer-M1	\$72,599	\$131,924	\$143,884	\$71,285	98.19%
571	In-Service Allocation - Genesee Valley	\$380	\$300	\$0	-\$380	-100.00%
573	Effective Schools - WFL BOCES	\$2,393	\$82	\$55	-\$2,338	-97.70%
575	Inservice Allocation - Erie 1 BOCES	\$175,465	\$650	\$0	-\$175,465	-100.00%
581	Coord, Other - Central - GST BOCES	\$0	\$11,250	\$4,500	\$4,500	N/A
582	School Improvement - TST	\$2,350	\$0	\$0	-\$2,350	-100.00%
589	Section V Sports - WFL	\$37,196	\$39,799	\$48,386	\$11,190	30.08%
595	Educational Communication Center	\$152	\$152	\$150	-\$2	-1.32%
597	Intersch Athletics Coord	\$6,400	\$5,700	\$5,700	-\$700	-10.94%
598	Quaver Gen Music Curr K-5 - Nassau	\$0	\$18,032	\$18,032	\$18,032	N/A
599	Diversity & Equity Planning - Monroe 1	\$0	\$68,000	\$24,000	\$24,000	N/A
604	Computer Services - Monroe 1	\$2,105,664	\$2,758,568	\$2,662,574	\$556,910	26.45%
605	Computer Services - Admin - Monroe 1	\$2,738,952	\$3,103,040	\$3,121,897	\$382,945	13.98%
610	Planning - Health Program-Orleans-Niag	\$7,100	\$7,215	\$7,215	\$115	1.62%
612	Central Food Services - Genesee Valley	\$118,000	\$127,245	\$0	-\$118,000	-100.00%
617	Teacher Certification - Genesee Valley	\$31,705	\$52,138	\$62,746	\$31,041	97.91%
655	Telephone Interconnect - Monroe 1	\$60,095	\$60,095	\$60,179	\$84	0.14%
657	Phone Service - Monroe 1	\$205,954	\$363,157	\$307,900	\$101,946	49.50%
660	Textbook Coordination - Monroe 1	\$15,224	\$16,224	\$14,720	-\$504	-3.31%
661	Textbook Supply - Monroe 1	\$23,500	\$25,667	\$25,200	\$1,700	7.23%
662	Disabled Transportation - Monroe 1	\$240,447	\$12,390	\$195,638	-\$44,809	-18.64%

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2020-2021 Budget	April 2020-2021 Budget	2021-2022 Budget	Over Adopted 2020-2021 Amount	Percentage
SERVICES FROM OTHER BOCES (cont.)						
665	Planning Services: CEL - Putnam	\$4,000	\$4,000	\$4,000	\$0	0.00%
668	Cooperative Bidding - East Suffolk	\$555	\$555	\$555	\$0	0.00%
671	Staff Development Support - WFL	\$5,852	\$236	\$0	-\$5,852	-100.00%
672	Staff Development Bus Driver - GV	\$2,900	\$669	\$950	-\$1,950	-67.24%
674	Health, Safety & Risk Management - GV	\$138,000	\$177,852	\$169,873	\$31,873	23.10%
675	Self-Funded Health Coordination - GV	\$9,142	\$9,142	\$9,211	\$69	0.75%
676	Edutech Administrative - WFL	\$61,447	\$64,257	\$64,560	\$3,113	5.07%
677	Advertising Service - WFL	\$18,450	\$4,771	\$4,201	-\$14,249	-77.23%
679	GASB 45 - Erie 1	\$71,539	\$77,637	\$69,689	-\$1,850	-2.59%
682	Board Policy and Planning - Erie 1	\$47,625	\$38,200	\$34,740	-\$12,885	-27.06%
683	Integrated Student Mgmt. System-Erie 1	\$23,536	\$23,767	\$23,766	\$230	0.98%
684	State Aid Planning Services - Questar III	\$26,326	\$30,105	\$29,920	\$3,594	13.65%
687	Health Care Plan - Orleans Niagara	\$11,200	\$11,200	\$11,200	\$0	0.00%
688	SchoolDude Facilities Mgmt. - Broome	\$104,560	\$104,560	\$106,905	\$2,345	2.24%
690	NTS Team Ed - Nassau	\$31,800	\$31,877	\$32,700	\$900	2.83%
691	Computer Service: Management-Capital	\$0	\$1,481	\$994	\$994	N/A
693	Cooperative Purchasing - WFL BOCES	\$0	\$525	\$0	\$0	N/A
694	Fin Mgr & Hostd Sol - Cap Reg	\$2,430	\$10,800	\$11,250	\$8,820	362.96%
695	Stac Services - Questar III	\$0	\$6,500	\$0	\$0	N/A
	TOTAL	\$12,522,412	\$14,450,015	\$13,708,277	\$1,185,865	9.47%
	GRAND TOTAL	\$94,625,804	\$104,710,677	\$94,404,730	-\$221,074	-0.23%

**MONROE 2-ORLEANS BOCES**  
**COMPARISON OF 2020-2021 UNIT COSTS TO 2021-2022 UNIT COSTS**

<u>Co-Ser</u>	<u>Service</u>	<u>Adopted 2020-2021 Unit Cost</u>	<u>Proposed Adopted 2021-2022 Unit Cost</u>
<b>ADMINISTRATION &amp; CAPITAL</b>			
001	Administration	\$238.07/RWADA	\$246.94/RWADA
002	Capital/Rental of Facilities	\$79.20/RWADA	\$85.79/RWADA
<b>ADMINISTRATIVE SERVICES</b>			
313	Shared HR Manager	\$146,105/FTE	\$153,025/FTE
329	Attendance Supervisor	\$61/Hr.	\$62/Hr.
614	Labor Relations	\$19,847/District	\$20,227/District
	Labor Relations - Unemployment Service	\$4,528/District	\$4,718/District
	Labor Relations - Salary Surveys	\$3,850.00/District	\$4,027/District
	Labor Relations - Superintendent Hearings	\$4,370/District	\$4,557/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	\$5,100/District	\$5,200/District
641	Human Resources Management Audit	\$134/Hr.	\$136/Hr.
652	Cooperative Bidding	\$390/Unit	\$397/Unit
	Cooperative Bidding - Electric	\$1,127/Unit	\$1,149/Unit
	Cooperative Bidding - Fine Paper	\$588/Unit	\$599/Unit
	Cooperative Bidding - Food	\$2,269/Unit	\$2,314/Unit
	Cooperative Bidding - Natural Gas	\$1,254/Unit	\$1,279/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	\$9,730/Student	\$9,890/Student
413	Alternative High School Equivalency	\$2,251/Pupil	\$2,263/Pupil
<b>CENTER FOR WORKFORCE DEVELOPMENT</b>			
401	High School Equivalency/Equivalent Attendance	\$12.02/Hr.	\$1,100/ Per student

## COMMUNICATION & TECHNOLOGY SERVICES

328	Computer Education Coordinator	\$64,224/FTE	\$67,365/FTE
430	Distance Learning GCN Online Tutorials	\$2.12/RWADA + Base \$1,560/District	\$2.44/RWADA + Base \$1,750/District
508	Educational Communications	\$3.82/RWADA	\$3.89/RWADA
513	Library Automation	\$6,270/Site	\$6,375/Site
524	Technology Staff Development Instructional Technology Specialist	\$2.28/RWADA \$46,105/District	\$2.36/RWADA + Base \$47,025/District
525	Instructional Computing Guidance Information Systems Shared Technician	\$3.40/RWADA As Specified by District \$82,560/FTE	\$3.46/RWADA + Base As Specified by District \$84,620/FTE
527	Equipment Repair Assistive Technology	\$10.19/RWADA + Base \$17,155/District	\$11.59/RWADA + Base \$17,495/District
528	Printing	As Specified by District	As Specified by District
530	Media Library Library On-Line Resources	\$4.43/RWADA + Base \$1,000/District + Add ons	\$4.51/RWADA + Base \$1,025/District + Add ons
601	Records Management	\$4.33/RWADA	\$4.41/RWADA
608	Instructional Support Network	\$4.02/RWADA + Base	\$4.10/RWADA + Base
615	Public Information Services Video Production	\$21,900/Day/Wk./Yr. \$5,895/Base Charge	\$22,330/Day/Wk./Yr. \$6,000/Base Charge

## CURRICULUM & PROFESSIONAL DEVELOPMENT

512	Cooperative School Improvement		
	Staff Development - Seminars	Varies	Varies
	Cooperative School Improvement/Base	\$6,715/District	\$6,845/District
	ELA Curriculum Writing	\$810/District	\$825/District
	Math Curriculum Writing	\$810/District	\$825/District
	SS Curriculum Writing K-8	\$810/District	\$825/District
	SS Curriculum Writing 9-12	\$810/District	\$825/District
	Math Coaching or Audit	\$1,109/Day	\$1,130/Day
	Mentoring that Matters	\$226/Participant	\$230/Participant
	Performance Based Assess. Dev	\$1,109/Day	\$1,130/Day
	Principle APPR Re-Certification	\$555/Day	\$565/Day
	Teacher APPR Re-Certification	\$555/Half Day	\$565/Half Day
	Reading Recovery - Continuing Contact	\$2,723/Teacher	\$2,775/Teacher
	Reading Recovery - New Teacher	\$10,600/Teacher	\$10,796/Teacher
	Reading Recovery - Essential Literacy	\$8,570/Teacher	\$8,736/Teacher
	CSA Meetings	\$651/Participant	\$663/Participant
	ASI Meetings	\$662/Participant	\$674/Participant



## CURRICULUM & PROFESSIONAL DEVELOPMENT (Cont.)

	SBO Meetings	\$185/Participant	\$188/Participant
	ASP Meetings	\$540/Participant	\$550/Participant
	NYSED Turnkey Training	\$5,545/District	\$5,650/District
	Summer Regional Leadership Institute	\$102/Participant	\$104/Participant
	Special Education Coaching/STEM Coach	\$21,329/.2 FTE	\$21,748/.2 FTE
541	Grant Writing	\$2,740 Base Charge	\$2,780 Base Charge

## DEPARTMENT FOR EXCEPTIONAL CHILDREN

202	Classified Tutoring Program - Special Ed Home Based Tutoring - Special	\$42.60/Hr. \$45.60/Hr.	\$43.34/Hr. \$46.34/Hr.
203	12:1:1 Program - Tuition 12:1:1 Transition Program - Tuition 12:1:1 Project SEARCH - Tuition	\$43,042/Student \$47,372/Student \$41,033/Student	\$43,860/Student \$47,775/Student \$42,030/Student
204	8:1:1 CASS Tuition	\$45,568/Student	\$46,279/Student
205	6:1:2 ASD - Tuition 6:1:1 Behavior Management - Tuition 6:1:1 Center Based - Tuition	\$62,766/Student \$51,385/Student \$57,077/Student	\$63,616/Student \$52,377/Student \$58,196/Student
206	8:1:2 Intensive Management (Elem.) - Tuition	\$52,524/Student	\$53,522/Student
211	6:1:2 Complex Needs Program - Tuition	\$75,324/Student	\$76,529/Student
215	8:1:1 Transition - Tuition	N/A	\$48,436/Student
N/A	1:1 Aide 1:1 SBA 1:1 Nursing	\$42,890/Aide \$43,680/SBA \$69,000/Nurse	\$43,430/Student \$44,229/Student \$69,000/Nurse
301	Blind/Visually-Impaired Orientation and Mobility	\$8,004/Hr./Wk./Yr. \$7,850/Hr./Wk./Yr.	\$8,032/Hr./Wk./Yr. \$7,877/Hr./Wk./Yr.
302	Audiology Services (IEP Hours) Audiology Services (Base Charge FM System) Teacher of the Deaf/Hearing-Impaired Interpreter Notetaker Sign Skills Coach	\$8,379/Hr./Wk./Yr. \$1,117/Device \$5,553/Hr./Wk./Yr. \$87,365/Student \$55,587/Student \$62,111/Student	\$8,593/Hr./Wk./Yr. \$1,139/Device \$5,566/Hr./Wk./Yr. \$87,382/Student \$55,976/Student \$62,546/Student
303	Occupational Therapy Occupational Therapy - District Based FTE	\$8,264/Hr./Wk./Yr. \$149,036/FTE	\$8,292/Hr./Wk./Yr. \$152,017/FTE
306	Physical Therapy Physical Therapy - District Based FTE	\$8,714/Hr./Wk./Yr. \$140,273/FTE	\$8,748/Hr./Wk./Yr. \$141,255/FTE

**DEPARTMENT FOR EXCEPTIONAL CHILDREN (cont.)**

308	Speech Impaired	\$8,241/Hr./Wk./Yr.	\$8,380/Hr./Wk./Yr.
	Speech Impaired - District Based FTE	\$145,738/FTE	\$148,653/FTE
	Assistive Technology	\$39,564/Hr./Wk./Yr.	\$40,449/Hr./Wk./Yr.
	Medicaid	\$11,289/Hr./Wk./Yr.	\$11,440/Hr./Wk./Yr.
309	Social Worker/Psychologist	\$8,024/Hr./Wk./Yr.	\$8,184/Hr./Wk./Yr.
	Social Worker/Psychologist - District Based FTE	\$126,352/FTE	\$128,879/FTE
311	Consultant Teacher	\$5,732/Hr./Wk./Yr.	\$5,842/Hr./Wk./Yr.
	Consultant Teacher - District Base FTE	\$80,046/FTE	\$81,583/FTE
	Music Therapy	\$5,980/Hr./Wk./Yr.	\$6,093/Hr./Wk./Yr.
	Autism Specialist	\$8,167/Hr./Wk./Yr.	\$8,362/Hr./Wk./Yr.
	Art Therapy	\$6,677/Hr./Wk./Yr.	\$6,800/Hr./Wk./Yr.
	Nursing Services	\$90,899/FTE	\$92,717/FTE
	Inclusion Aide	\$48,790/Aide	\$49,330/Aide
	Inclusion SBA	\$49,580/SBA	\$50,129/SBA
315	Itinerant English as a New Language	\$21,940/Day/Wk./Yr.	\$22,371/Day/Wk./Yr.
318	Pupil Services Coordination	\$140,330/FTE	\$145,176/FTE
402	Gifted and Talented		
	Adept - Discovery & H.S. Seminar Series	\$217/Student	N/A
	Adept - Explorations (Elementary)	\$8,615/Building	N/A
	Adept - Student Leadership Training (H.S.)	\$615/Student	N/A
406	Tutorial Services - Gen Ed	\$42.60/Hr.	\$43.34/Hr.
	Home Based Tutoring - Gen Ed	\$45.60/Hr.	\$46.34/Hr.
427	Recovery High School	N/A	\$33,003/Student
510	Gifted and Talented		
	Adept - Masterminds	\$829/Team	\$845/Team
	Adept - Masterminds JV	\$360/Team	\$367/Team
	Adept - AC Bowl	\$517/Team	\$527/Team
	Adept - Chess	\$350/Team	\$356/Team
	Adept - Chess (Middle School)	\$206/Team	\$210/Team
512	Gifted and Talented		
	Adept - Professional Development Series	\$894/Teacher	N/A
	Adept - Network Consortium	\$608/District	N/A
517	Career Planning Services	\$23,673/Day/Wk./Yr.	\$24,120/Day/Wk./Yr.
	Work Study	\$22,595/Half Day/Wk./Yr.	\$23,006/Half Day/Wk./Yr.
653	Teacher Immersion Fellowship Program	\$5,394/District	\$5,416/District

**GENERAL EDUCATION**

417/425	Regional Summer School	As Specified by District	As Specified by District
423	Alternative Ed. - Jr./Sr. High	\$32,042/Student	\$33,003/Student

**MAARS**

520	MAARS - RWADA	\$5.24/RWADA	\$5.34/RWADA
	MAARS - Base	\$3,000/District	\$3,050/District
	MAARS - Test Processing	\$3.05/RWADA	\$3.00/RWADA



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## 11. New Business

### 4. Determine 2021-22 Board Presentations

## 11. New Business

### 5. Internal Auditor Discussion (Steve Roland)

12. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

12. Personnel and Staffing

2. Resolution to Approve Operations, Maintenance and Security Contract



### 13. Bids/Lease Purchases

1. Resolution to Accept Cooperative Pest Control Services Bid
2. Resolution to Accept Cooperative Natural Gas Bid
3. Resolution to Accept Welding Equipment Bid
4. Resolution to Accept participation in Joint Municipal Cooperative Bidding Program with Eastern Suffolk BOCES
5. Resolution to Accept Monroe 2-Orleans BOCES Lease Purchase of a Xerox copier

#### 14. Executive Officer's Reports

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

## 15. Committee Reports

- Labor Relations Committee (J. Abbott)
- Legislation Committee (D. Laba/K. Dillon)
- Information Exchange Committee (R. Charles Phillips/L. VenVertloh)

16. Upcoming Meetings/Calendar Events:

- |         |   |
|---------|---|
| May 18  | Budget and Board Member Vote  |
| May 26  | 5:30pm MCSBA Annual Meeting, Oak Hill Country Club  |
| June 8  | 6:30pm Greece School Board Meeting (Odyssey Academy750 Maiden Lane, Rochester 14615) (Phillips) |
| June 9  | Noon Board Officer Agenda Review (Ridgemont Country Club)                                       |
| June 12 | 7:30 a.m. MCSBA New Member Training   |
| June 16 | 6:30 Board Meeting (ESC, PDC 4)   |

17. Other Items

18. Anticipated Executive Session immediately following the regular board meeting to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.

## 19. Adjournment