

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

DUE TO COVID-19, VIDEO CONFERENCING WILL BE UTILIZED (accord Executive Order 202.1). BOARD MEMBERS WILL BE JOINING VIA ZOOM. IN-PERSON PUBLIC PARTICIPATION IS NOT PERMITTED. THE PUBLIC IS INVITED TO LISTEN BY DIALING 1-415-655-0001 (ACCESS CODE: 227 747 449).

There will be a Regular Meeting of the Board of Cooperative Educational Services on Wednesday, May 13, 2020 at 6:30 p.m. in the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559.

BOARD MEMBERS

Dennis Laba, President

R. Charles Phillips, Vice President

John Abbott

Kathleen Dillon

John Heise

George Howard

Gerald Maar

Michael May

Constance Rockow

AGENDA

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Agenda Item(s) Modifications
4. Approval of Minutes: April 15, 2020 Regular Meeting Minutes
5. Public Interaction
6. Financial Reports
 1. Resolution to Accept Treasurer's Report
 2. Resolution to Accept WinCap Report
 3. Internal Claims Exception Log
7. Audit Committee
 1. Resolution to Approve 2020-21 Audit Committee Members
8. Old Business
 1. Resolution to Declare Our Capital Project 2019 as Essential and to Continue as Scheduled
 2. Capital Project Update (Campus Construction)
9. New Business
 1. First Reading of Various Policies for Annual Review
 2. First Reading of Policy 5261 Privacy and Security for Student Data and Teacher and Principal Data – Education Law 2-d
 3. Resolution to Approve Chemical Hygiene Plan for 2020-21 School Year (Dobbertin)
 4. Resolution to Adopt 2020-21 Proposed Adopted Budget
 5. Determine 2020-21 Board Presentations
 6. Internal Auditor Discussion (Steve Roland)
 7. Resolution to Authorize Change Order Process

10. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

11. Executive Officer's Reports

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

12. Committee Reports

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

13. Upcoming Meetings/Calendar Events: *All events are subject to change based on school closures*

May 13	6:30pm Board Meeting (Remotely)
May 20	CANCELLED: 9-10am Student Built House Tour (Student Constructed House Site)
May 22-25	Recess (No school)
May 25	BOCES 2 closed
May 28	CANCELLED: 3:30pm DS Forum (RTP)
May 28	5-7:30pm Educational Foundation MATD Scholarship Recipients' Reception (ESC)
June 2	POSTPONED: 11:30am Meet and Greet/Noon Retiree Luncheon (ESC)
June 3	5:30pm MCSBA Annual Meeting (Ridgemont Country Club)
June 5	CANCELLED: 9:30-1:30 SEPTO Fun Fair
June 8	7:30am MCSBA New Board Member Training
June 9	School District Budget Votes
June 9	CANCELLED: 6-9pm Special Education End-of-the-Year Meeting
June 10	Noon Board Officer Agenda Review
June 10	CANCELLED: 7-9pm Special Education Moving-On Ceremony
June 13	7:30am MCSBA New Board Member Training (Double Tree)
June 16	CANCELLED: 7pm CTE Recognition Ceremony
June 17	6:30pm Board Meeting (Board Room)
June 22	CANCELLED: 6-7pm Westside Academy Senior Celebration
June 23	CANCELLED: 9-11am Center-Based 6:1:1 Graduation
July 7	Noon Reorganizational-Regular Board Meeting / Following adjournment of the Reorganizational-Regular Board Meeting, there will be an Audit Committee Meeting

14. Other Items

15. Adjournment

1. Call the Meeting to Order

2. Pledge of Allegiance

3. Agenda Item(s) Modifications

4. Approval of Minutes: April 15, 2020 Regular Meeting Minutes

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

DUE TO COVID-19, VIDEO CONFERENCING WAS UTILIZED (accord Executive Order 202.1). BOARD MEMBERS JOINED VIA ZOOM. IN-PERSON PUBLIC PARTICIPATION WAS NOT PERMITTED. THE PUBLIC WAS INVITED TO LISTEN BY DIALING 1-415-655-0001 (ACCESS CODE: 227 747 449).

Minutes of the Regular Meeting of the Board of Cooperative Educational Services, Second Supervisory District of Monroe and Orleans Counties, held on Wednesday, April 15, 2020, 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.

Special note: On March 18, 2020, it was decided to cancel the April 1, 2020 Annual Meeting due to COVID-19. Upon further review, it was deemed required to have an Annual Meeting so was rescheduled for April 15, 2020 via video conferencing.

Members Present In-Person:

Dennis Laba, President
John Abbott

Gerald Maar

Members Present Remotely:

R. Charles Phillips, Vice President
Kathleen Dillon
John Heise

George Howard
Michael May
Constance Rockow

Staff Present In-Person:

Jo Anne Antonacci
Ginger Critchley

Ian Hildreth
Steve Roland

Staff Present Remotely:

Karen Brown, Esq.
Stephen Dawe
Tim Dobbertin

Dr. Marijo Pearson
Dr. Michelle Ryan

1. Call the Meeting to Order
At 6:35 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. Agenda/Items(s) Modifications
Item 7.8 New Business for a COVID-19 resolution was added to the agenda.
3. Approval of Minutes
Resolved: To approve the March 18, 2020, Regular Meeting Minutes as presented.

Moved by G. Maar, seconded by J. Heise; passed unanimously.
4. Public Interaction
There was no public interaction.

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

6. Old Business

1. Capital Project planning was discussed by Steve Roland. It was agreed to proceed with design from LaBella; however, purchasing the property adjacent to WEMOCO North was placed on hold due to current issues with COVID-19.

7. New Business

1. Resolution to Approve COVID-19 Closure Resolution as presented.

WHEREAS, COVID-19 has resulted in the Federal, State and County governments declaring a state of emergency; and

WHEREAS the Governor of New York has ordered schools to be closed to prevent the transmission of COVID-19.

NOW, THEREFORE, the Monroe 2-Orleans BOCES Board resolves as follows:

1. The Board hereby declares the COVID-19 virus is an emergency for the BOCES.
2. The BOCES is closed for students beginning from March 16, 2020, terminating at the end of the mandated COVID-19 closure as directed by the Governor of New York and/or Monroe County Commissioner of Public Health to reopen schools.
3. During the period of school closure for students, the BOCES shall work to establish plans to ensure the continuity of learning to the extent feasible and appropriate.
4. Depending on the length of school closure, the Board may be required to amend the school calendar to address these extraordinary circumstances and make up instructional days.
5. The Monroe 2-Orleans BOCES authorizes the District Superintendent, effective March 16, 2020, during school closures occasioned by the COVID-19 virus to:
 - a. Continue the regular salaries and wages for employees paid annualized or contractual prescribed salaries;
 - b. Continue the regular salaries of long-term substitutes who have been expressly appointed by the Board of Education for service in particular assignments through the period of such appointment;
 - c. Pay hourly employees with regular and consistent hours pursuant to their average or adjusted weekly hours of work, as appropriate;
 - d. Not pay daily substitutes during closure unless specifically called upon to work during the closure;
 - e. Designate essential staff who are necessary to report to work locations in order to ensure the continued operations of the BOCES;

- f. Approve arrangements under which employees work from home or at remote locations;
 - g. Approve temporary re-assignment of work locations for employees as necessary;
 - h. May require staff to report prior to the return of students based on the guidance provided and circumstances of the region; and
 - i. Take other action(s) as needed.
6. The District Superintendent is authorized to follow the Federal, State and County orders and to take such action as necessary and proper to operate the BOCES during this time of emergency.

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

2. Resolved: To approve the Monroe 2-Orleans BOCES Classified Staff and Teacher Calendars for 2020-2021 School Year as presented.

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

3. Resolved: To Approve 2020-2021 Board Meeting Dates as presented.

Motion by M. May, seconded by C. Rockow; passed unanimously.

4. T. Dobbertin gave an overview on the 2018-2019 Monroe 2-Orleans BOCES Report Card.
5. Resolved to Approve 2020 Lease Template to be used for the following Summer School Leases: Extended School Year Classroom, Regional Summer School Classroom and Regional Summer School Credit Recovery Program as presented.

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

6. Resolved: To Approve Donation of Various Literacy Instructional Materials as presented.

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

7. The Retiree Luncheon was discussed. Due to COVID-19, the June Retiree Luncheon will be cancelled and postponed to Fall 2020. The board agrees this is a good idea.

8. Resolved to Approve COVID-19 Donation resolution as presented.
WHEREAS, the novel coronavirus known as COVID-19 has been declared a pandemic and has led to various emergency declarations at the Federal, State and local level; and

WHEREAS, local medical institutions are in need of personal protective equipment (PPE) and other medical supplies to assist in caring for patients during the pandemic; and

WHEREAS, the Governor of the State of New York has asked for the public's assistance in the provision of items necessary for use by medical facilities and personnel in the treatment of patients during the pandemic; and

WHEREAS, the United States Department of Education has determined that if PPE and other medical supplies or equipment purchased with United States Department of Education funds are not needed for program activities, these much-needed items may be donated to local, State, Federal, Tribal, and Territorial public health agencies, as well as licensed private nonprofit hospitals and other licensed health providers.

WHEREAS, due to the closure of all schools and BOCES throughout the State pursuant to Executive Order 202.4, and the closure of the Monroe 2-Orleans BOCES to students pursuant to local order since March 14, 2020, the Monroe 2-Orleans BOCES has a supply of PPE and other medical supplies which are not currently needed for its educational program; and

WHEREAS, in response to this unprecedented public need, the Monroe 2-Orleans BOCES wishes to provide PPE and other medical supplies for use by medical facilities and personnel in the treatment of patients during the pandemic; and

WHEREAS, the Monroe 2-Orleans BOCES further wishes to make other medical equipment such as hospital beds and wheelchairs available for use by medical facilities and personnel in the treatment of patients during the pandemic.

NOW, THEREFORE, BE IT RESOLVED, that the Monroe 2-Orleans BOCES hereby donates identified PPE and other medical supplies to the Monroe County Department of Public Health for distribution to and use by medical facilities and personnel during the pandemic.

BE IT FURTHER RESOLVED that the Monroe 2-Orleans BOCES is authorized to make available to the Monroe County Department of Public Health medical equipment such as hospital beds and wheelchairs for distribution to and use by medical facilities and personnel during the pandemic. The Monroe 2-Orleans BOCES District Superintendent, or her designee, is directed to maintain an inventory of all such equipment loaned and establish procedures with the Monroe County Department of Public Health for the return of such equipment at the time it is no longer needed for the treatment of patients during the pandemic or is otherwise needed for the Monroe 2-Orleans BOCES program.

Motion by J. Heise, seconded by J. Abbott; passed unanimously.

8. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

Resolved: To approve the Personnel and Staffing Agenda as presented.

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

9. Bids/Lease Purchases

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

1. Resolution to Accept Cooperative Fine Paper Supplies Bid

Economy Paper Co.	\$379,512.07
W.B. Mason	\$43,688.80

2. Resolution to Accept Office and Classroom Supplies Bid

W.B. Mason	\$2,266.38
School Specialty Inc.	\$1,053.00
Pyramid School Products	\$994.92
Quill	\$758.64
National Art & School Supplies	\$512.64
Cascade School Supplies	\$283.64
Standard Stationery Supply Co.	\$84.00

3. Resolution to Accept Resolution to Accept Erie 1 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 Assistive Technology products: TEQ, Ed Puzzle eSports products: High School eSports League, Play VS, 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.

4. Resolution to Accept Resolution to Accept Erie 1 Distance Learning State Wide Licensing Agreements – Add on #2

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2019-2020 fiscal year for Learning Management System products: Frontline, MGRM Pinnacle, Otus, Skooler Distance Education Courses products: Spider Learning, Educere, Fuel Education, and,

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

BE IT RESOLVED, That the Monroe 2-Orleans BOCES Board authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned courses, and,

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 G. Maar; passed unanimously.

10. Executive Officer's Reports

Although schools are closed due to COVID-19, staff are still working behind the scenes to educate students, assist component districts, pay invoices, and handle payroll, just to name a few activities that are ongoing. Both superintendent searches are still progressing.

June Regents Exams have been cancelled. A Q&A has been distributed.

Superintendents are participating in daily remote meetings, as decisions are ongoing.

Districts and BOCES are all following the guidelines advised and required by Governor Cuomo, Dr. Mendoza, and County Executive Adam Bello.

11. Committee Reports

Labor Relations Committee (J. Abbott/J. Heise) – Cancelled due to COVID-19 closures.

Legislation Committee (D. Laba/K. Dillon) – Cancelled due to COVID-19 closures.

Information Exchange Committee (R. Charles Phillips/J. Heise) – Cancelled due to COVID-19.

12. Upcoming Meetings/Events

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

13. Other Items

There were no other items.

At 7:13 p.m., a motion was made by J. Abbott, seconded by M. May, passed unanimously to enter into Executive Session to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.

Respectfully submitted,

Virginia M. Critchley
Clerk of the Board

14. The Board entered into Executive Session at 7:15 p.m.

Members Present In-Person:

Dennis Laba, President
John Abbott

Gerald Maar

Members Present Remotely:

R. Charles Phillips, Vice President
Kathleen Dillon
John Heise

George Howard
Michael May
Constance Rockow

Staff Present In-Person:

Jo Anne Antonacci

Steve Roland

Staff Present Remotely:

Karen Brown, Esq.
Tim Dobbertin

Dr. Michelle Ryan

At 7:27 p.m. a motion was made by J. Abbott, seconded by J. Heise to come out of executive session; passed unanimously.

Resolution to Approve Teachers' Association Contract

That the Board approve the Agreement between the District Superintendent of Monroe 2-Orleans BOCES and the Monroe 2-Orleans BOCES Teachers' Association, for the period of July 1, 2020 – June 30, 2021, as presented.

Motion by G. Maar, seconded by J. Heise; passed unanimously.

15. Adjournment

At 7:28 p.m., a motion was made by J. Abbott to adjourn the meeting, seconded by C. Rockow; passed unanimously.

Respectfully submitted,

Jo Anne L. Antonacci
Clerk Pro-Tem

5. Public Interaction

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

Monroe #2-Orleans BOCES**Treasurer's Report**

Period Ending March 31, 2020

<u>GENERAL FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	10,280,695.40	<u>10,280,695.40</u>
RECEIPTS:	CHARGES FOR SERVICES	9,950,937.60	
	NON-CONTRACT CHARGES	24,150.17	
	INTEREST EARNED	571.03	
	TRANSFERS FROM SPECIAL AID	2,351,952.77	
	TRANSFERS FROM TRUST AND AGENCY	1,000,975.00	
	TRANSFERS FROM UNEMPLOYMENT	0.00	
	STATE AID DUE DISTRICTS	0.00	
	MISCELLANEOUS RECEIPTS	3,025,617.07	
	TOTAL RECEIPTS:	16,354,203.64	<u>16,354,203.64</u>
DISBURSEMENTS:	PAYROLL	3,384,511.34	
	WARRANTS	6,502,312.05	
	TRANSFERS TO:		
	- Special Aid	0.00	
	- Trust & Agency	0.00	
	- Unemployment Reserve	0.00	
	- Capital	0.00	
	RAN PAYMENT	0.00	
	MISCELLANEOUS DISBURSEMENTS	0.00	
	TOTAL DISBURSEMENT:	9,886,823.39	<u>(9,886,823.39)</u>
	GENERAL FUND CHECKING	16,536,575.22	
	GENERAL FUND SAVINGS	211,500.43	
CASH	ENDING BALANCE:	16,748,075.65	<u>16,748,075.65</u>

Monroe #2-Orleans BOCES**Treasurer's Report**

Period Ending March 31, 2020

<u>SPECIAL AID FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	3,187,349.00	<u>3,187,349.00</u>
RECEIPTS:	INTEREST EARNED	169.51	
	TRANSFER FROM GENERAL	0.00	
	TRANSFER FROM TRUST AND AGENCY	0.00	
	STATE, FEDERAL & LOCAL SOURCES	0.00	
	MISCELLANEOUS RECEIPTS	339,339.92	
	TOTAL RECEIPTS:	339,509.43	<u>339,509.43</u>
DISBURSEMENTS:	WARRANTS	51,465.07	
	TRANSFER TO TRUST & AGENCY	0.00	
	TRANSFER TO GENERAL	2,351,952.77	
	MISCELLANEOUS DISBURSEMENTS	634.58	
	TOTAL DISBURSEMENTS:	2,404,052.42	<u>(2,404,052.42)</u>
CASH	ENDING BALANCE:	1,122,806.01	<u>1,122,806.01</u>

<u>RISK RETENTION FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	1,569,394.18	<u>1,569,394.18</u>
RECEIPTS:	INTEREST EARNED	408.02	
	TRANSFER FROM GENERAL	0.00	
	MISCELLANEOUS RECEIPTS	0.00	
	TOTAL RECEIPTS:	408.02	<u>408.02</u>
DISBURSEMENTS:	WARRANTS	0.00	
	CD-INVESTMENTS	0.00	
	TRANSFER TO GENERAL	0.00	
	TRANSFER TO TRUST & AGENCY	0.00	
	TOTAL DISBURSEMENTS:	0.00	<u>0.00</u>
	CASH- LIABILITY RESERVE	19,327.66	
	CASH- UNEMPLOYMENT RESERVE	265,046.45	
	CD-LIABILITY RESERVE	1,158,911.96	
	CD-UNEMPLOYMENT RESERVE	126,516.13	
CASH	ENDING BALANCE:	1,569,802.20	<u>1,569,802.20</u>

Monroe #2-Orleans BOCES**Treasurer's Report**

Period Ending March 31, 2020

<u>TRUST AND AGENCY FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	143,699,811.81	<u>143,699,811.81</u>
RECEIPTS:	INTEREST EARNED	110,481.85	
	PAYROLL	2,159,273.20	
	TRANSFER FROM GENERAL	0.00	
	TRANSFER FROM SPECIAL AID	0.00	
	RASHP I	2,149,379.26	
	RASHP II	22,972,783.64	
	MISCELLANEOUS RECEIPTS	1,441,005.84	
	TOTAL RECEIPTS:	28,832,923.79	<u>28,832,923.79</u>
DISBURSEMENTS:	WARRANTS	1,231,044.61	
	PAYROLL	2,159,273.20	
	RASHP I	4,769,464.57	
	RASHP II	26,798,440.54	
	TRANSFER TO GENERAL FUND	1,000,975.00	
	TRANSFER TO SPECIAL AID	0.00	
	MISCELLANEOUS DISBURSEMENTS	872,676.17	
	TOTAL DISBURSEMENTS:	36,831,874.09	<u>(36,831,874.09)</u>
	CASH-CHECKING	134,987.02	
	CASH-PAYROLL	7,561.66	
	CASH-RASWC	5,961,719.46	
	CASH-WC WFL	275,475.00	
	CASH-FSA	28,816.77	
	CASH-RASHP I	1,877,433.35	
	CASH-RASHP II	57,154,175.42	
	CASH-SELF FUNDED DENTAL	285,422.37	
	CASH-STUDENT ACCIDENT	3,889.61	
	CASH-GIFT FUNDS	93,877.34	
	CASH-EDUCATIONAL TRUST FUND	0.00	
	CASH-JOHN T. KLOCK SCHOLARSHIP	2,834.36	
	MONEY MARKET / INVESTMENTS - RASHP II	38,218,404.80	
	MONEY MARKET - RASHP II - M&T	460,775.79	
	CERTIFICATE OF DEPOSIT-RASWC	18,534,027.31	
	CERTIFICATE OF DEPOSIT/SAVINGS - RASHP	12,661,461.25	
	CERTIFICATE OF DEPOSIT - RASHP II	0.00	
CASH	ENDING BALANCE:	135,700,861.51	<u>135,700,861.51</u>

Monroe #2-Orleans BOCES**Treasurer's Report**

Period Ending March 31, 2020

<u>CAPITAL FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE	3,807,219.77	<u>3,807,219.77</u>
RECEIPTS:	INTEREST EARNED	301.24	
	TRANSFER FROM GENERAL	0.00	
	COMPONENT REVENUE	0.00	
	MISCELLANEOUS REVENUE	0.00	
	TOTAL RECEIPTS	301.24	<u>301.24</u>
DISBURSEMENTS:	WARRANTS	2,112.50	
	MISCELLANEOUS DISBURSEMENTS	0.00	
	TRANSFER TO:		
	- General Fund	0.00	
	- Equipment Reserve	0.00	
	TOTAL DISBURSEMENTS	2,112.50	<u>(2,112.50)</u>
	CAPITAL FUND CHECKING	2,903,845.78	
	CAPITAL FUND SAVINGS	109,109.56	
	CAPITAL FUND CTE EQUIPMENT RESERVE	792,453.17	
CASH	ENDING BALANCE:	3,805,408.51	<u>3,805,408.51</u>

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2020

Fiscal Year: 2020

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
0 Administration							
100 SALARIES		1,129,424.00	14,034.00	1,143,458.00	961,628.25	162,802.64	19,027.11
200 EQUIPMENT		15,500.00	71,241.00	86,741.00	71,834.62	650.00	14,256.38
300 SUPPLIES		19,550.00	-849.53	18,700.47	7,804.91	6,848.86	4,046.70
400 CONTRACTUAL		2,575,945.00	-8,658.39	2,567,286.61	2,038,995.25	290,753.61	237,537.75
700 INTEREST ON REVENUE NOTES		13,568.00	-12,000.00	1,568.00	0.00	0.00	1,568.00
800 EMPLOYEE BENEFITS		563,799.00	-36,000.00	527,799.00	382,399.03	121,993.85	23,406.12
899 Oth Post Retirement Benft		5,358,539.00	-7,200.00	5,351,339.00	3,250,794.81	0.00	2,100,544.19
910 TRANSFER TO CAPITAL FUND		400,000.00	0.00	400,000.00	400,000.00	0.00	0.00
950 TRANSFER FROM O & M		65,575.00	0.00	65,575.00	0.00	0.00	65,575.00
960 TRANSFER CHARGE		251,491.00	39,005.30	290,496.30	39,005.30	0.00	251,491.00
Subtotal of 0 Administration		10,393,391.00	59,572.38	10,452,963.38	7,152,462.17	583,048.96	2,717,452.25
1 Career Education							
100 SALARIES		3,750,006.00	-60,000.00	3,690,006.00	2,675,194.10	919,023.73	95,788.17
200 EQUIPMENT		25,000.00	288,624.05	313,624.05	163,851.46	84,478.96	65,293.63
300 SUPPLIES		368,250.00	17,243.10	385,493.10	290,422.07	45,083.34	49,987.69
400 CONTRACTUAL		232,000.00	116,343.08	348,343.08	255,737.44	47,621.06	44,984.58
490 SCH DIST AND OTHER BOCES		20,308.00	2,577.93	22,885.93	19,877.26	0.00	3,008.67
800 EMPLOYEE BENEFITS		1,725,745.00	-172,946.00	1,552,799.00	1,011,816.59	398,927.11	142,055.30
950 TRANSFER FROM O & M		1,255,696.00	0.00	1,255,696.00	0.00	0.00	1,255,696.00
960 TRANSFER CHARGE		543,079.00	3,349.11	546,428.11	3,349.11	0.00	543,079.00
970 TR CREDs FR SERVICE PROGR		-88,945.00	84,442.78	-4,502.22	-4,502.22	0.00	0.00
990 TRANS CREDs FR OTHER FUND		-4,000.00	-13.41	-4,013.41	-13.41	0.00	-4,000.00
Subtotal of 1 Career Education		7,827,139.00	279,620.64	8,106,759.64	4,415,732.40	1,495,134.20	2,195,893.04
2 Special Education							
100 SALARIES		6,888,103.00	234,065.00	7,122,168.00	4,831,127.26	1,714,097.28	576,943.46
200 EQUIPMENT		33,314.00	108,272.23	141,586.23	111,499.98	0.00	30,086.25
300 SUPPLIES		62,231.00	-936.10	61,294.90	25,478.36	241.24	35,575.30
400 CONTRACTUAL		1,281,383.00	80,538.06	1,361,921.06	1,298,103.69	315,385.71	-251,568.34
490 SCH DIST AND OTHER BOCES		6,142,374.79	428,980.15	6,571,354.94	5,822,046.12	0.00	749,308.82
800 EMPLOYEE BENEFITS		3,996,368.00	256,643.00	4,253,011.00	2,415,297.53	1,041,109.02	796,604.45
950 TRANSFER FROM O & M		325,417.00	0.00	325,417.00	0.00	0.00	325,417.00
960 TRANSFER CHARGE		15,414,614.25	1,455,105.22	16,869,719.47	28,872.40	0.00	16,840,847.07
970 TR CREDs FR SERVICE PROGR		0.00	-25,465.28	-25,465.28	-22,890.88	0.00	-2,574.40
Subtotal of 2 Special Education		34,143,805.04	2,537,202.28	36,681,007.32	14,509,534.46	3,070,833.25	19,100,639.61
3 Itinerent Services							
100 SALARIES		13,204,963.00	-862,536.40	12,342,426.60	8,274,953.93	3,009,991.07	1,057,481.60
200 EQUIPMENT		222,825.00	-2,300.00	220,525.00	91,611.19	269.70	128,644.11
300 SUPPLIES		40,896.00	2,446.00	43,342.00	18,518.21	1,448.67	23,375.12
400 CONTRACTUAL		451,478.03	1,038,058.37	1,489,536.40	165,456.11	13,151.58	1,310,928.71

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2020

Fiscal Year: 2020

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		152,834.77	29,772.17	182,606.94	159,118.08	0.00	23,488.86
800 EMPLOYEE BENEFITS		7,419,683.00	-435,357.24	6,984,325.76	3,623,890.62	1,532,623.64	1,827,811.50
950 TRANSFER FROM O & M		7,848.00	0.00	7,848.00	0.00	0.00	7,848.00
960 TRANSFER CHARGE		1,221,517.00	5,489.87	1,227,006.87	5,489.87	0.00	1,221,517.00
970 TR CREDITS FR SERVICE PROGR		-11,481,347.59	-1,236,269.98	-12,717,617.57	-2,910.60	0.00	-12,714,706.97
Subtotal of 3 Itinerent Services		11,240,697.21	-1,460,697.21	9,780,000.00	12,336,127.41	4,557,484.66	-7,113,612.07
4 General Instruction							
100 SALARIES		1,809,703.00	35,760.26	1,845,463.26	1,578,414.77	246,894.11	20,154.38
200 EQUIPMENT		7,145.00	34,678.85	41,823.85	36,244.96	0.00	5,578.89
300 SUPPLIES		14,236.00	8,091.93	22,327.93	10,447.94	3,377.99	8,502.00
400 CONTRACTUAL		654,824.00	5,331.27	660,155.27	861,765.79	82,695.01	-284,305.53
490 SCH DIST AND OTHER BOCES		65,798.63	60,608.58	126,407.21	113,516.66	0.00	12,890.55
800 EMPLOYEE BENEFITS		631,127.00	-10,375.26	620,751.74	432,035.33	113,253.31	75,463.10
950 TRANSFER FROM O & M		103,027.00	4.00	103,031.00	0.00	0.00	103,031.00
960 TRANSFER CHARGE		178,079.90	13,320.55	191,400.45	12,986.15	0.00	178,414.30
970 TR CREDITS FR SERVICE PROGR		-15,740.00	-12,540.00	-28,280.00	-12,540.00	0.00	-15,740.00
990 TRANS CREDITS FR OTHER FUND		-1,980.00	0.00	-1,980.00	0.00	0.00	-1,980.00
Subtotal of 4 General Instruction		3,446,220.53	134,880.18	3,581,100.71	3,032,871.60	446,220.42	102,008.69
5 Instruction Support							
100 SALARIES		5,831,728.00	336,775.50	6,168,503.50	4,628,860.17	1,089,020.77	450,622.56
200 EQUIPMENT		2,994,845.00	2,625,466.62	5,620,311.62	3,112,181.09	1,168,647.89	1,339,482.64
300 SUPPLIES		568,874.00	560,917.56	1,129,791.56	883,945.70	99,616.05	146,229.81
400 CONTRACTUAL		4,183,803.00	1,293,672.19	5,477,475.19	3,705,526.79	1,119,502.28	652,446.12
490 SCH DIST AND OTHER BOCES		228,831.69	195,617.56	424,449.25	361,635.91	0.00	62,813.34
800 EMPLOYEE BENEFITS		2,793,638.00	23,379.71	2,817,017.71	1,776,065.41	618,168.16	422,784.14
950 TRANSFER FROM O & M		629,385.00	0.00	629,385.00	0.00	0.00	629,385.00
960 TRANSFER CHARGE		1,024,870.44	290,392.82	1,315,263.26	290,711.26	0.00	1,024,552.00
970 TR CREDITS FR SERVICE PROGR		-2,347,267.00	-342,740.30	-2,690,007.30	-318,480.30	0.00	-2,371,527.00
990 TRANS CREDITS FR OTHER FUND		-76,185.00	-8,539.45	-84,724.45	-7,629.45	0.00	-77,095.00
Subtotal of 5 Instruction Support		15,832,523.13	4,974,942.21	20,807,465.34	14,432,816.58	4,094,955.15	2,279,693.61
6 Other Services							
100 SALARIES		2,232,599.00	1.00	2,232,600.00	1,856,840.13	343,113.16	32,646.71
200 EQUIPMENT		455,195.00	454,495.70	909,690.70	636,078.11	75,131.09	198,481.50
300 SUPPLIES		36,000.00	29,351.76	65,351.76	13,345.57	9,002.09	43,004.10
400 CONTRACTUAL		3,320,372.00	345,027.13	3,665,399.13	2,478,459.89	778,430.23	408,509.01
490 SCH DIST AND OTHER BOCES		5,575,370.47	856,277.91	6,431,648.38	6,008,390.66	0.00	423,257.72
800 EMPLOYEE BENEFITS		1,017,436.00	13,337.00	1,030,773.00	638,610.65	197,324.95	194,837.40
950 TRANSFER FROM O & M		111,435.00	0.00	111,435.00	0.00	0.00	111,435.00
960 TRANSFER CHARGE		94,765.00	7,628.95	102,393.95	7,628.95	0.00	94,765.00
970 TR CREDITS FR SERVICE PROGR		-1,652,342.00	-37,870.65	-1,690,212.65	-37,870.65	0.00	-1,652,342.00

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2020

Fiscal Year: 2020

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
990 TRANS CREDs FR OTHER FUND		-105,886.00	0.00	-105,886.00	0.00	0.00	-105,886.00
Subtotal of 6 Other Services		11,084,944.47	1,668,248.80	12,753,193.27	11,601,483.31	1,403,001.52	-251,291.56
7 Undefined							
100 SALARIES		3,086,796.00	231,783.00	3,318,579.00	2,599,266.73	474,357.35	244,954.92
200 EQUIPMENT		28,500.00	51,150.00	79,650.00	38,702.25	30,159.40	10,788.35
300 SUPPLIES		188,450.00	51,309.48	239,759.48	176,584.91	33,502.21	29,672.36
400 CONTRACTUAL		1,811,861.00	58,750.91	1,870,611.91	1,502,838.61	300,459.07	67,314.23
490 SCH DIST AND OTHER BOCES		0.00	2,000.00	2,000.00	0.00	2,000.00	0.00
800 EMPLOYEE BENEFITS		1,540,215.00	-129,804.00	1,410,411.00	832,760.97	284,365.34	293,284.69
950 TRANSFER FROM O & M		441,160.00	0.00	441,160.00	0.00	0.00	441,160.00
960 TRANSFER CHARGE		1,318,469.00	11,151.61	1,329,620.61	11,151.61	0.00	1,318,469.00
970 TR CREDs FR SERVICE PROGR		-7,400,787.00	-255,004.00	-7,655,791.00	0.00	0.00	-7,655,791.00
990 TRANS CREDs FR OTHER FUND		-1,014,664.00	4.00	-1,014,660.00	0.00	0.00	-1,014,660.00
Subtotal of 7 Undefined		0.00	21,341.00	21,341.00	5,161,305.08	1,124,843.37	-6,264,807.45
Total GENERAL FUND		93,968,720.38	8,215,110.28	102,183,830.66	72,642,333.01	16,775,521.53	12,765,976.12

7. Audit Committee
 1. Resolution to Approve 2020-21 Audit Committee Members

8. Old Business

1. Resolution to Declare Our Capital Project 2019 as Essential and to Continue as Scheduled

Essential Project Resolution

WHEREAS, the BOCES has planned a Capital Project commonly known as Capital Project 2019 (the “Project”);

WHEREAS, the Project generally involves: (a) exterior building work necessary to keep the BOCES’ facilities weather tight and (b) site and parking lot renovations to replace underground utilities that are failing;

WHEREAS, with respect to the restrictions placed on construction projects in New York State because of the COVID-19 virus, pursuant to Executive Order 202.6, the BOCES is a government entity that is exempt from the essential business restrictions detailed in the Executive Order;

WHEREAS, guidance from the New York State Development Corporation has stated that government entities may continue essential projects that have a nexus to health and safety of building occupants, that are connected to the broader essential services that are required to fulfill the critical operations of government, or relate to the emergency response to the COVID-19 public health crisis;

WHEREAS, the work to be performed in connection with the Project includes (a) exterior renovations needed to maintain the integrity and safety of BOCES’ facilities and (b) site and parking lot renovations needed to replace underground utilities that failing, which is work that is necessary for the BOCES to perform its essential services;

WHEREAS, the Project is an essential Project that should continue as scheduled.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Project is an essential Project that should continue as scheduled.
2. The District Superintendent of the BOCES, or her designee, take such other and further steps necessary, within the best interests of the BOCES, to cause the work associated with the Project to be completed as scheduled.

8. Old Business
 2. Capital Project Update (Campus Construction)

9. New Business

1. First Reading of Various Policies for Annual Review

VARIOUS POLICY UPDATES CHART

ANNUAL REVIEW

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

POLICY NUMBER	RATIONALE
1315.2 Audit Committee	Review
1437 Annual Meeting	Reviewed by Ginger Critchley - 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	Review
4320 BOCES Personal Property Accountability	Review
4540 Safety and Security	Review
6110 Comprehensive Student Attendance Policy	Changed "absence" to "tardiness" at c). Changed wording on Page 4 for clarity.
6210 Student Conduct	Changed wording on Page 1 to reflect current practice.
6212 Student Discipline, Suspension and Corporal Punishment	Review
6220 Alcohol, Drugs & Other Substances (Students)	Made additions to prohibited drug paraphernalia on page 1 to coincide with the Code of Conduct.

VARIOUS POLICY UPDATES CHART

ANNUAL REVIEW

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

<i>POLICY NUMBER</i>	<i>RATIONALE</i>
6462 Student Harassment and Bullying Prevention and Intervention (Dignity for All Students Act).	Review
7111 Drills and Bomb Threats	Reviewed by Tom Burke - no suggested changes. Reviewed by Doug Comanzo - no suggested changes. Reviewed by Barb Swanson - no suggested changes.
7320 School Calendar/School Day	Review

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

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

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

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

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

The responsibilities of the Audit Committee include the following:

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

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

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

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

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

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

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

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

Policy References:

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

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

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

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

The meeting shall provide for:

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

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

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

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

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

Monroe 2-Orleans BOCES Policy

Series 1000 – By-Laws

Policy #1520 – PROFESSIONAL DEVELOPMENT FOR BOARD MEMBERS

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

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

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

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

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

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

General Municipal Law Section 77-b and 77-c

Education Law Section 2118

Adopted: 07/13/99

Reviewed: 06/17/09

Revised: 05/12/10

Revised: 9/15/10

Revised: 6/15/11

Revised: 5/9/12

Revised: 5/15/13

Revised: 8/21/13

Reviewed: 5/14/14

Reviewed: 5/13/2015

Revised: 6/15/2016

Reviewed: 8/17/2016

Reviewed: 5/10/2017

Reviewed: 5/09/2018

Reviewed: 5/15/2019

Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy

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: _____ 2020

**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

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

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

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

Diversification of Investments

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

Standards for Authorized Financial Institutions

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

Adoption Date: 7/13/1999

Reviewed: 2/18/2009

Revised: 5/12/10

Revised: 6/15/11

Revised: 5/9/12

Revised: 5/15/13

Revised: 5/14/14

Reviewed: 8/20/14

Reviewed: 5/13/2015

Reviewed: 6/15/2016

Reviewed: 5/10/2017

Reviewed: 5/09/2018

Reviewed: 5/15/2019

Reviewed: _____ 2020

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;

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

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

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

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

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

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

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

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

The Director of Finance with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and

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

related activities. Such procedures shall comply with all applicable laws and regulations of the State and the Commissioner of Education.

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: _____ 2020

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 encumbrances on future boards or result in unreasonable, additional, or hidden costs.

Monroe 2-Orleans BOCES Policy

Series 4000 – Non-Instructional/Business Operations

Policy #4320 – BOCES PERSONAL PROPERTY ACCOUNTABILITY

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

b) Accounting for Gifts

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

Perpetual Inventory

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

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

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

Disposition of Personal Property

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

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

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

b) Procedures for Disposition of Equipment, Supplies or Materials

1. All valuable personal property with the exception of recycled technology related equipment or software should be sold to only the highest bidder through competitive bidding or public auction. Personal property such as surplus or obsolete equipment, supplies or materials which have a unit or lot value of \$500 or less may be disposed of by the BOCES in a manner approved by the Director of Finance.
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

Monroe 2-Orleans BOCES Policy

Series 4000 – Non-Instructional/Business Operations

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

Reviewed: _____ 2020

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

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

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

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

Labor Law Section 27-a

Adopted: 7/13/1999

Reviewed: 3/18/2009

Revised: 5/12/2010

Reviewed: 6/15/2011

Reviewed: 9/21/2011

Revised: 5/9/2012

Revised: 5/15/2013

Revised: 5/14/2014

Reviewed: 8/20/2014

Reviewed: 5/13/2015

Reviewed: 6/15/2016

Reviewed: 5/10/2017

Reviewed: 5/09/2018

Reviewed: 5/15/2019

Reviewed: _____ 2020

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, required court appearances, attendance at health clinics, approved

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

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, or missing the bus. 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 has begun requires a reason, which will determine whether the ~~absence~~ *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 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 extraordinary 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.

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

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.

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.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will 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

Monroe 2-Orleans BOCES Policy

Series 6000 – Students

Policy #6110 – COMPREHENSIVE STUDENT ATTENDANCE POLICY

procedures and interventions, and the specific attendance issue their child exhibited when sanctions are enforced.

Students may be prohibited from participating in the ~~graduation ceremony~~ *recognition ceremonies* or related ~~graduation 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

Revised: 5/15/2013

Revised: 9/18/2013

Reviewed: 5/14/14

Reviewed: 5/13/2015

Monroe 2-Orleans BOCES Policy

Series 6000 – Students

Policy #6110 – COMPREHENSIVE STUDENT ATTENDANCE POLICY

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: _____ 2020

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 *discipline conduct* program, all BOCES staff will participate in ~~in-service education programs to ensure effective implementation of school policy on school conduct and discipline 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: _____ 2020

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 disorderly and/or engages in conduct which otherwise endangers the safety, morals, health or welfare of self or others, and/or engages in misconduct 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:

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

Monroe 2-Orleans BOCES Policy

Series 6000 – Students

Policy #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.
- c) 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

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).

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

Monroe 2-Orleans BOCES Policy

Series 6000 – Students

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

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: _____ 2020

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

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

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

Definitions**Discrimination**

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

Hazing

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

Harassment or Bullying

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

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

Monroe 2-Orleans BOCES Policy

Series 6000 – Students

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

- occurs off school property where such act creates or would 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 U.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: _____ 2020

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: _____ 2020

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: _____ 2020

9. New Business
 2. First Reading of Policy 5261 Privacy and Security for Student Data and Teacher and Principal Data – Education Law 2-d

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5261 – PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA – EDUCATION LAW 2-d

BOCES will maintain the privacy and security of student data and teacher and principal data (hereinafter referred to as “PII”) and will follow all applicable laws and regulations for the handling and storage of this data when disclosing or releasing the data.

BOCES will take steps to minimize the collection, processing, and transmission of PII. BOCES will not sell PII. BOCES will not use or disclose PII for any marketing or commercial purpose. BOCES will not facilitate, use or disclose PII to any other party for any marketing or commercial purposes.

Except as required by law or in the case of educational enrollment data, the BOCES will not report to NYSED the following student data elements:

- a) Juvenile delinquency records;
- b) Criminal records;
- c) Medical and health records; and
- d) Student biometric information.

Nothing in Education Law Section 2-d or this policy should be construed as limiting the administrative use of student data or teacher or principal data by a person acting exclusively in the person's capacity as an employee of the BOCES.

Data Protection Officer

BOCES designates Ray Miller, Supervising Manager, as the Data Protection Officer.

The Data Protection Officer is responsible for the implementation and oversight of this policy and any related procedures required by Education Law Section 2-d and the Commissioner's Regulations. The Data Protection Officer is the main point of contact for data privacy and security.

Data Privacy and Security Standards

BOCES will protect the privacy of PII by:

- a) Reviewing whether the use and disclosure of PII benefits students and the BOCES by considering, among other criteria, whether the use and/or disclosure will:
 - 1. Improve academic achievement;
 - 2. Empower parents and students with information; and/or
 - 3. Advance efficient and effective program and academic operations.
- b) Excluding PII in public reports and/or other public documents.

c) BOCES affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents and/or eligible students.

Monroe 2-Orleans BOCES Policy**Series 5000 – Personnel****Policy #5261 – PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA – EDUCATION LAW 2-d****Third-Party Contractors**

BOCES will include in contracts with third-party contractors where PII is disclosed to the vendor in the course of doing business with the vendor language obligating the vendor to maintain the privacy and security of the PII in accordance with law, regulation and NIST Cybersecurity Framework, the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

The third-party contractor's data privacy and security plan must, at a minimum include the following:

- a) Outline how the third-party contractor will implement all state, federal, and local data privacy and security contract requirements over the life of the contract;
- b) Specify the administrative, operational, and technical safeguards and practices in place to protect PII that the vendor will receive under the contract;
- c) Demonstrate that the third-party contractor complies with the requirements of 8 NYCRR Section 121.3(c);
- d) Specify how officers and/or employees of the third-party contractor and its assignees who have access to PII will receive training on the laws governing confidentiality of this data prior to receiving access;
- e) Specify if the third-party contractor will utilize subcontractors and the plan to ensure the subcontractor protects PII;
- f) Specify how the third-party contractor will identify breaches and unauthorized disclosures, and promptly notify BOCES;
- g) Describe upon the termination or expiration of the contract whether, how, and when data will be returned to BOCES, transitioned to a successor contractor, deleted or destroyed;
- h) Include a copy of the Parents' Bill of Rights for Data Privacy and Security which the contractor must sign;
- i) Explain the technologies, safeguards, and practices that align with the NIST Cybersecurity Framework;
- j) Agree to limit internal access to PII to only those employees or subcontractors that have legitimate educational interests;
- k) Agree not to use the PII for any purpose not explicitly authorized in the contract;
- l) Agree not to disclose any PII to any other party without the prior written consent of the parent or eligible student except:
 - 1. To authorized representatives of the third-party contractor such as a subcontractor or assignee to the extent they are carrying out the contract and in compliance with law, regulation, and its contract with the BOCES or

Monroe 2-Orleans BOCES Policy**Series 5000 – Personnel****Policy #5261 – PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA – EDUCATION LAW 2-d**

2. As required by law or court order and the third-party contractor provides a notice of the disclosure to NYSED, the Board, or the institution that provided the information, no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by law or court order.
- m) Maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of PII in its custody;
- n) Use encryption to protect PII in its custody while in motion or at rest; and
- o) Will not sell PII, will not use or disclose PII for any marketing or commercial purpose; will not facilitate, use or disclose PII to any other party for any marketing or commercial purposes.

Click-Wrap Agreements

Periodically, BOCES staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements" under Education Law Section 2-d and its implementing regulations.

BOCES staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data unless they have received prior approval from the BOCES Data Privacy Officer or designee.

Parents' Bill of Rights for Data Privacy and Security

BOCES will publish the Parents' Bill of Rights for Data Privacy and Security (Bill of Rights) on its website. The Bill of Rights will be included with every contract or other written agreement it enters into with a third-party vendor where the third-party contractor will receive PII.

The Bill of Rights will state in clear and plain English that:

- a) A student's PII cannot be sold or released for any commercial purposes;
- b) Parents have the right to inspect and review the complete contents of their child's education record;
- c) State and federal laws protect the confidentiality of PII, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred;
- d) A complete list of all student data elements collected by the state is available for public review at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234; and
- e) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to Privacy Complaint, Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New

Monroe 2-Orleans BOCES Policy**Series 5000 – Personnel****Policy #5261 – PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA – EDUCATION LAW 2-d**

York 12234. Complaints may also be submitted using the form available <http://www.nysed.gov/data-privacy-security/report-improper-disclosure>

The Bill of Rights will also include supplemental information for each contract the BOCES enters into with a third-party contractor where the third-party contractor receives PII. The third party contractor will sign the Bill of Rights.

Supplemental Information

The supplemental information must include the following information:

- a) The exclusive purposes for which the PII will be used by the third-party contractor, as defined in the contract;
- b) How the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the PII will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable laws and regulations;
- c) The duration of the contract, including the contract's expiration date, and a description of what will happen to the PII upon expiration of the contract or other written agreement;
- d) If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data that is collected;
- e) Where the student data or teacher or principal data will be stored, described in a manner as to protect data security, and the security protections taken to ensure the data will be protected and data privacy and security risks mitigated; and
- f) Address how the data will be protected using encryption while in motion and at rest.

BOCES will publish on its website the supplement information for any contract or other written agreement it has entered into with a third-party contractor that will receive PII. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the BOCES data and/or technology infrastructure.

Right of Parents and Eligible Students to Inspect and Review Students' Education Records

Consistent with the obligations under FERPA, parents and eligible students have the right to inspect and review a student's education record by making a request directly to the BOCES, see Policy 6320.

Complaints of Breach or Unauthorized Release of Student Data and/or Teacher or Principal Data

Parents have the right to submit complaints about possible breaches of student data to the Chief Privacy Officer at NYSED. Parents, eligible students, teachers, principals, and other BOCES staff may file complaints with the BOCES about breaches or unauthorized releases PII as follows:

- a) All complaints must be submitted to the Data Protection Officer in writing.

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5261 – PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA – EDUCATION LAW 2-d

- b) BOCES will promptly acknowledge receipt of the complaint, commence an investigation, and take the necessary precautions to protect PII.
- c) BOCES will provide the individual who filed the complaint with its findings within a reasonable period of time, but no more than sixty (60) calendar days from the receipt of the complaint.
- d) If the BOCES requires additional time, or where the response may compromise security or impede a law enforcement investigation, the BOCES will provide the complainant a written explanation that includes the approximate date when the BOCES anticipates that it will respond to the complaint.

BOCES will maintain a record of all complaints of breaches or unauthorized releases of PII and the disposition in accordance with the Records Retention and Disposition Schedule ED-1 (1988; rev. 2004).

Reporting a Breach or Unauthorized Release

BOCES will report every discovery or report of a breach or unauthorized release of PII to the NYSED Chief Privacy Officer no more than ten (10) calendar days after the discovery.

Each third-party contractor that receives PII will be required to promptly notify the BOCES of any breach of security resulting in an unauthorized release of the PII in violation of applicable laws and regulations, the Parents' Bill of Rights for Student Data Privacy and Security, BOCES policy, and/or binding contractual obligations relating to data privacy and security, in the most expedient way possible, but no more than seven (7) calendar days after the discovery of the breach.

BOCES will in turn notify the Chief Privacy Officer of the breach or unauthorized release of PII no more than ten (10) calendar days after it receives the third-party contractor's notification using a form or format prescribed by NYSED.

Investigation of Reports of Breach or Unauthorized Release by the Chief Privacy Officer

The Chief Privacy Officer is required to investigate reports of breaches or unauthorized releases of PII by third-party contractors. As part of an investigation, the Chief Privacy Officer may require that the parties submit documentation, provide testimony, and may visit, examine, and/or inspect the third-party contractor's facilities and records.

Upon the belief that a breach or unauthorized release constitutes criminal conduct, the Chief Privacy Officer is required to report the breach and unauthorized release to law enforcement in the most expedient way possible and without unreasonable delay.

Third-party contractors are required to cooperate with the District and law enforcement to protect the integrity of investigations into the breach or unauthorized release of PII.

Upon conclusion of an investigation, if the Chief Privacy Officer determines that a third-party contractor has through its actions or omissions caused student data or teacher or principal data to be breached or released to any person or entity not authorized by law to receive this data in violation of applicable laws and regulations, BOCES policy, and/or any binding contractual obligations, the Chief Privacy Officer is required to notify the third-party contractor of the finding and give the third-party contractor no more than thirty (30) days to submit a written response.

Monroe 2-Orleans BOCES Policy**Series 5000 – Personnel****Policy #5261 – PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA – EDUCATION LAW 2-d**

If after reviewing the third-party contractor's written response, the Chief Privacy Officer determines the incident to be a violation of Education Law Section 2-d, the Chief Privacy Officer will be authorized to:

- a) Order the third-party contractor be precluded from accessing PII from the affected educational agency for a fixed period of up to five years;
- b) Order that a third-party contractor or assignee who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data be precluded from accessing student data or teacher or principal data from any educational agency in the state for a fixed period of up to five years;
- c) Order that a third-party contractor who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data will not be deemed a responsible bidder or offer or on any contract with an educational agency that involves the sharing of student data or teacher or principal data, as applicable for purposes of General Municipal Law Section 103 or State Finance Law Section 163(10)(c), as applicable, for a fixed period of up to five years; and/or
- d) Require the third-party contractor to provide additional training governing confidentiality of student data and/or teacher or principal data to all its officers and employees with reasonable access to this data and certify that the training has been performed at the contractor's expense. This additional training is required to be performed immediately and include a review of laws, rules, and regulations, including Education Law Section 2-d and its implementing regulations.

If the Chief Privacy Officer determines that the breach or unauthorized release of student data or teacher or principal data on the part of the third-party contractor or assignee was inadvertent and done without intent, knowledge, recklessness, or gross negligence, the Chief Privacy Officer may make a recommendation to the Commissioner that no penalty be issued to the third-party contractor.

The Commissioner would then make a final determination as to whether the breach or unauthorized release was inadvertent and done without intent, knowledge, recklessness or gross negligence and whether or not a penalty should be issued.

Notification of a Breach or Unauthorized Release

BOCES will notify affected parents, eligible students, teachers, and/or principals no more than sixty (60) calendar days after the discovery of a breach or unauthorized release of PII by BOCES or the receipt of a notification of a breach or unauthorized release of PII from a third-party contractor unless that notification would interfere with an ongoing investigation by law enforcement or cause further disclosure of PII by disclosing an unfixed security vulnerability. Where notification is delayed under these circumstances, BOCES will notify parents, eligible students, teachers, and/or principals within seven (7) calendar days after the security vulnerability has been remedied or the risk of interference with the law enforcement investigation ends.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, include:

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5261 – PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA – EDUCATION LAW 2-d

- a) A brief description of the breach or unauthorized release, the dates of the incident and the date of discovery, if known;
- b) A description of the types of PII affected;
- c) An estimate of the number of records affected;
- d) A brief description of the BOCES investigation or plan to investigate; and
- e) Contact information for representatives who can assist parents or eligible students that have additional questions.

Notification will be directly provided to the affected parent, eligible student, teacher, or principal by first-class mail to their last known address, by email, or by telephone.

Where a breach or unauthorized release is attributed to a third-party contractor, the third-party contractor is required to pay for or promptly reimburse the District for the full cost of this notification.

Annual Data Privacy and Security Training

BOCES will annually provide data privacy and security awareness training to its officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. BOCES may deliver this training using online training tools and this training may be included as part of the training that the BOCES already offers to its workforce.

Notification of Policy

BOCES will publish this policy on its website and provide notice of the policy to all its officers and staff.

Education Law § 2-d
8 NYCRR Part 121

Adopted: _____

9. New Business

3. Resolution to Approve Chemical Hygiene Plan for 2020-21 School Year
(Dobbertin)

Chemical Hygiene Plan For Monroe 2-Orleans BOCES Science Laboratories ~~2019-2020~~ *2020-2021*

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 _____

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 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 uses in the laboratory. To achieve this goal, the Laboratory Standard requires the ~~school district~~ **BOCES** to appoint a chemical hygiene officer to develop, implement, and monitor a chemical hygiene plan.

BOCES responsibilities

The BOCES 2 Board will 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 hard data.* Obtain and keep up to date information provided by a medical examination.
 - b) 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 (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 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) 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 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.
- 8) Never store chemicals over, under or near a sink.
- 9) Only authorized personnel should be allowed in the chemical storeroom.
- 10) Have a fire blanket easily accessible in case of an accident.
- 11) Train all students on how to use all the safety devices in the laboratory (e.g., eyewash, fire extinguisher, etc.) and teach all students and employees using the science laboratory to find the safety devices quickly, *if needed*, in an emergency.
- 12) Know appropriate procedure in the event of a power failure.
- 13) Know where and how to use master utility controls to shut off gas, electrical and water supplies.
- 14) Do not smell or taste chemicals.
- 15) Use a safety shield whenever an explosion or implosion could occur.
- 16) Read all chemical labels prior to use.
- 17) Know and understand the hazards of the chemical as stated in the SDS and other references.
- 18) Use protective safety equipment to reduce potential exposure, i.e. gloves, respirators, fume hood, etc.
- 19) Know the locations for all personal safety and emergency equipment, eyewash, shower, fire extinguisher and spill control materials.
- 20) Know how to properly store all chemicals in their compatible chemical families.
- 21) Know proper transportation and disposal procedures for chemicals.
- 22) Know appropriate emergency procedures, waste disposal, spill clean up, evacuation routes and fire emergency notification.
- 23) Know and 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 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 extinguishers such as Triclass ABC and/or Halon fire extinguishers ~~are appropriate~~. 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*.
- 11) Have 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 office 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 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 (ongoing agenda item for Chemical Hygiene Committee).
- 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) Do not pipet by mouth – always use a pipet bulb or other appropriate suction device.
- 3) Wash thoroughly after any chemical exposure or before leaving the laboratory.
- 4) Never smell chemicals directly: always waft the odors to nose using hand.
- 5) 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 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.
- 6) Clean up all spills properly and promptly.
- 7) Do not wear shorts or any clothing that does not cover skin – wear long pants or clothes to cover **all** ~~your~~ skin.
- 8) Do not wear loose or balloon sleeves.
- 9) Tie back long hair.
- 10) 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).
- 11) Do not wear hanging jewelry.
- 12) Do not wear a long or loose necktie.
- 13) Do not wear an absorbent watchstrap.
- 14) Inspect all protective safety equipment before use. If 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) 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.

- 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) Avoid exposures of cylinders to heat. Do not store gas cylinders in direct sunlight.
- 4) Never lubricate, modify, force or tamper with a cylinder valve.
- 5) Cylinders of toxic, flammable or reactive gases should be used only under a fume hood.
- 6) Do not extinguish a flame involving a combustible gas until the gas is shut off – otherwise it can re-ignite – possibly causing an explosion.
- 7) 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 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.

Goggles always must be clean and functional.

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.

A respirator must be fit tested and the appropriate cartridges must be available.

~~Fire extinguishers must be of the right type, Tri-class ABC and/or Halon are appropriate but carbon dioxide is inappropriate. Class D fire extinguishers are appropriate when working with flammable solids, and they must always be properly inspected.~~ ***Have appropriate types and sizes for extinguishers such as Triclass ABC and/or Halon fire extinguishers are appropriate. 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.***

Eyewashes must be functional and flushed at least once a month. (This applies to plumbed eyewash stations).

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.

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, 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 to 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, without loss of pay.

VI. Monitoring

Monitoring will be conducted where a suspicion exists that exposure to a particular substance is over the exposure limit. Where the results indicate an overexposure, the exposure should be limited by the following Administrative Controls: 1) Purchase less toxic product that will provide same results; 2) Engineering controls, such as installation of ventilation hoods; 3) Ensure access to and use of Personal Protective Equipment as per SDS, such as masks, goggles, etc. Monitoring will continue to ensure that these steps are adequate for reducing exposure levels. Employees will be made aware of and have full access to the monitoring of substances.

VII. BOCES Emergency Evacuation Plan

The Evacuation Plan included in the SAVE plan will be followed. The following are examples of laboratory specific incidents that would require evacuation:

- * An experiment gets out of control.
- * Flammable materials are spilled.
- * Gas is smelled.
- * Mercury is spilled.
- * Fumes are strong enough to be smelled by over 50% of the people in the room.

Once determined that evacuation is necessary, staff members and students must proceed in an orderly fashion as in a fire drill.

VIII. Appendix

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

9. New Business

4. Resolution to Adopt 2020-21 Proposed Adopted Budget



Monroe 2-Orleans BOCES
2020-2021
*Proposed
Adopted Budget*
May 13, 2020



Mission

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

Vision

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

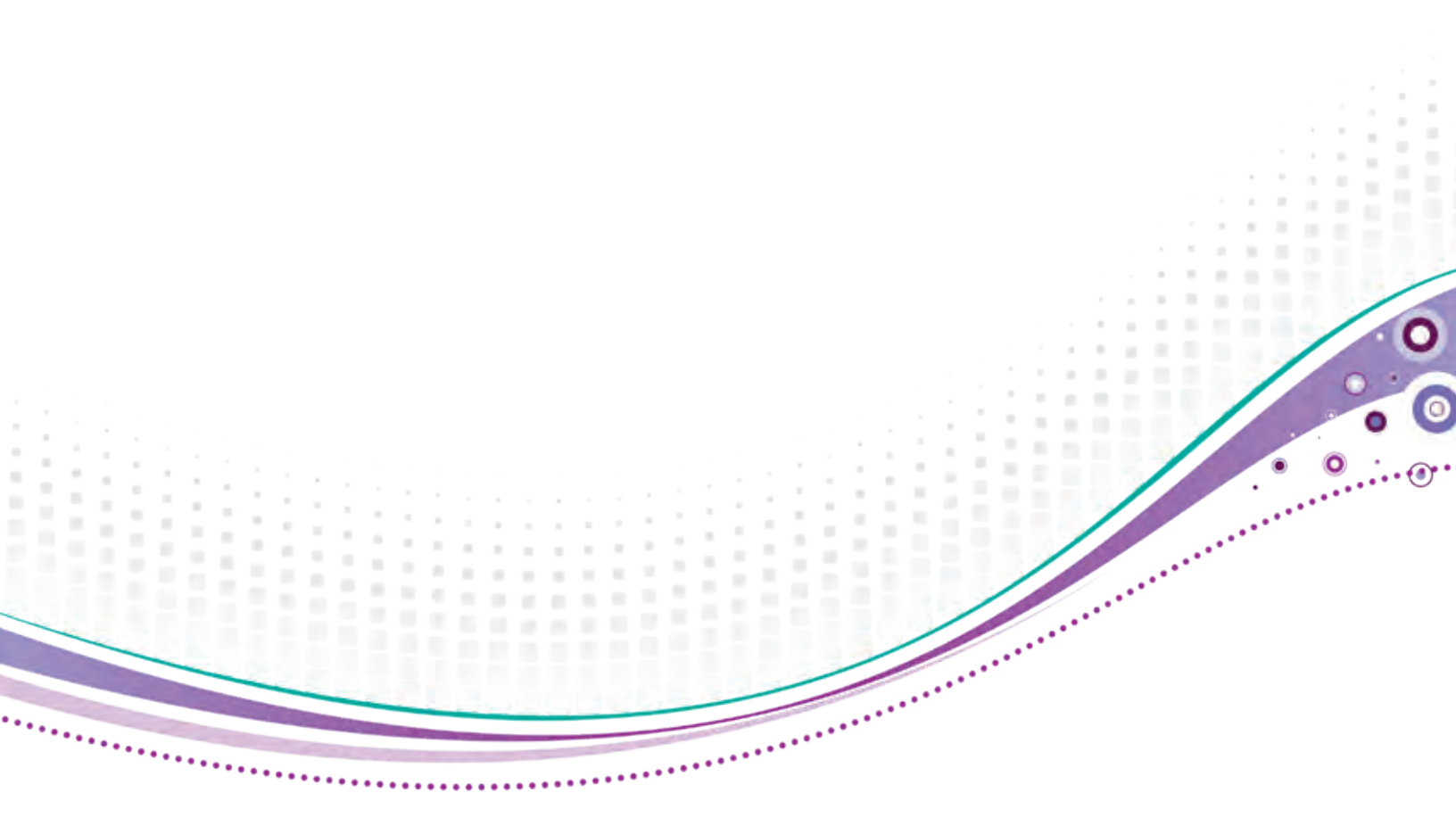


TABLE OF CONTENTS

PROPOSED ADOPTED BUDGET SUMMARY	1
COMPARATIVE BUDGET ANALYSIS	2 - 6
COMPARISON OF 2019-20 UNIT COSTS TO 2020-21	7 - 11

Monroe 2 - Orleans BOCES
2020-2021 Proposed Adopted Budget Summary
Based on May 1, 2020 Service Requests

<u>Program</u>	<u>Proposed Adopted Budget</u>
Administrative Services	\$2,939,000
BOCES 4 Science	\$3,262,165
Career and Technical Education	\$8,299,098
Center for Workforce Development	\$18,824
Communication & Technology Services	\$13,468,029
Curriculum & Professional Development	\$1,044,129
Department for Exceptional Children	\$38,530,833
General Education	\$2,695,219
MAARS	\$975,072
Services from Other BOCES	<u>\$12,522,412</u>
Subtotal of Budgets	\$83,754,781
Administration (Board and Central Services)	\$8,157,342
Capital (Lease Costs and Capital Projects)	\$2,713,681
Total Appropriations	\$94,625,804

**MONROE 2-ORLEANS BOCES
COMPARATIVE PROPOSED ADOPTED BUDGET ANALYSIS
2019-2020 TO 2020-2021**

		Adopted 2019-2020 Budget	Amended April 2019-2020 Budget	Adopted 2020-2021 Budget	Change Over Adopted 2019-2020 Amount Percentage	
Co-Ser	Service					
ADMINISTRATION & CAPITAL						
001	Administration	\$7,819,231	\$7,878,804	\$8,157,342	\$338,111	4.32%
002	Capital (Lease Costs & Capital Project)	\$2,574,160	\$2,574,160	\$2,713,681	\$139,521	5.42%
	TOTAL	\$10,393,391	\$10,452,964	\$10,871,023	\$477,632	4.60%
ADMINISTRATIVE SERVICES						
313	Shared HR Manager	\$155,794	\$155,794	\$146,105	-\$9,689	-6.22%
329	Attendance Supervisor	\$125,468	\$125,468	\$126,177	\$709	0.57%
614	Labor Relations	\$512,198	\$524,423	\$530,526	\$18,328	3.58%
634	Coordination - RASHP	\$694,638	\$727,220	\$763,729	\$69,091	9.95%
634	Coordination - RASWCP	\$956,043	\$885,890	\$919,728	-\$36,315	-3.80%
640	Online Web Recruitment	\$169,490	\$233,750	\$239,808	\$70,318	41.49%
641	Human Resources Management Audit	\$19,140	\$33,146	\$19,261	\$121	0.63%
652	Cooperative Bidding	\$184,355	\$199,556	\$193,666	\$9,311	5.05%
	TOTAL	\$2,817,126	\$2,885,247	\$2,939,000	\$121,874	4.33%
BOCES 4 Science						
502	BOCES 4 Science	\$3,041,451	\$3,250,943	\$3,262,165	\$220,714	7.26%
CAREER & TECHNICAL EDUCATION						
101	Career & Technical Education	\$7,806,831	\$8,083,873	\$8,194,032	\$387,201	4.96%
413	Alternative High School Equivalency	\$100,598	\$112,684	\$105,066	\$4,468	4.44%
	TOTAL	\$7,907,429	\$8,196,557	\$8,299,098	\$391,669	4.95%
CENTER FOR WORKFORCE DEVELOPMENT						
401	H.S. Equivalency & Equiv. Attendance	\$18,549	\$18,549	\$18,824	\$275	1.48%
COMMUNICATION & TECHNOLOGY SERVICES						
328	Computer Education Coordinator	\$206,300	\$206,301	\$214,080	\$7,780	3.77%
430	Distance Learning	\$436,487	\$519,484	\$453,631	\$17,144	3.93%
508	Educational Communications	\$214,841	\$214,841	\$215,388	\$547	0.25%
513	Library Automation	\$327,645	\$330,748	\$337,548	\$9,903	3.02%
524	Technology Staff Development	\$312,732	\$344,314	\$331,328	\$18,596	5.95%

Co-Ser	Service	Adopted 2019-2020 Budget	Amended April 2019-2020 Budget	Adopted 2020-2021 Budget	Change	
					Over Adopted 2019-2020 Amount	Percentage
COMMUNICATION & TECHNOLOGY SERVICES (Cont.)						
525	Instructional Computing & GIS	\$6,156,333	\$9,360,712	\$6,781,755	\$625,422	10.16%
527	Equipment Repair	\$630,610	\$687,046	\$635,699	\$5,089	0.81%
528	Printing	\$750,965	\$879,047	\$773,989	\$23,024	3.07%
530	Library Services/Media	\$784,066	\$835,311	\$756,634	-\$27,432	-3.50%
601	Records Management	\$88,447	\$110,686	\$87,004	-\$1,443	-1.63%
608	Instructional Support Network	\$2,105,612	\$2,735,906	\$2,166,103	\$60,491	2.87%
615	Public Information Services	\$682,560	\$773,876	\$714,870	\$32,310	4.73%
	TOTAL	\$12,696,598	\$16,998,272	\$13,468,029	\$771,431	6.08%
CURRICULUM & PROFESSIONAL DEVELOPMENT						
512	School Improvement	\$952,067	\$1,773,141	\$939,119	-\$12,948	-1.36%
541	Grant Writing	\$103,602	\$103,602	\$105,010	\$1,408	1.36%
	TOTAL	\$1,055,669	\$1,876,743	\$1,044,129	-\$11,540	-1.09%
DEPARTMENT FOR EXCEPTIONAL CHILDREN						
202	Classified Tutoring Program	\$211,325	\$206,162	\$206,392	-\$4,933	-2.33%
203	12:1:1 Programs	\$7,381,068	\$7,707,242	\$6,956,136	-\$424,932	-5.76%
204	8:1:1 Communication & Social Skills	\$1,170,079	\$1,166,794	\$919,122	-\$250,957	-21.45%
205	6:1:1 Programs	\$13,433,584	\$14,262,212	\$13,527,590	\$94,006	0.70%
206	8:1:2 Intensive Management (Elem.)	\$3,449,106	\$4,029,938	\$4,057,554	\$608,448	17.64%
211	Intensive BN 6:1:2	\$2,356,269	\$2,737,307	\$2,810,417	\$454,148	19.27%
301	Blind/Visually Impaired	\$305,153	\$276,828	\$383,421	\$78,268	25.65%
302	Deaf/Hearing Impaired	\$1,633,921	\$1,662,237	\$1,628,146	-\$5,775	-0.35%
303	Occupational Therapy	\$372,260	\$406,423	\$380,808	\$8,548	2.30%
306	Physical Therapy	\$254,050	\$248,366	\$297,738	\$43,688	17.20%
308	Speech Impaired - Handicapped	\$1,665,017	\$1,440,981	\$1,374,400	-\$290,617	-17.45%
309	Social Worker/Psychologist	\$763,025	\$585,239	\$631,062	-\$131,963	-17.29%
311	Consultant Teacher/Inclusion/Autism/	\$4,733,204	\$3,626,167	\$2,901,112	-\$1,832,092	-38.71%
315	English as a Second Language	\$711,930	\$711,930	\$752,542	\$40,612	5.70%
318	Pupil Services Coordination	\$161,740	\$151,660	\$84,198	-\$77,542	-47.94%
402	Gifted and Talented	\$107,196	\$107,196	\$106,510	-\$686	-0.64%
406	General Tutorial Program	\$205,254	\$200,322	\$200,931	-\$4,323	-2.11%
510	Gifted and Talented Extra Curricular	\$76,002	\$76,002	\$75,532	-\$470	-0.62%
512	Gifted and Talented ADEPT	\$13,902	\$13,902	\$13,489	-\$413	-2.97%

Co-Ser	Service	Adopted 2019-2020 Budget	Amended April 2019-2020 Budget	Adopted 2020-2021 Budget	Change	
					Over 2019-2020 Amount	Percentage
DEPARTMENT FOR EXCEPTIONAL CHILDREN (Cont.)						
517	Transitional Services/Career Skills Ctr.	\$1,291,444	\$1,543,734	\$1,094,275	-\$197,169	-15.27%
653	Teacher Immersion Fellowship Program	\$97,091	\$97,091	\$129,458	\$32,367	33.34%
	TOTAL	\$40,392,620	\$41,257,734	\$38,530,833	-\$1,861,787	-4.61%
GENERAL EDUCATION						
417	Regional Summer School	\$1,234,875	\$1,234,875	\$1,317,417	\$82,542	6.68%
423	Alternative Ed. - Jr./Sr. High	\$1,277,463	\$1,261,584	\$1,377,802	\$100,339	7.85%
	TOTAL	\$2,512,338	\$2,496,459	\$2,695,219	\$182,881	7.28%
MAARS						
520	Test Scoring	\$948,031	\$969,677	\$975,072	\$27,041	2.85%
SERVICES FROM OTHER BOCES						
161	Multi-Occupational/Bridget Program- M1	\$20,308	\$13,860	\$10,120	-\$10,188	-50.17%
162	Secondary Occupational Education - GV	\$0	\$9,026	\$8,000	\$8,000	N/A
260	Severely Disabled 12:1:4 Creekside - M1	\$2,327,740	\$2,208,849	\$1,989,002	-\$338,738	-14.55%
261	Severely Disabled Related Services - M1	\$1,727,246	\$1,933,109	\$1,649,736	-\$77,510	-4.49%
262	District Based 12:1:1 - Monroe 1	\$2,000	\$86,994	\$122,679	\$120,679	6033.95%
263	District Based Related Services	\$0	\$77,195	\$1,300	\$1,300	N/A
264	Elementary/Secondary Prog. 6:1:1 - M1	\$2,032,888	\$1,977,766	\$1,922,496	-\$110,392	-5.43%
265	Elementary/Secondary Prog. 8:1:1 - M1	\$52,501	\$287,443	\$233,717	\$181,216	345.17%
361	Blind/Visually Impaired - Monroe 1	\$5,364	\$5,686	\$5,714	\$350	6.52%
364	FLEC (Social Work) - Monroe #1	\$0	\$1,138	\$208	\$208	N/A
365	Tutoring Special Education - Monroe 1	\$0	\$4,419	\$26,934	\$26,934	N/A
366	Deaf Ed Interpreter - Monroe 1	\$84,219	\$88,954	\$0	-\$84,219	-100.00%
367	Psychological Services - Monroe #1	\$0	\$6,678	\$3,589	\$3,589	N/A
369	Deaf Education - Monroe 1	\$59,372	\$60,480	\$10,284	-\$49,088	-82.68%
371	Physical Thereapy - WFL BOCES	\$0	\$15,252	\$0	\$0	N/A
374	Hearing Assistive Technology - Monroe 1	\$3,880	\$0	\$4,174	\$294	7.58%
452	On-The-Go Program - GV BOCES	\$0	\$540	\$0	\$0	N/A
460	Academic Prog., Special Facilities - M1	\$12,338	\$44,556	\$12,891	\$553	4.48%
461	Young Audiences of Rochester - M1	\$20,858	\$36,304	\$24,172	\$3,314	15.89%
462	Challenger Learning Center - Monroe 1	\$32,603	\$42,062	\$32,684	\$81	0.25%
470	General Tutorial Program	\$0	\$2,945	\$0	\$0	N/A
526	School to Work - Monroe 1	\$11,729	\$17,413	\$12,240	\$511	4.36%

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2019-2020 Budget	2019-2020 Budget	2020-2021 Budget	Over Amount	Adopted Percentage 2019-2020
SERVICES FROM OTHER BOCES (cont.)						
551	Assessment Scoring - Sullivan	\$31,000	\$0	\$9,200	-\$21,800	-70.32%
552	Positivity Project - CA BOCES	\$0	\$1,576	\$150	\$150	N/A
553	IT&L IMP. Bill @100% - OCM BOCES	\$0	\$125	\$125	\$125	N/A
557	Sch Curric Imp Wkshops ONC BOCES	\$0	\$518	\$0	\$0	N/A
560	BoSat Elementary Science - Monroe 1	\$13,642	\$11,542	\$11,832	-\$1,810	-13.27%
561	Music Library Services - Monroe 1	\$17,558	\$23,087	\$22,708	\$5,150	29.33%
563	School Improvement - Monroe 1	\$4,092	\$9,333	\$3,419	-\$673	-16.45%
565	Micro Repair Parts - Monroe 1	\$0	\$3,571	\$2,100	\$2,100	N/A
568	Urban Suburban Interdistrict Transfer-M1	\$103,846	\$123,662	\$72,599	-\$31,247	-30.09%
571	In-Service Allocation - Genesee Valley	\$500	\$700	\$380	-\$120	-24.00%
573	Effective Schools - WFL BOCES	\$0	\$3,500	\$2,393	\$2,393	N/A
575	Inservice Allocation - Erie 1 BOCES	\$0	\$171,358	\$175,465	\$175,465	N/A
581	Coord, Other - Central - GST BOCES	\$0	\$4,500	\$0	\$0	N/A
582	School Improvement - TST	\$638	\$2,291	\$2,350	\$1,712	268.34%
583	General Staff Development - Capital Reg	\$2,964	\$0	\$0	-\$2,964	-100.00%
589	Section V Sports - WFL	\$38,935	\$39,587	\$37,196	-\$1,739	-4.47%
592	Superintendent Evaluations - Erie 2	\$3,928	\$1,934	\$0	-\$3,928	-100.00%
595	Educational Communication Center	\$0	\$152	\$152	\$152	N/A
597	Intersch Athletics Coord	\$0	\$9,600	\$6,400	\$6,400	N/A
604	Computer Services - Monroe 1	\$1,879,606	\$2,211,247	\$2,105,664	\$226,058	12.03%
605	Computer Services - Admin - Monroe 1	\$2,449,760	\$2,837,166	\$2,738,952	\$289,192	11.80%
610	Planning - Health Program-Orleans-Niag	\$6,932	\$6,932	\$7,100	\$168	2.42%
612	Central Food Services - Genesee Valley	\$115,685	\$115,685	\$118,000	\$2,315	2.00%
617	Teacher Certification - Genesee Valley	\$33,217	\$39,524	\$31,705	-\$1,512	-4.55%
655	Telephone Interconnect - Monroe 1	\$51,510	\$60,095	\$60,095	\$8,585	16.67%
657	Phone Service - Monroe 1	\$292,452	\$301,591	\$205,954	-\$86,498	-29.58%
660	Textbook Coordination - Monroe 1	\$25,834	\$14,195	\$15,224	-\$10,610	-41.07%
661	Textbook Supply - Monroe 1	\$8,325	\$23,558	\$23,500	\$15,175	182.28%
662	Disabled Transportation - Monroe 1	\$189,045	\$214,434	\$240,447	\$51,402	27.19%
665	Planning Services: CEL - Putnam	\$4,203	\$4,000	\$4,000	-\$203	-4.83%
666	Health/Saftey Workshops - OCM	\$14,550	\$0	\$0	-\$14,550	-100.00%
668	Cooperative Bidding - East Suffolk	\$0	\$555	\$555	\$555	N/A
671	Staff Development Support - WFL	\$5,703	\$11,897	\$5,852	\$149	2.61%
672	Staff Development Bus Driver - GV	\$2,900	\$4,463	\$2,900	\$0	0.00%
674	Health, Safety & Risk Management - GV	\$150,644	\$168,669	\$138,000	-\$12,644	-8.39%

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2019-2020 Budget	April 2019-2020 Budget	2020-2021 Budget	Over Adopted 2019-2020 Amount	Percentage
SERVICES FROM OTHER BOCES (cont.)						
675	Self-Funded Health Coordination - GV	\$9,242	\$9,242	\$9,142	-\$100	-1.08%
676	Edutech Administrative - WFL	\$57,572	\$63,568	\$61,447	\$3,875	6.73%
677	Advertising Service - WFL	\$13,874	\$25,024	\$18,450	\$4,576	32.98%
679	GASB 45 - Erie 1	\$51,646	\$62,632	\$71,539	\$19,893	38.52%
682	Board Policy and Planning - Erie 1	\$32,351	\$40,200	\$47,625	\$15,274	47.21%
683	Integrated Student Mgmt. System-Erie 1	\$22,852	\$22,852	\$23,536	\$684	2.99%
684	State Aid Planning Services - Questar III	\$42,640	\$29,520	\$26,326	-\$16,314	-38.26%
687	Health Care Plan - Orleans Niagara	\$10,710	\$10,710	\$11,200	\$490	4.58%
688	SchoolDude Facilities Mgmt. - Broome	\$96,462	\$99,297	\$104,560	\$8,098	8.40%
690	NTS Team Ed - Nassau	\$7,655	\$31,821	\$31,800	\$24,145	315.41%
694	Fin Mgr & Hostd Sol - Cap Reg	\$0	\$15,163	\$2,430	\$2,430	N/A
695	Stac Services - Questar III	\$0	\$6,500	\$0	\$0	N/A
	TOTAL	\$12,185,521	\$13,758,245	\$12,522,412	\$336,891	2.76%
	GRAND TOTAL	\$93,968,723	\$102,182,734	\$94,625,804	\$657,081	0.70%

MONROE 2-ORLEANS BOCES
COMPARISON OF 2019-2020 UNIT COSTS TO 2020-2021 UNIT COSTS

<u>Co-Ser</u>	<u>Service</u>	<u>Adopted 2019-2020 Unit Cost</u>	<u>Proposed Adopted 2020-2021 Unit Cost</u>
ADMINISTRATION & CAPITAL			
001	Administration	\$223.54/RWADA	\$238.07/RWADA
002	Capital/Rental of Facilities	\$73.59/RWADA	\$79.20/RWADA
ADMINISTRATIVE SERVICES			
313	Shared HR Manager	\$155,794/FTE	\$146,105/FTE
329	Attendance Supervisor	\$60/Hr.	\$61/Hr.
614	Labor Relations	\$19,458/District	\$19,847/District
	Labor Relations - Unemployment Service	\$4,440/District	\$4,528/District
	Labor Relations - Salary Surveys	\$3,774/District	\$3,850.00/District
	Labor Relations - Superintendent Hearings	\$4,284/District	\$4,370/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	\$5,100/District
641	Human Resources Management Audit	\$132/Hr.	\$134/Hr.
652	Cooperative Bidding	\$383/Unit	\$390/Unit
	Cooperative Bidding - Electric	\$1,105/Unit	\$1,127/Unit
	Cooperative Bidding - Fine Paper	\$577/Unit	\$588/Unit
	Cooperative Bidding - Food	\$2,225/Unit	\$2,269/Unit
	Cooperative Bidding - Natural Gas	\$1,230/Unit	\$1,254/Unit
BOCES 4 Science			
502	BOCES 4 Science	Varies by Kit	Varies by Kit
CAREER & TECHNICAL EDUCATION			
101	Career & Technical Education	\$9,498/Student	\$9,730/Student
413	Alternative High School Equivalency	\$2,202/Pupil	\$2,251/Pupil

<u>Co-Ser</u>	<u>Service</u>	<u>Adopted 2019-2020 Unit Cost</u>	<u>Proposed Adopted 2020-2021 Unit Cost</u>
CENTER FOR WORKFORCE DEVELOPMENT			
401	High School Equivalency/Equivalent Attendance	\$11.45/Hr.	\$12.02/Hr.
COMMUNICATION & TECHNOLOGY SERVICES			
328	Computer Education Coordinator	\$61,890/FTE	\$64,224/FTE
430	Distance Learning GCN Online Tutorials	\$2.07/RWADA + Base \$1,530/District	\$2.12/RWADA + Base \$1,560/District
508	Educational Communications	\$3.73/RWADA	\$3.82/RWADA
513	Library Automation	\$6,150/Site	\$6,270/Site
524	Technology Staff Development Instructional Technology Specialist	\$2.23/RWADA \$44,050/District	\$2.28/RWADA \$46,105/District
525	Instructional Computing Guidance Information Systems Shared Technician	\$3.32/RWADA As Specified by District \$80,550/FTE	\$3.40/RWADA As Specified by District \$82,560/FTE
527	Equipment Repair Assistive Technology	\$9.95/RWADA + Base \$16,820/District	\$10.19/RWADA + Base \$17,155/District
528	Printing	As Specified by District	As Specified by District
530	Media Library Library On-Line Resources	\$4.34/RWADA + Base \$910/District + Add ons	\$4.43/RWADA + Base \$1,000/District + Add ons
601	Records Management	\$4.24/RWADA	\$4.33/RWADA
608	Instructional Support Network	\$3.93/RWADA + Base	\$4.02/RWADA + Base
615	Public Information Services Video Production	\$21,580/Day/Wk./Yr. \$5,760/Base Charge	\$21,900/Day/Wk./Yr. \$5,895/Base Charge
CURRICULUM & PROFESSIONAL DEVELOPMENT			
512	Cooperative School Improvement Staff Development - Seminars Cooperative School Improvement/Base	Varies \$6,584/District	Varies \$6,715/District

<u>Co-Ser</u>	<u>Service</u>	<u>Adopted 2019-2020 Unit Cost</u>	<u>Proposed Adopted 2020-2021 Unit Cost</u>
CURRICULUM & PROFESSIONAL DEV. (cont.)			
	ELA Coaching or Audit	\$1,088/Day	\$1,109/Day
	Math Coaching or Audit	\$1,088/Day	\$1,109/Day
	Mentoring that Matters	\$222/Participant	\$226/Participant
	Reading Recovery - Continuing Contact	\$2,671/Teacher	\$2,723/Teacher
	Reading Recovery - New Teacher	\$10,404/Teacher	\$10,600/Teacher
	CSA Meetings	\$639/Participant	\$651/Participant
	ASI Meetings	\$649/Participant	\$662/Participant
	SBO Meetings	\$182/Participant	\$185/Participant
	ASP Meetings	\$530/Participant	\$540/Participant
	SS Curriculum Writing	\$795/District	\$810/District
	NYSED Turnkey Training	\$5,440/District	\$5,545/District
	STEM Coach	\$20,910/.2 FTE	\$21,329/.2 FTE
541	Grant Writing	\$2,700 Base Charge	\$2,740 Base Charge
202	Classified Tutoring Program - Special Ed	\$41.80/Hr.	\$42.60/Hr.
	Home Based Tutoring - Special	\$44.80/Hr.	\$45.60/Hr.
203	12:1:1 Program - Tuition	\$42,029/Student	\$43,042/Student
	12:1:1 Transition Program - Tuition	\$46,528/Student	\$47,372/Student
	12:1:1 project SEARCH - Tuition	\$37,305/Student	\$41,033/Student
	1:1 Aide	\$42,129/Aide	\$42,890/Aide
	1:1 SBA	\$42,761/SBA	\$43,680/SBA
204	8:1:1 CASS Tuition	\$44,431/Student	\$45,568/Student
	1:1 Aide	\$42,129/Aide	\$42,890/Aide
	1:1 SBA	\$42,761/SBA	\$43,680/SBA
205	6:1:1 Behavior Management - Tuition	\$50,509/Student	\$51,385/Student
	6:1:1 PDD - Tuition	\$61,333/Student	\$62,766/Student
	6:1:1 Therapeutic Day Care - Tuition	\$55,740/Student	\$57,077/Student
	1:1 Aide	\$42,129/Aide	\$42,890/Aide
	1:1 SBA	\$42,761/SBA	\$43,680/SBA
206	8:1:2 Intensive Management (Elem.) - Tuition	\$51,595/Student	\$52,524/Student
	1:1 Aide	\$42,129/Aide	\$42,890/Aide
	1:1 SBA	\$42,761/SBA	\$43,680/SBA
211	6:1:2 Intensive BN - Tuition	\$74,396/Student	\$75,324/Student
	1:1 Aide	\$42,129/Aide	\$42,890/Aide
	1:1 SBA	\$42,761/SBA	\$43,680/SBA

<u>Co-Ser</u>	<u>Service</u>	<u>Adopted 2019-2020 Unit Cost</u>	<u>Proposed Adopted 2020-2021 Unit Cost</u>
DEPARTMENT FOR EXCEPTIONAL CHILDREN (cont.)			
301	Blind/Visually-Impaired Orientation and Mobility	\$7,918/Hr./Wk./Yr. \$7,764/Hr./Wk./Yr.	\$8,004/Hr./Wk./Yr. \$7,850/Hr./Wk./Yr.
302	Audiology Deaf/Hearing-Impaired Interpreter Notetaker Sign Skills	\$8,215/Hr./Wk./Yr. \$5,445/Hr./Wk./Yr. \$90,494/Student \$55,587/Student \$62,111/Student	\$8,379/Hr./Wk./Yr. \$5,553/Hr./Wk./Yr. \$87,365/Student \$55,587/Student \$62,111/Student
303	Occupational Therapy	\$8,137/Hr./Wk./Yr.	\$8,264/Hr./Wk./Yr.
306	Physical Therapy	\$8,577/Hr./Wk./Yr.	\$8,714/Hr./Wk./Yr.
308	Speech Impaired - Handicapped Assistive Technology Medicaid	\$8,191/Hr./Wk./Yr. \$38,865/Hr./Wk./Yr. \$11,289/Hr./Wk./Yr.	\$8,241/Hr./Wk./Yr. \$39,564/Hr./Wk./Yr. \$11,289/Hr./Wk./Yr.
309	Social Worker/Psychologist	\$7,871/Hr./Wk./Yr.	\$8,024/Hr./Wk./Yr.
311	Consultant Teacher Music Therapy Autism Art Therapy Nursing Services Inclusion Aide Inclusion SBA	\$5,696/Hr./Wk./Yr. \$5,967/Hr./Wk./Yr. \$8,143/Hr./Wk./Yr. \$6,473/Hr./Wk./Yr. \$90,600/FTE \$48,612/Aide \$49,405/SBA	\$5,732/Hr./Wk./Yr. \$5,980/Hr./Wk./Yr. \$8,167/Hr./Wk./Yr. \$6,677/Hr./Wk./Yr. \$90,899/FTE \$48,790/Aide \$49,580/SBA
315	Itinerant English as a New Language	\$21,379/Day/Wk./Yr.	\$21,940/Day/Wk./Yr.
318	Pupil Services Coordination	\$134,783/FTE	\$140,330/FTE
402	Gifted and Talented Adept - Discovery & H.S. Seminar Series Adept - Explorations (Elementary) Adept - Student Leadership Training (H.S.)	\$212/Student \$8,446/Building \$602/Student	\$217/Student \$8,615/Building \$615/Student
406	Tutorial Services - Gen Ed Home Based Tutoring - Gen Ed	\$41.80/Hr. \$44.80/Hr.	\$42.60/Hr. \$45.60/Hr.
510	Gifted and Talented Adept - Masterminds Adept - Masterminds JV Adept - AC Bowl Adept - Chess	\$812/Team \$352/Team \$506/Team \$343/Team	\$829/Team \$360/Team \$517/Team \$350/Team

<u>Co-Ser</u>	<u>Service</u>	Adopted 2019-2020 <u>Unit Cost</u>	Proposed Adopted 2020-2021 <u>Unit Cost</u>
DEPARTMENT FOR EXCEPTIONAL CHILDREN (cont.)			
512	Gifted and Talented		
	Adept - Professional Development Series	\$876/Teacher	\$894/Teacher
	Adept - Network Consortium	\$608/District	\$608/District
517	Transitional Services/Career Skills Center Work Study	\$23,574/Day/Wk./Yr. \$22,194/Half Day/Wk./Yr.	\$23,673/Day/Wk./Yr. \$22,595/Half Day/Wk./Yr.
653	Teacher Immersion Fellowship Program	\$5,394/District	\$5,394/District
GENERAL EDUCATION			
417	Regional Summer School	As Specified by District	As Specified by District
423	Alternative Ed. - Jr./Sr. High	\$31,018/Student	\$32,042/Student
MAARS			
520	MAARS	\$5.00/RWADA	\$5.24/RWADA
	Test Processing	\$2.97/RWADA	\$3.05/RWADA



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9. New Business
 5. Determine 2020-21 Board Presentations

9. New Business

6. Internal Auditor Discussion (Steve Roland)

9. New Business

7. Resolution to Authorize Change Order Process

10. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

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

12. Committee Reports

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

13. Upcoming Meetings/Calendar Events: *All events are subject to change based on school closures*

- | | |
|-----------|---|
| May 13 | 6:30pm Board Meeting (Remotely) |
| May 20 | CANCELLED: 9-10am Student Built House Tour (Student Constructed House Site) |
| May 22-25 | Recess (No school) |
| May 25 | BOCES 2 closed |
| May 28 | CANCELLED: 3:30pm DS Forum (RTP) |
| May 28 | 5-7:30pm Educational Foundation MATD Scholarship Recipients' Reception (ESC) |
| | |
| June 2 | POSTPONED: 11:30am Meet and Greet/Noon Retiree Luncheon |
| June 3 | 5:30pm MCSBA Annual Meeting |
| June 5 | CANCELLED: 9:30-1:30 SEPTO Fun Fair |
| June 9 | School District Budget Votes |
| June 9 | CANCELLED: 6-9pm Special Education End-of-the-Year Meeting |
| June 10 | Noon Board Officer Agenda Review |
| June 10 | CANCELLED: 7-9pm Special Education Moving-On Ceremony |
| June 16 | CANCELLED: 7pm CTE Recognition Ceremony |
| June 17 | 6:30pm Board Meeting |
| June 22 | CANCELLED: 6-7pm Westside Academy Senior Celebration |
| June 23 | CANCELLED: 9-11am Center-Based 6:1:1 Graduation |
| | |
| July 7 | Noon Reorganizational-Regular Board Meeting / Following adjournment of the Reorganizational-Regular Board Meeting, there will be an Audit Committee Meeting |

14. Other Items

15. Adjournment