



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

There will be an Audit Committee Meeting at 5:00 pm followed by Regular Meeting of the Monroe 2-Orleans Board of Cooperative Educational Services on Wednesday, May 15, 2024 at 6:00 pm at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, NY 14559.

An Executive Session is anticipated immediately following the regular board meeting to discuss collective negotiations.

BOARD MEMBERS

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

Trina Lorentz
Gerald Maar
Michael May
James Musshafen
Heather Pyke

AGENDA

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Agenda Item(s) Modifications
4. Approval of Minutes: April 17, 2024, Regular Meeting Minutes
5. Public Interaction
6. Financial Reports
 1. Resolution to Accept Treasurer's Report
 2. Resolution to Accept WinCap Reports
 3. Internal Claims Adjustment Log
 4. Extra Classroom Fund Quarterly Report
7. Audit Committee
 1. Resolution Approve 2024-25 Audit Committee Members
8. Board Presentation - CWD (Center for Workforce Development) Student Spotlight - CWD
Director Shawn Gareau-Kurtz
9. Old Business
 1. July Re-organizational Meeting Discussion
10. New Business
 1. First Reading of Various Policies for Annual Review
 2. Resolution to Adopt 2024-2025 Proposed Adopted Budget
 3. Resolution to Approve 2024 Lease Template - Summer Programs
 4. Resolution to Approve 2024-25 Chemical Hygiene Plan

11. Personnel and Staffing
 1. Resolution to Approve Personnel and Staffing Agenda
12. Bids/Lease Purchases
 1. Resolution to Accept Cooperative Pest Control Services Bid
 2. Resolution to Accept Lease Purchase of Copier Equipment for Greece CSD
 3. Resolution to Accept Erie 1 Distance Learning State Wide Licensing Agreements - FY 2024-2025
 4. Resolution to Accept Erie 1 Instructional Technology State Wide Licensing Agreements - FY 2024-2025
13. Executive Officer's Reports
 1. Albany D.S. Report
 2. Local Update
14. Committee Reports
 1. Labor Relations Committee
 2. Legislative Committee
 3. Information Exchange
15. Upcoming Meetings/Calendar Events

May 15	6:00 pm	Board Meeting (ESC, Board Room)
May 27		Memorial Day Holiday - BOCES Closed
May 29	5:30 pm	MCSBA Annual Meeting (Strathallen)
	6:00 pm	CTE Honors (ESC, PDC)
June 4	3:00 pm	BOCES 4 Science Open House
June 6	6:00 pm	Make All the Difference Scholarship Student Reception (ESC, PDC)
June 7	9:30-1:30 pm	SEPTO Fun Fair (ESC)
	9am and 1pm	Student Built House tours (WEMOCO)
June 8	7:30 am	MSCBA New School Board Member Governance Training (DoubleTree)
June 10	7:00 pm	Special Education Moving On Ceremony
June 11	3:30 pm	Retiree Reception (ESC, PDC)
June 12	6:00 pm	Board Meeting (ESC, Board Room)
June 13	6:00 pm	CTE Recognition Ceremony (SUNY Brockport, Special Events Recreation Center)
June 14	6:30 pm	Westside Academy Senior Celebration (ESC, PDC)
June 18	12:30 pm	Project Search Celebration (ESC, PDC)
June 19		Junteenth Holiday - BOCES Closed
June 24	1:00 pm	Center Based Graduation (ESC, PDC 1&2)
16. Other Items
17. Executive Session to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.
18. Adjournment

1. Call the Meeting to Order

2. Pledge of Allegiance

3. Agenda Item(s) Modifications

4. Approval of Minutes: April 17, 2024, Regular Meeting Minutes

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

MINUTES

of the Regular Meeting held on Wednesday, April 17, 2024, at 5:00 p.m. at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559

Members Present

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

Trina Lorentz
Gerald Maar
Michael May
Heather Pyke

Staff Present

Jo Anne Antonacci
Karen Brown
Stephen Dawe
Ian Hildreth
Kelly Mutschler

Marijo Pearson
Steve Roland
Michelle Ryan
Tom Schulte
Theresa Alampi-Cortex
Jennifer Probst

Guests: CTE Students

1. The meeting was called to order by President Laba at 5:00 pm.
2. Pledge of Allegiance
3. At 5:00 pm a motion was made by C. Phillips to adjourn to executive session; seconded by G. Maar; passed unanimously

Members Present

Dennis Laba
John Abbott
Cindy Dawson
Kathleen Dillon

Trina Lorentz
Gerald Maar
Michael May
Heather Pyke

Others Present: Daniel White, Scott Covell, Cathy Huber, John Heiss

At 6:00 pm a motion was made by M. May, seconded by K. Dillon to come out of Executive Session; passed unanimously.

4. Agenda Modification - None
5. Public Hearing: Code of Conduct - There were no public comments
6. Approval of Minutes
Resolved: To Approve the Minutes of the March 20, 2024, Regular Meeting
Moved by K.Dillon, seconded by M. May; passed unanimously

7. There was no public interaction.

8. Financial Reports

1. Resolved: To Accept the Treasurer's Report as presented
Moved by J. Abbott, seconded by K. Dillon; passed unanimously
2. Resolved: To Accept the WinCap Reports as presented
Moved by C. Phillips, seconded by M. May; passed unanimously

9. Audit Committee Update

1. Assistant Superintendent for Finance and Operations Steve Roland provided the board with an Audit Committee Update from March 20, 2024.
2. Resolved: To accept the risk assessment for the year ending June 30, 2024
Moved by C. Phillips, seconded by M. May; passed unanimously

10. Board Presentation - CTE Assistant Principal Theresa Alampi-Cortez, CTE Teacher Jennifer Probst introduced CTE Students who delivered a SkillsUSA presentation to the board. The board asked questions and thanked the students and administrators. Ms. Alampi-Cortez and Ms. Probst and the students left the meeting at 6:25 pm

11. Old Business

1. Board member, T. Lorentz, volunteered to fill the vacancy on the Ridgecrest emergency plan committee. K. Dillon volunteered to be the backup.
2. District Superintendent Jo Anne Antonacci spoke of the Annual Meeting and the compliments she received from attendees and component superintendents. She asked for feed back from the board members and members shared positive feedback they received from components. They also were impressed by the students' preparation and skills during the dinner.

12. New Business

1. Resolved: To Approve the 2024-2025 Code of Conduct
Moved by G. Maar, seconded by K. Dillon; passed unanimously
2. Resolved: To Waive the Second Reading and Adopt Policies: 4511 Facilities: Inspection, Operation and Maintenance; 5131 Annual Professional Performance Review (APPR); 7153 Student Voter Registration Access
Moved by M. May, seconded by J. Abbott; passed unanimously. Lynda VanCoske left the meeting at 6:30
3. Resolved: To Affirm Approved CWD Programs as presented
Moved by G. Maar, seconded by K. Dillon; passed unanimously
4. Resolved: To Accept Donation of Dentrux software from Henry Schein One
5. Resolved: To Accept Donation of Osmo Learning Products from Sarah Davis
Items 12.4-5 moved by J. Abbott, seconded by G. Maar; passed unanimously

6. District Superintendent Jo Anne Antonacci reviewed the Monroe 2-Orleans BOCES 2022-23 report card with the board. The board asked questions and thanked Mrs. Antonacci
7. The board discussed the continuation of the preservation of Monroe 2-Orleans BOCES historical narrative.

13. Personnel and Staffing

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

14. Bids/Lease Purchases

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

1. COOPERATIVE OFFICE AND CLASSROOM SUPPLIES

Bid # RFB-2064-24

National Art & School Supplies	\$ 2,008.73
Cascade School Supplies	\$ 963.95
Pyramid School Products	\$ 848.53
W.B. Mason	\$ 762.51
School Specialty Inc.	\$ 171.94
Spiral Binding	\$ 161.90
Lakeshore Learning Materials	\$ 79.68

2. COOPERATIVE FINE PAPER

Bid# RFB-2063-24

W.B. Mason	\$579,656.35
Economy Paper Co.	\$491,968.72
Lindenmeyr-Munroe	\$100,986.65
Check-O Matic	\$ 2,313.55

3. COOPERATIVE CALCULATORS BID

Bid #RFB-2065-24

EAI Education	\$140,810.00
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4. WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2023 - 2024 fiscal year, for Accelerate Learning Inc., Boddle Learning Inc., CodeCombat Inc., CodeHS Inc., DeltaMath Solutions Inc., Encyclopedia Britannica, Inc., Ereflect Inc., Forward Education Inc., Kiddom Inc., Gradient Education Inc. dba Kira Learning Inc., Creative Empire, LLC dba Mango Languages, ProSolve, LLC, SchoolAI, Inc., Unruly Studios Inc., Wallwisher, Inc. dba Padlet 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 record training sessions in Zoom and post those recorded sessions to the consortium, and,

BE IT FURTHER RESOLVED, That the Monroe 2 - Orleans BOCES Board agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Monroe 2 - Orleans BOCES Board agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

5. JOINT MUNICIPAL COOPERATIVE BIDDING PROGRAM

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the Monroe 2 - Orleans BOCES, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, evaluating bids, awarding via Eastern Suffolk BOCES Board approval, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

This Resolution solely applies to the Cross Contact for Bid: Network Copiers.

Items 14.1-5 were moved by J. Abbott, seconded by K. Dillon; passed unanimously

15. Executive Officer's Report

District Superintendents Jo Anne Antonacci and Dan White presented to the Monroe County School Boards Association on the superintendent search process. MCSBA meetings and presentations are offered to all board members via Zoom and recorded presentations are available on the association website.

The SkillsUSA Craft and Vendor Fair was well attended. The proceeds from this event go to the SkillsUSA team which helps pay for students to attend regional, state and national competitions. The SkillsUSA team is headed to Syracuse later this month for the state wide competition.

Anna Stukes, Professional Development Specialist in our R-BERN program and Regional Coordinator of the Monroe County delegation of the *Puerto Rican/Hispanic Youth Leadership Institute* accepted a proclamation of the Monroe County Legislature for PRHYLI's service to the community. Former PRHYLI student, Nayeliz Santiago, currently serving as the Deputy Clerk of the Monroe County Legislator was present and read the proclamation.

16. Committee Reports

1. Labor Relations Committee - J. Abbott, K. Dillon - Topic: Managing Public Comment
2. Legislative Committee - K. Dillon - Last Meeting of 2023-24.

3. Information Exchange - D. Laba - Topic: Superintendent Search Process, District Superintendents Jo Anne Antonacci and Dan White presented.
17. Upcoming Meetings/Calendar Events - the various meetings for the month were listed in the agenda
18. Other Items - There were no other items
19. At 6:55 pm a motion was made by K. Dillon to adjourn to executive session; seconded by J. Abbott; passed unanimously

Respectfully Submitted



Kelly Mutschler
Clerk of the Board

Members Present

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

Trina Lorentz
Gerald Maar
Michael May
Heather Pyke

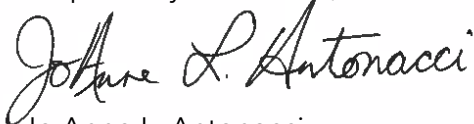
At 7:19 pm a motion was made by M. May, seconded by J. Abbott to come out of Executive Session; passed unanimously.

Be it so resolved: That the Board approves the Agreement between the District Superintendent of Monroe 2-Orleans BOCES and the Teacher Aides and Student Behavioral Assistants Association, for the period of July 1, 2022 - June 30, 2026, as presented.

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

20. Adjournment
At 7:22 pm a motion was made by G. Maar to adjourn the meeting, seconded by J. Abbott, 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 Reports
3. Internal Claims Adjustment Log
4. Extra Classroom Fund Quarterly Report

Monroe 2 - Orleans BOCES

Treasurer's Report

Period Ending March 31, 2024

	GENERAL FUND		SPECIAL AID FUND	
BEGINNING CASH ON HAND		22,428,980.15		536,518.91
RECEIPTS:				
Interest Earned	46,708.97		235.85	
Charges for Services	10,392,751.57		484,607.50	
Non-Contract Services	30,123.12		2,665.00	
Collected for Other Funds	-		-	
State, Federal and Local Aid	-		370,460.66	
Transfers from Other Funds	729,584.95		-	
Miscellaneous Funds	94,030.42		3,115.00	
TOTAL RECEIPTS	11,293,199.03	11,293,199.03	861,084.01	861,084.01
DISBURSEMENTS				
Payroll and Benefits	5,253,483.86		575.00	
Warrants	10,331,549.82		50,230.32	
Transfers to Other Funds	-		729,584.95	
Miscellaneous Disbursements	1,344.39		406.70	
TOTAL DISBURSEMENTS	15,586,378.07	(15,586,378.07)	780,796.97	(780,796.97)
ENDING CASH ON HAND:		18,135,801.11		616,805.95
GENERAL FUND CHECKING		7,972,754.87	SPECIAL AID CHKG - CHASE	131,051.72
GENERAL FUND CLASS		5,353,301.37	SPECIAL AID CHKG - M&T	485,754.23
PAYROLL CHECKING		158,357.38		
DENTAL/FSA ACCOUNT CASH		113,005.08		
GENERAL FUND CD		1,030,611.45		
CASH- LIABILITY RESERVE		365,356.36		
CASH- UNEMPLOYMENT RES		196,676.38		
CASH- CTE RESERVE		145,641.30		
CASH - INSURANCE RESERVE		306,186.60		
TREASURY INVESTMENTS		2,493,910.32		
		18,135,801.11		616,805.95

BEGINNING CASH ON HAND**RECEIPTS:**

Interest Earned
Component Contributions
Transfers from Other funds
Donations
Miscellaneous Funds

TOTAL RECEIPTS**DISBURSEMENTS**

Warrants
Scholarships
Transfers to Other Funds
Miscellaneous Disbursements

TOTAL DISBURSEMENTS**ENDING CASH ON HAND:****MISC SPECIAL REVENUE**

74,535.48

132.93

-

-

-

-

132.93

132.93

-

-

-

-

-

-

74,668.41

B4 SCIENCE

-

GIFT FUND SAVINGS

74,668.41

74,668.41

CAPITAL FUND

3,171,703.33

27,971.78

-

-

-

-

27,971.78

27,971.78

30,669.28

-

-

-

30,669.28

(30,669.28)

3,169,005.83

CAPITAL FUND CHECKING

582,902.07

CAPITAL FUND INVESTMENTS

2,586,103.76

3,169,005.83

----- CUSTODIAL FUNDS -----					
	Rochester Area School Health Plan I	Rochester Area School Health Plan II	Rochester Area School Workers' Comp Plan	Wayne Finger Lakes Workers' Comp Plan	TOTAL CUSTODIAL
BEGINNING CASH ON HAND	15,862,956.34	127,334,171.96	39,389,745.28	276,192.98	182,863,066.56
RECEIPTS:					
Interest Earned	168,885.58	679,237.06	164,386.57	-	
Contributions	1,574,320.50	32,357,746.20	-	223,807.02	
Miscellaneous Funds	-	-	-	-	
TOTAL RECEIPTS	1,743,206.08	33,036,983.26	164,386.57	223,807.02	35,168,382.93
DISBURSEMENTS					
Claims	1,305,868.91	24,402,655.36	397,177.68	135,145.85	
Admin and Other Disbursements	97,421.97	778,892.59	-	-	
TOTAL DISBURSEMENTS	1,403,290.88	25,181,547.95	397,177.68	135,145.85	(27,117,162.36)
ENDING CASH ON HAND:	16,202,871.54	135,189,607.27	39,156,954.17	364,854.15	190,914,287.13
RASHP I CHECKING	5,282,861.46				5,282,861.46
RASHP I SAVINGS / INVESTMENTS	4,459,968.82				4,459,968.82
RASHP II CHECKING		19,007,126.02			19,007,126.02
RASHP II SAVINGS / INVESTMENTS		60,971,745.49			60,971,745.49
RASWC CHECKING			4,749,558.61		4,749,558.61
RASWC SAVINGS / INVESTMENTS			18,631,963.34		18,631,963.34
WFL WC CHECKING				364,854.15	364,854.15
TREASURY INVESTMENTS	6,460,041.26	55,210,735.76	15,775,432.22		77,446,209.24
TOTAL CASH	16,202,871.54	135,189,607.27	39,156,954.17	364,854.15	190,914,287.13

Collateral Analysis	M&T Bank	Five Star Bank	Chase Bank
Bank Totals	32,777,570.46	79,912,204.17	8,432,938.90
Collateral:			
FDIC	500,000.00	250,000.00	250,000.00
Additional FDIC through CD Option	-	64,259,300.03	-
Collateral held by Bank	-	-	10,012,256.00
Collateral held by Third Party	32,790,884.94	16,078,204.16	-
	33,290,884.94	80,587,504.19	10,262,256.00
Over / (Under) Collateralized	513,314.48	675,300.02	1,829,317.10

Treasurer's Notes:

The BOCES plans earned more than \$1 Million in interest this month!

This is to certify that I have received these balances:

Kelly Mutscher
District Clerk

5/10/2024
Date

[Signature]
Assistant Superintendent for Finance and Operations

5/10/24
Date

[Signature]
Treasurer

4/12/24
Date

MONROE 2 - ORLEANS BOCES

Revenue Status Report As Of: 04/30/2024

Fiscal Year: 2024

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
0 Administration			12,321,411.00	42,146.10	12,363,557.10	11,362,285.96	1,362,372.94	376,401.80
1 Career Education			11,321,341.00	183,474.60	11,504,815.60	10,385,090.90	932,448.45	2,316.84
2 Special Education			33,462,373.41	3,336,495.79	36,798,869.20	32,676,987.84	4,262,885.16	187,816.24
3 Itinerent Services			8,909,962.17	-187,617.49	8,722,344.68	7,958,400.15	819,633.45	55,788.92
4 General Instruction			3,923,125.59	3,213,674.99	7,136,800.58	5,300,492.48	1,877,310.72	63,333.54
5 Instruction Support			19,762,383.68	7,398,278.66	27,160,662.34	22,580,967.65	3,900,737.47	101,815.10
6 Other Services			14,005,275.82	3,596,005.19	17,601,281.01	17,047,727.25	1,050,613.68	811,930.65
Total GENERAL FUND			103,705,872.67	17,582,457.84	121,288,330.51	107,311,952.23	14,206,001.87	1,599,403.09

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2024

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
0 Administration							
100 SALARIES		1,272,363.00	0.00	1,272,363.00	1,073,094.01	192,108.28	7,160.71
200 EQUIPMENT		15,650.00	26,283.90	41,933.90	33,639.73	649.00	7,645.17
300 SUPPLIES		16,450.00	9,011.60	25,461.60	13,950.79	8,587.03	2,923.78
400 CONTRACTUAL		429,623.00	226,060.28	655,683.28	491,794.73	96,480.57	67,407.98
470 Rental of Facilities		2,487,597.00	26,846.10	2,514,443.10	2,087,410.24	156,959.24	270,073.62
700 INTEREST ON REVENUE NOTES		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
800 EMPLOYEE BENEFITS		644,854.00	-23,231.75	621,622.25	456,597.00	117,022.45	48,002.80
899 Oth Post Retirement Benft		6,102,956.00	-207,885.00	5,895,071.00	3,530,137.70	818,090.16	1,546,843.14
910 TRANSFER TO CAPITAL FUND		1,000,000.00	0.00	1,000,000.00	1,000,000.00	0.00	0.00
950 TRANSFER FROM O & M		72,806.00	0.00	72,806.00	72,806.00	0.00	0.00
960 TRANSFER CHARGE		275,112.00	2,329.22	277,441.22	277,441.22	0.00	0.00
970 TR CREDs FR SERVICE PROGR		0.00	-17,267.25	-17,267.25	-17,267.25	0.00	0.00
Subtotal of 0 Administration		12,321,411.00	42,147.10	12,363,558.10	9,019,604.17	1,389,896.73	1,954,057.20
1 Career Education							
100 SALARIES		5,199,515.00	-145,115.43	5,054,399.57	3,702,129.98	1,222,501.73	129,767.86
200 EQUIPMENT		182,075.00	218,120.60	400,195.60	384,532.19	4,225.11	11,438.30
300 SUPPLIES		522,500.00	159,292.72	681,792.72	537,523.00	85,103.07	59,166.65
400 CONTRACTUAL		463,250.00	450,738.26	913,988.26	681,688.83	188,499.93	43,799.50
490 SCH DIST AND OTHER BOCES		12,075.00	-68.38	12,006.62	10,805.96	0.00	1,200.66
800 EMPLOYEE BENEFITS		2,718,960.00	-460,905.30	2,258,054.70	1,512,625.44	576,173.42	169,255.84
950 TRANSFER FROM O & M		1,563,009.00	0.00	1,563,009.00	1,563,009.00	0.00	0.00
960 TRANSFER CHARGE		660,457.00	-39,608.29	620,848.71	620,848.71	0.00	0.00
970 TR CREDs FR SERVICE PROGR		0.00	-4,347.00	-4,347.00	-4,377.00	0.00	30.00
990 TRANS CREDs FR OTHER FUND		-500.00	0.00	-500.00	-500.00	0.00	0.00
Subtotal of 1 Career Education		11,321,341.00	178,107.18	11,499,448.18	9,008,286.11	2,076,503.26	414,658.81
2 Special Education							
100 SALARIES		6,100,421.00	576,889.99	6,677,310.99	4,558,478.12	1,626,216.64	492,616.23
200 EQUIPMENT		39,199.00	102,772.00	141,971.00	79,213.64	8,902.78	53,854.58
300 SUPPLIES		47,113.00	30,570.76	77,683.76	26,981.28	16,175.54	34,526.94
400 CONTRACTUAL		830,232.00	331,996.39	1,162,228.39	83,706.91	575,516.12	503,005.36
490 SCH DIST AND OTHER BOCES		5,305,044.41	1,254,766.98	6,559,811.39	5,817,848.09	1,767.20	740,196.10
800 EMPLOYEE BENEFITS		3,699,887.00	537,201.07	4,237,088.07	2,563,437.91	990,214.60	683,435.56
950 TRANSFER FROM O & M		444,536.00	0.00	444,536.00	444,536.00	0.00	0.00
960 TRANSFER CHARGE		16,995,941.00	89,659.38	17,085,600.38	17,085,600.38	0.00	0.00
970 TR CREDs FR SERVICE PROGR		0.00	-37,048.80	-37,048.80	-37,048.80	0.00	0.00
Subtotal of 2 Special Education		33,462,373.41	2,886,807.77	36,349,181.18	30,622,753.53	3,218,792.88	2,507,634.77
3 Itinerent Services							
100 SALARIES		12,223,522.00	-974,330.87	11,249,191.13	7,469,935.11	2,671,905.35	1,107,350.67
200 EQUIPMENT		97,046.00	9,662.00	106,708.00	76,280.76	20,675.00	9,752.24

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2024

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
300 SUPPLIES		51,249.00	21,886.71	73,135.71	18,656.88	12,703.97	41,774.86
400 CONTRACTUAL		604,121.00	140,084.51	744,205.51	248,960.54	149,151.41	346,093.56
490 SCH DIST AND OTHER BOCES		130,503.17	-7,084.55	123,418.62	17,311.84	0.00	106,106.78
800 EMPLOYEE BENEFITS		6,685,862.00	-57,161.09	6,628,700.91	3,601,289.92	1,427,196.47	1,600,214.52
950 TRANSFER FROM O & M		4,789.00	0.00	4,789.00	4,789.00	0.00	0.00
960 TRANSFER CHARGE		1,416,855.00	72,841.96	1,489,696.96	1,489,696.96	0.00	0.00
970 TR CREDITS FR SERVICE PROGR		-12,303,985.00	493,189.48	-11,810,795.52	-11,810,795.52	0.00	0.00
Subtotal of 3 Itinerent Services		8,909,962.17	-300,911.85	8,609,050.32	1,116,125.49	4,281,632.20	3,211,292.63
4 General Instruction							
100 SALARIES		2,016,483.00	63,387.11	2,079,870.11	1,646,771.37	250,545.41	182,553.33
200 EQUIPMENT		5,400.00	6,856.19	12,256.19	1,347.50	3,028.90	7,879.79
300 SUPPLIES		17,528.00	53,916.94	71,444.94	14,171.74	7,085.29	50,187.91
400 CONTRACTUAL		562,373.00	2,527,882.61	3,090,255.61	1,616,824.20	1,299,042.28	174,389.13
490 SCH DIST AND OTHER BOCES		242,652.59	503,388.89	746,041.48	650,655.46	112.80	95,273.22
800 EMPLOYEE BENEFITS		731,912.00	6,967.79	738,879.79	485,637.75	130,906.04	122,336.00
950 TRANSFER FROM O & M		185,693.00	0.00	185,693.00	185,693.00	0.00	0.00
960 TRANSFER CHARGE		214,294.00	19,612.85	233,906.85	233,906.85	0.00	0.00
970 TR CREDITS FR SERVICE PROGR		-50,250.00	0.00	-50,250.00	-50,250.00	0.00	0.00
990 TRANS CREDITS FR OTHER FUND		-2,960.00	0.00	-2,960.00	-2,960.00	0.00	0.00
Subtotal of 4 General Instruction		3,923,125.59	3,182,012.38	7,105,137.97	4,781,797.87	1,690,720.72	632,619.38
5 Instruction Support							
100 SALARIES		6,135,511.00	133,420.09	6,268,931.09	4,755,348.28	1,235,394.97	278,187.84
200 EQUIPMENT		4,703,236.00	2,082,360.14	6,785,596.14	3,442,308.32	1,572,455.67	1,770,832.15
300 SUPPLIES		894,870.00	382,848.87	1,277,718.87	956,621.94	183,259.15	137,837.78
400 CONTRACTUAL		5,620,281.00	4,292,800.51	9,913,081.51	6,603,647.05	2,067,898.48	1,241,535.98
490 SCH DIST AND OTHER BOCES		623,219.68	573,675.44	1,196,895.12	1,033,370.09	0.00	163,525.03
800 EMPLOYEE BENEFITS		2,966,357.00	110,251.65	3,076,608.65	2,007,977.13	723,197.80	345,433.72
950 TRANSFER FROM O & M		826,867.00	2,500.00	829,367.00	829,367.00	0.00	0.00
960 TRANSFER CHARGE		1,147,287.00	-151,506.02	995,780.98	995,810.98	0.00	-30.00
970 TR CREDITS FR SERVICE PROGR		-3,086,596.00	-181,072.41	-3,267,668.41	-3,267,668.41	0.00	0.00
990 TRANS CREDITS FR OTHER FUND		-68,649.00	-1,672.56	-70,321.56	-70,321.56	0.00	0.00
Subtotal of 5 Instruction Support		19,762,383.68	7,243,605.71	27,005,989.39	17,286,460.82	5,782,206.07	3,937,322.50
6 Other Services							
100 SALARIES		2,600,762.00	-22,492.46	2,578,269.54	2,116,229.13	378,581.93	83,458.48
200 EQUIPMENT		501,684.00	-60,155.88	441,528.12	224,660.63	41,034.34	175,833.15
300 SUPPLIES		34,107.00	35,379.56	69,486.56	13,981.14	15,079.38	40,426.04
400 CONTRACTUAL		3,859,688.00	654,589.97	4,514,277.97	3,061,086.92	1,133,522.47	319,668.58
490 SCH DIST AND OTHER BOCES		7,657,101.82	2,946,918.61	10,604,020.43	10,183,949.93	0.00	420,070.50
800 EMPLOYEE BENEFITS		1,144,493.00	-15,449.40	1,129,043.60	841,412.40	256,869.70	30,761.50
950 TRANSFER FROM O & M		130,421.00	0.00	130,421.00	130,421.00	0.00	0.00

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 04/30/2024

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
960 TRANSFER CHARGE		130,425.00	1,930.71	132,355.71	132,355.71	0.00	0.00
970 TR CREDs FR SERVICE PROGR		-1,972,247.00	-6,977.10	-1,979,224.10	-1,979,224.10	0.00	0.00
990 TRANS CREDs FR OTHER FUND		-81,159.00	0.00	-81,159.00	-81,159.00	0.00	0.00
Subtotal of 6 Other Services		14,005,275.82	3,533,744.01	17,539,019.83	14,643,713.76	1,825,087.82	1,070,218.25
7 Undefined							
100 SALARIES		3,716,914.00	80,002.13	3,796,916.13	3,216,288.22	608,792.08	-28,164.17
200 EQUIPMENT		50,375.00	152,645.03	203,020.03	28,470.35	166,198.79	8,350.89
300 SUPPLIES		230,875.00	3,309.85	234,184.85	195,317.04	32,003.31	6,864.50
400 CONTRACTUAL		2,036,863.00	153,941.60	2,190,804.60	1,777,007.87	370,671.79	43,124.94
800 EMPLOYEE BENEFITS		1,781,754.00	-145,661.88	1,636,092.12	1,168,429.95	355,137.66	112,524.51
950 TRANSFER FROM O & M		600,828.00	-2,500.00	598,328.00	598,328.00	0.00	0.00
960 TRANSFER CHARGE		1,575,456.00	7,282.27	1,582,738.27	1,582,738.27	0.00	0.00
970 TR CREDs FR SERVICE PROGR		-8,831,698.00	-249,019.00	-9,080,717.00	-9,080,717.00	0.00	0.00
990 TRANS CREDs FR OTHER FUND		-1,161,367.00	0.00	-1,161,367.00	-1,161,367.00	0.00	0.00
Subtotal of 7 Undefined		0.00	0.00	0.00	-1,675,504.30	1,532,803.63	142,700.67
Total GENERAL FUND		103,705,872.67	16,765,512.30	120,471,384.97	84,803,237.45	21,797,643.31	13,870,504.21

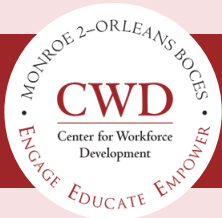
Monroe 2 - Orleans BOCES
Extra Class Report
January 1, 2024 - March 31, 2024

Balance 1/01/2024		\$ 8,133.17
Add:		
Memberships		\$ 1,705.00
Vending machine sales		\$ 148.00
Fundraiser - Meat Sticks		\$ 2,253.00
Fundraiser - Craft & Vendor Sale		\$ 5,849.00
Fundraiser - Flowers		\$ 1,021.00
Donations		\$ -
Flow through of purchase for Bison Logo senior sweatshirts		\$ 1,520.00
Deposits - Conferences		\$ 2,480.00
Total Receipts		\$ 14,976.00
Deduct:		
Checks 1082-1103		
Conference related expenses		\$ 2,650.00
Vending machine inventory		\$ 240.70
Skills Memberships		\$ 4,940.00
Fundraiser - Meat sticks		\$ 2,478.00
Fundraiser - Flowers		\$ 557.50
Annual NYS Sales Tax		\$ 807.65
Misc - expenses		\$ 1,655.90
Purchase of Bison Logo senior sweatshirts		\$ 1,520.00
Purchase of helmet for craft and vendor raffle		\$ 80.00
Total Deductions		\$ 14,929.75
Balance 3/31/2024		\$ 8,179.42

7. Audit Committee

1. Resolution Approve 2024-25 Audit Committee Members

8. Board Presentation – CWD (Center for Workforce Development)
Student Spotlight – CWD Director Shawn Gareau-Kurtz and CWD
Students. A video presentation is not included in this packet.



START YOUR FUTURE TODAY AT THE CENTER FOR WORKFORCE DEVELOPMENT



TRANSPORTATION

CDL CLASS-B

6 weeks \ 36 hours

Prepare for the Class-B road test in an entry-level driver training program

FORKLIFT SAFETY

1 day \ 6 hours

Learn the basic safety skills necessary to operate a forklift

SMALL ENGINE REPAIR

6 weeks \ 24 hours

Combine theory and hands-on experience to gain small engine repair skills



HEALTHCARE

PHLEBOTOMY AND LAB SERVICES

18 weeks \ 108 hours

Understand the theory and practice of safe and proper blood draws

DENTAL OFFICE ASSISTING

18 weeks \ 180 hours

Learn the fundamental skills for dental office work and patient care



ADULT EDUCATION

HIGH SCHOOL EQUIVALENCY

No-cost individualized instruction in preparation to earn a GED

ENGLISH LANGUAGE LEARNING

Learn and improve your English for work, school and life at no cost



MANUFACTURING

WELDING

18 weeks \ 118 hours

Explore and practice the most common processes of joining metal to metal

INDUSTRIAL AND MECHANICAL ELECTRICAL

18 weeks \ 144 hours

Discover the basics of industrial and mechanical power distribution

MACHINING FUNDAMENTALS

18 weeks \ 180 hours

Gain skills in manual machining and related instruction for apprenticeships

MANUFACTURING TECHNICIAN

18 weeks \ 118 hours

Learn all about the process technology industry, an in-demand, growing field



CONSTRUCTION

ELECTRICAL FUNDAMENTALS FOR CONSTRUCTION

18 weeks \ 180 hours

Combine theory and hands-on experience to gain skills of the trade

HVAC/R

18 weeks \ 118 hours

Discover the basics of heating, ventilation, air conditioning and refrigeration

RESIDENTIAL CONSTRUCTION

18 weeks \ 118 hours

Learn framing, siding and roofing skills, plus basic plumbing and electrical

**\$ SCHOLARSHIP & FUNDING
OPPORTUNITIES AVAILABLE!**

YOUR FUTURE AWAITS AT THE CENTER FOR WORKFORCE DEVELOPMENT

**Monroe 2-Orleans BOCES
Center for Workforce Development**

WEMOCO CTE Center
3589 Big Ridge Road,
Spencerport, NY 14559

(585) 349-9100

CWDinfo@monroe2boces.org

The CWD Advantage

- Earn while you learn with schedule that allows for both work and class
- Network and connect with potential employers for in-demand jobs
- Be supported from enrollment to employment
- Work on employability skills such as building resumes and interviewing

**Find out more and
register today!**

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9. Old Business

1. July Re-organizational Meeting Discussion

10. 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.

Updates pronouns where applicable

POLICY NUMBER	RATIONALE
1315.2 Audit Committee	Review
1437 Annual Meeting	Reviewed by Kelly Mutschler - no suggested changes.
1520 Professional Development for Board Members	Review
3120 Evaluation of the District Superintendent and Other Administrative Staff	Review
4210 Investments	Reviewed by Jen Talbot - no suggested changes.
4310 Purchasing	Reviewed by Wendy Vergamini - language added for clarity and increased procurement amount of less than \$2,500 from \$500 on page 2.
4320 BOCES Personal Property Accountability	Removed "..of the board..." on page 1
4540 Safety and Security	Reviewed by Doug Comanzo - no suggested changes.
6110 Comprehensive Student Attendance Policy	Removed language on page 4.
6210 Student Conduct	Changed "appropriate" to "proportionate" for clarity.
6212 Student Discipline and Suspension	Review

VARIOUS POLICY UPDATES CHART

ANNUAL REVIEW

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

Updates pronouns where applicable

<i>POLICY NUMBER</i>	<i>RATIONALE</i>
6220 Alcohol, Drugs & Other Substances (Students)	Added language to reflect the Code of Conduct.
6462 Student Harassment and Bullying Prevention and Intervention (Dignity for All Students Act).	Added wording, "...that is substantially disruptive to school..." at Page 5.
7111 Drills and Bomb Threats	Reviewed by Doug Comanzo - no suggested changes.
7320 School Calendar/School Day	Review

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

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

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

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

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

The responsibilities of the Audit Committee include the following:

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

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

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

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

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

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

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

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

Policy References:

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

Adopted: 06/21/06
Revised: 11/15/06
Revised: 5/12/10
Reviewed: 9/15/10
Reviewed: 8/17/11
Revised: 5/9/12
Revised: 5/15/2013
Reviewed: 8/21/2013
Reviewed: 5/14/2014
Revised: 5/13/2015
Reviewed: 6/15/2016
Reviewed: 8/17/2016
Reviewed: 5/10/2017
Reviewed: 5/09/2018
Reviewed: 5/15/2019
Reviewed: 5/13/2020
Reviewed: 5/12/2021
Reviewed: 5/11/2022
Reviewed: 5/10/2023

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

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

The meeting shall provide for:

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

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

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

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

Adopted: 07/13/99
Revised: 9/15/10
Revised: 6/15/11
Revised: 5/9/12
Revised: 5/15/13
Revised: 8/21/13
Reviewed: 5/14/14
Reviewed: 5/13/2015
Revised: 6/15/2016
Reviewed: 8/17/2016
Reviewed: 5/10/2017
Reviewed: 5/09/2018
Reviewed: 5/15/2019
Reviewed: 5/13/2020
Reviewed: 5/12/2021
Reviewed: 5/11/2022

Monroe 2-Orleans BOCES Policy

Series 1000 – By-Laws

Policy #1520 – PROFESSIONAL DEVELOPMENT FOR BOARD MEMBERS

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

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

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

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

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

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

General Municipal Law Section 77-b and 77-c

Education Law Section 2118

Adopted: 07/13/99

Reviewed: 06/17/09

Revised: 05/12/10

Revised: 9/15/10

Revised: 6/15/11

Revised: 5/9/12

Revised: 5/15/13

Revised: 8/21/13

Reviewed: 5/14/14

Reviewed: 5/13/2015

Revised: 6/15/2016

Reviewed: 8/17/2016

Reviewed: 5/10/2017

Reviewed: 5/09/2018

Reviewed: 5/15/2019

Reviewed: 5/13/2020

Reviewed: 5/12/2021

Monroe 2-Orleans BOCES Policy

Series 1000 – By-Laws

Policy #1520 – PROFESSIONAL DEVELOPMENT FOR BOARD MEMBERS

Reviewed: 5/11/2022

Reviewed: 5/10/2023

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: 5/13/2020

Reviewed: 5/12/2021

Reviewed: 5/11/2022

Reviewed: 5/10/2023

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 Assistant Superintendent for Finance and Operations shall be responsible for administration of this policy, and shall establish written compliance procedures (Administrative Regulations) in accordance with the provisions of Section 39 of the General Municipal Law. The Administrative Regulations shall be approved by the District Superintendent.

Permitted Investments

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

Collateralizing of Investments

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

Standards for Written Agreements

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

Internal Controls

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

Purchase of Investments and Standards for Security and Custodial Agreements

The Treasurer is authorized to contract for the purchase of investments either through a repurchase agreement, by participation in a cooperative investment program, or by an ongoing investment program in accordance with this policy.

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Policy #4210 - INVESTMENTS

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

Diversification of Investments

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

Standards for Authorized Financial Institutions

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

Adoption Date: 7/13/1999

Reviewed: 2/18/2009

Revised: 5/12/10

Revised: 6/15/11

Revised: 5/9/12

Revised: 5/15/13

Revised: 5/14/14

Reviewed: 8/20/14

Reviewed: 5/13/2015

Reviewed: 6/15/2016

Reviewed: 5/10/2017

Reviewed: 5/09/2018

Reviewed: 5/15/2019

Reviewed: 5/13/2020

Reviewed: 5/12/2021

Revised: 5/11/2022

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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, Wendy Vergamini, designated by the Board.

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

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

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

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

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

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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 *the following*:

- 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 \$2,500 when solicitations of competition would not be cost-effective.

The Assistant Superintendent for Finance and Operations with the assistance of the Purchasing Agent, shall be responsible for the establishment, updating and implementation of the procedures and

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standard forms for use in all purchasing and related activities. Such procedures shall comply with all applicable laws and regulations of the State and the Commissioner of Education.

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
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Revised: 6/15/2016
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Revised: 5/09/2018
Revised: 6/20/2018
Reviewed: 5/15/2019
Reviewed: 5/13/2020

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Series 4000 – Non-Instructional/Business Operations
Policy #4310 - PURCHASING

Revised: 5/12/2021

Revised: 5/11/2022

Reviewed: 5/10/2023

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

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

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

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

Acquisition of Personal Property by Purchase

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

Acquisition of Personal Property by Gift

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

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

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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 Assistant Superintendent for Finance and Operations to assure that all new acquisitions, by purchase or gift, are entered into the perpetual inventory system.
- b) Inventory Records. The inventory record shall contain sufficient information to identify each item classified as personal property and include the following:
 1. A sufficient description of the personal property.
 2. The class of the personal property (machinery, equipment, etc.).
 3. The year of acquisition of the personal property.
 4. The historical cost (the cost at acquisition) of the personal property. If unknown or a gift, the estimated value.
 5. The source of financing or acquisition (general fund, federal fund, gift, etc.).
- c) Physical Inventory. A physical inventory shall mean determining the actual existence, and condition, of real and personal property in the records by visually examining the property in question.
 1. For valuable personal property with a resale unit value of more than \$100, a partial physical inventory shall be updated annually. All assets more than \$100 will be inventoried within a five-year cycle.

Disposition of Personal Property

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

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

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Policy #4320 – BOCES PERSONAL PROPERTY ACCOUNTABILITY

b) Procedures for Disposition of Equipment, Supplies or Materials

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

General Municipal Law Sections 51 and 800 et seq.

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

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

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Policy #4320 – BOCES PERSONAL PROPERTY ACCOUNTABILITY

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

Review and Amendment of the Policy

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

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

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

Adopted: 7/13/1999
Revised: 6/17/09
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Revised: 2/15/2017
Revised: 5/10/2017
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Reviewed: 5/15/2019
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Reviewed: 5/12/2021
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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
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Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6110 – COMPREHENSIVE STUDENT ATTENDANCE POLICY

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

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

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

The BOCES will:

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

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

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

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

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

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

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

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

All student absences to be considered excused must be communicated through either a signed written note from the parent/guardian or a phone call indicating the date, time, and reason for the student's absence or through an email. For a student enrolled in a CTE program, the student absence may be communicated to CTE through an email from the parent to CTE attendance at cteattendance@monroe2boces.org indicating the date, time, and reason for the student's absence.

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

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

Student Attendance Recordkeeping/Data Collection

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

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

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

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

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

Student Attendance/Course Credit

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

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

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

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

Attendance Incentives

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

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Series 6000 – Students
Policy #6110 – COMPREHENSIVE STUDENT ATTENDANCE POLICY

Disciplinary Consequences

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

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

Intervention Strategy Process

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

Appeal Process

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

Building Review of Attendance Records

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

Community Awareness

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

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

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

Policy Cross References:

» 6110R - Comprehensive Student Attendance

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Revised: 5/12/2010
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Series 6000 – Students

Policy #6110 – COMPREHENSIVE STUDENT ATTENDANCE POLICY

Revised: 9/18/2013

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Reviewed: 5/10/2017

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Revised: 5/10/2023

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~~ *proportionate* 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 by the home district for the appropriateness of the education placement.

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

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

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

Policy References:

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

Adopted: 7/13/1999
Reviewed: 10/21/2009
Reviewed: 05/12/2010
Revised: 6/15/2011
Revised: 5/9/2012
Revised: 8/15/2012
Revised: 5/15/2013
Reviewed: 5/14/2014
Reviewed: 5/13/2015
Reviewed: 8/19/2015
Revised: 6/15/2016
Reviewed: 5/10/2017
Revised: 5/09/2018
Reviewed: 5/15/2019
Revised: 5/13/2020
Reviewed: 5/12/2021
Reviewed: 5/11/2022
Revised: 5/10/2023

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

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

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

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

Monroe 2-Orleans BOCES Policy

Series 6000 – Students

Policy #6212 – STUDENT DISCIPLINE AND SUSPENSION

b) The local Superintendent of Schools.

c) The District Superintendent.

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

Policy References:

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

Adopted: 7/13/1999

Revised: 10/21/2009

Revised: 05/12/2010

Revised: 6/15/2011

Revised: 5/9/2012

Revised: 8/15/2012

Revised: 5/15/2013

Reviewed: 5/14/2014

Revised: 5/13/2015

Revised: 8/19/2015

Revised: 6/15/2016

Revised: 5/10/2017

Revised: 5/09/2018

Revised: 5/15/2019

Reviewed: 5/13/2020

Revised: 5/12/2021

Revised: 5/11/2022

Reviewed: 5/10/2023

Revised: 8/16/2023

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

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

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

Disciplinary Measures

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

Supportive Programs

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

Adopted: 7/13/1999

Revised: 10/21/2009

Revised: 05/12/2010

Reviewed: 6/15/11

Revised: 5/9/2012

Revised: 8/15/2012

Revised: 5/15/2013

Reviewed: 5/14/2014

Revised: 5/13/2015

Reviewed: 8/19/2015

Revised: 6/15/2016

Revised: 5/10/2017

Revised: 5/09/2018

Revised: 5/15/2019

Revised: 10/16/2019

Revised: 5/13/2020

Revised: 5/12/2021

Reviewed: 5/11/2022

Monroe 2-Orleans BOCES Policy

Series 6000 – Students

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

Reviewed 5/10/2023

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

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

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

Definitions**Discrimination**

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

Hazing

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

Harassment or Bullying

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

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

Monroe 2-Orleans BOCES Policy

Series 6000 – Students

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

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

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

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

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

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

Cyberbullying

Harassment or bullying through any form of electronic communication.

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

Prevention

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

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

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

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

Intervention

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

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

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

Provisions for students who don't feel safe at school

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

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

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

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

Reporting and Investigation

The BOCES cannot effectively address bullying if incidents are not reported. Students who have been bullied, parents whose children have been bullied and staff or others who have knowledge of or who observe bullying behavior are expected to make a verbal and/or written complaint to any BOCES personnel in accordance with the training provided. Principal/program administrator is the staff member responsible to receive reports. Supervisors will refer the information to appropriate BOCES staff for investigation as designated in regulation. A BOCES employee may be deemed to have permitted unlawful discrimination or harassment if ~~he/she~~ *they* 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 there are~~ 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~~ *they* 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 *that is substantially disruptive to schools* 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 SSEC (School Safety Educational Climate) report, for each building and for the BOCES as a whole, with particular attention to the trends in the incidence of bullying. Based on the review of the data, the Board may consider further action, including but not limited to modification of this policy and additional training.

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

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

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

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

Adopted: 6/20/2012
 Revised: 5/15/2013
 Revised: 5/14/2014
 Revised: 5/13/2015
 Reviewed: 8/19/2015
 Reviewed: 6/15/2016
 Revised: 5/10/2017
 Revised: 5/09/2018
 Reviewed: 5/15/2019
 Reviewed: 5/13/2020
 Reviewed: 5/12/2021
 Reviewed: 5/11/2022
 Revised: 5/10/2023

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

Drills

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

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

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

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

After-School Programs

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

Bomb Threats For BOCES Operated Facilities

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

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

Police Notification and Investigation

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

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

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

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

Implementation

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

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

Adopted: 7/13/99
Revised: 9/17/08
Revised: 5/12/2010
Revised: 6/16/2010
Reviewed: 6/15/2011
Reviewed: 5/9/2012
Revised: 10/17/2012
Reviewed: 5/15/2013
Reviewed: 5/14/2014
Revised: 5/13/2015
Reviewed: 10/21/2015
Revised: 6/15/2016
Revised: 7/13/2016
Reviewed: 5/10/2017
Reviewed: 5/09/2018
Revised: 9/19/2018
Revised: 5/15/2019
Reviewed: 5/13/2020
Reviewed: 5/12/2021
Reviewed: 5/11/2022
Reviewed: 5/10/2023

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

School Calendar

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

School Day

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

Adopted: 7/13/99
Annual Review: 6/18/08
Revised: 05/12/2010
Revised: 6/16/10
Reviewed: 6/15/11
Revised: 5/9/2012
Revised: 10/17/2012
Reviewed: 5/15/2013
Reviewed: 5/14/2014
Reviewed: 5/13/2015
Reviewed: 10/21/2015
Reviewed: 6/15/2016
Reviewed: 5/10/2017
Reviewed: 5/09/2018
Revised: 9/19/2018
Reviewed: 5/15/2019
Reviewed: 5/13/2020
Reviewed: 5/12/2021
Reviewed: 5/11/2022
Reviewed: 5/10/2023

10. New Business

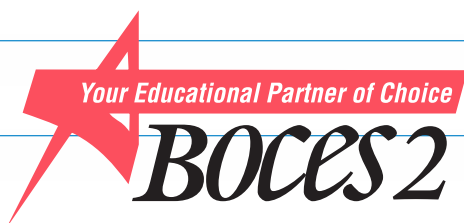
2. Resolution to Adopt 2024-2025 Proposed Adopted Budget



MONROE 2-ORLEANS BOCES

PROPOSED ADOPTED BUDGET

2024-25



May 15, 2024



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.



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Monroe 2 - Orleans BOCES
2024-2025 Proposed Adopted Budget Summary
Based on May 1, 2024 Service Requests

<u>Program</u>	<u>Proposed Adopted Budget</u>
Administrative Services	\$3,333,542
BOCES 4 Science	\$4,425,852
Career and Technical Education	\$12,260,023
Center for Workforce Development	\$231,710
Communication & Technology Services	\$18,245,645
Curriculum & Professional Development	\$1,959,039
Department for Exceptional Children	\$41,918,318
General Education	\$9,002,870
MAARS	\$994,751
Services from Other BOCES	<u>\$12,603,746</u>
Subtotal of Budgets	\$104,975,496
Administration (Board and Central Services)	\$8,833,813
Capital (Lease Costs and Capital Projects)	\$3,553,205
Total Appropriations	\$117,362,514

**MONROE 2-ORLEANS BOCES
COMPARATIVE PROPOSED ADOPTED BUDGET ANALYSIS
2023-2024 TO 2024-2025**

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2023-2024 Budget	April 2023-2024 Budget	2024-2025 Budget	Over Adopted 2023-2024 Amount	Percentage
ADMINISTRATION & CAPITAL						
001	Administration	\$8,833,813	\$8,849,114	\$8,833,813	\$0	0.00%
002	Capital (Lease Costs & Capital Project)	\$3,487,597	\$3,487,597	\$3,553,205	\$65,608	1.88%
	TOTAL	\$12,321,410	\$12,336,711	\$12,387,018	\$65,608	0.53%
ADMINISTRATIVE SERVICES						
313	Shared HR Manager	\$157,490	\$157,490	\$164,698	\$7,208	4.58%
329	Attendance Supervisor	\$60,261	\$60,261	\$63,241	\$2,980	4.95%
614	Labor Relations	\$618,948	\$618,948	\$634,190	\$15,242	2.46%
634	Coordination - RASHP	\$804,851	\$775,841	\$815,784	\$10,933	1.36%
634	Coordination - RASWCP	\$1,129,872	\$1,163,762	\$1,202,564	\$72,692	6.43%
640	Online Web Recruitment	\$247,956	\$247,956	\$236,907	-\$11,049	-4.46%
652	Cooperative Bidding	\$209,743	\$217,520	\$216,158	\$6,415	3.06%
	TOTAL	\$3,229,121	\$3,241,778	\$3,333,542	\$104,421	3.23%
BOCES 4 SCIENCE						
502	BOCES 4 Science	\$3,808,330	\$3,947,787	\$4,425,852	\$617,522	16.22%
CAREER & TECHNICAL EDUCATION						
101	Career & Technical Education	\$11,309,266	\$11,567,302	\$12,260,023	\$950,757	8.41%
CENTER FOR WORKFORCE DEVELOPMENT						
401	H.S. Equivalency & Equiv. Attendance	\$42,300	\$65,800	\$91,205	\$48,905	115.61%
413	Alternative High School Equivalency	\$124,550	\$141,000	\$140,505	\$15,955	12.81%
	TOTAL	\$166,850	\$206,800	\$231,710	\$64,860	38.87%
COMMUNICATION & TECHNOLOGY SERVICES						
328	Computer Education Coordinator	\$140,560	\$143,960	\$135,090	-\$5,470	-3.89%
430	Distance Learning	\$601,630	\$607,751	\$586,021	-\$15,609	-2.59%
508	Educational Communications	\$223,831	\$223,831	\$134,649	-\$89,182	-39.84%
513	Library Automation	\$367,311	\$378,037	\$390,327	\$23,016	6.27%
524	Technology Staff Development	\$262,102	\$262,343	\$276,786	\$14,684	5.60%
525	Instructional Computing & GIS	\$8,925,347	\$11,175,123	\$10,581,724	\$1,656,377	18.56%

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2023-2024 Budget	April 2023-2024 Budget	2024-2025 Budget	Over Adopted 2023-2024 Amount	Percentage
COMMUNICATION & TECHNOLOGY SERVICES (Cont.)						
527	Equipment Repair	\$730,032	\$739,925	\$721,237	-\$8,795	-1.20%
528	Printing	\$686,930	\$744,088	\$778,540	\$91,610	13.34%
530	Library Services/Media	\$1,073,385	\$1,126,550	\$1,298,767	\$225,382	21.00%
601	Records Management	\$93,581	\$107,362	\$96,136	\$2,555	2.73%
608	Instructional Support Network	\$2,319,870	\$2,732,104	\$2,499,728	\$179,858	7.75%
615	Public Information Services	\$805,760	\$858,183	\$746,640	-\$59,120	-7.34%
	TOTAL	\$16,230,339	\$19,099,257	\$18,245,645	\$2,015,306	12.42%
CURRICULUM & PROFESSIONAL DEVELOPMENT						
512	School Improvement	\$1,206,626	\$1,843,032	\$1,692,751	\$486,125	40.29%
541	Grant Writing	\$109,376	\$108,149	\$114,023	\$4,647	4.25%
653	Teacher Immersion Fellowship Program	\$117,593	\$150,660	\$152,265	\$34,672	29.48%
	TOTAL	\$1,433,595	\$2,101,841	\$1,959,039	\$525,444	36.65%
DEPARTMENT FOR EXCEPTIONAL CHILDREN						
202	Classified Tutoring Program	\$194,240	\$278,390	\$267,576	\$73,336	37.76%
203	12:1:1 Transition and 12:1:2 Programs	\$5,713,400	\$6,674,157	\$6,972,928	\$1,259,528	22.05%
204	8:1:1 Communication & Social Skills	\$1,176,240	\$1,539,780	\$1,640,180	\$463,940	39.44%
205	6:1:1 Programs	\$8,543,683	\$8,731,226	\$8,316,859	-\$226,824	-2.65%
211	Intensive BN 6:1:2	\$12,532,195	\$13,170,854	\$14,737,080	\$2,204,885	17.59%
301	Blind/Visually Impaired	\$265,860	\$261,806	\$272,189	\$6,329	2.38%
302	Deaf/Hearing Impaired	\$1,161,023	\$1,334,143	\$1,704,210	\$543,187	46.79%
303	Occupational Therapy	\$457,345	\$599,421	\$724,556	\$267,211	58.43%
306	Physical Therapy	\$405,089	\$490,209	\$522,304	\$117,215	28.94%
308	Speech Impaired - Handicapped	\$2,198,818	\$1,712,070	\$1,610,377	-\$588,441	-26.76%
309	Social Worker/Psychologist	\$663,196	\$600,686	\$807,670	\$144,474	21.78%
311	Consultant Teacher/Inclusion/Autism	\$2,587,803	\$2,274,889	\$2,384,907	-\$202,896	-7.84%
315	English as a Second Language	\$785,334	\$785,334	\$811,202	\$25,868	3.29%
406	General Tutorial Program	\$206,933	\$307,261	\$238,094	\$31,161	15.06%
517	Transitional Services/Career Skills Ctr.	\$755,683	\$772,333	\$908,186	\$152,503	20.18%
	TOTAL	\$37,646,842	\$39,532,559	\$41,918,318	\$4,271,476	11.35%
GENERAL EDUCATION						
417	Regional Summer School	\$1,197,915	\$1,197,915	\$1,432,030	\$234,115	19.54%
423	Alternative Ed. - Jr./Sr. High	\$1,488,919	\$1,589,659	\$1,584,391	\$95,472	6.41%

Co-Ser	Service		Adopted	Amended	Adopted	Change	
			2023-2024 Budget	April 2023-2024 Budget	2024-2025 Budget	Over Adopted 2023-2024 Amount	Percentage
GENERAL EDUCATION (cont.)							
424	Exploratory Enrichment		\$18,226	\$2,414,851	\$2,563,524	\$2,545,298	N/A
511	Community Schools		\$0	\$2,710,000	\$3,422,925	\$3,422,925	N/A
	TOTAL		\$2,705,060	\$7,912,425	\$9,002,870	\$6,297,810	232.82%
MAARS							
520	Test Scoring		\$990,211	\$991,311	\$994,751	\$4,540	0.46%
SERVICES FROM OTHER BOCES							
160	Secondary OccupationalEducation - M1		\$0	\$12,007	\$0	\$0	N/A
161	Multi-Occupational/Bridget Program- M1		\$12,075	\$0	\$0	-\$12,075	-100.00%
260	Severely Disabled 12:1:4 Creekside - M1		\$1,494,756	\$1,726,136	\$1,749,802	\$255,046	17.06%
261	Severely Disabled Related Services - M1		\$1,192,880	\$1,534,262	\$1,069,521	-\$123,359	-10.34%
262	District Based 12:1:1 - Monroe 1		\$147,142	\$56,622	\$56,223	-\$90,919	-61.79%
263	District Based Related Services		\$16,049	\$0	\$0	-\$16,049	-100.00%
264	Elementary/Secondary Prog. 6:1:1 - M1		\$2,385,165	\$2,861,274	\$3,298,555	\$913,390	38.29%
265	Elementary/Secondary Prog. 8:1:1 - M1		\$66,618	\$66,605	\$0	-\$66,618	-100.00%
271	Therapeutic 6:1:1 - GV BOCES		\$0	\$1,410	\$0	\$0	N/A
363	Occupational Therapy - Monroe 1		\$0	\$265	\$643	\$643	N/A
365	Tutoring Special Education - Monroe 1		\$0	\$450	\$6,186	\$6,186	N/A
366	Deaf Ed Interpreter - Monroe 1		\$0	\$35,696	\$0	\$0	N/A
368	ESOL Evaluations - Monroe 1		\$27,183	\$12,782	\$7,534	-\$19,649	-72.28%
369	Deaf Education - Monroe 1		\$0	\$30,658	\$0	\$0	N/A
374	Hearing Assistive Technology - Monroe 1		\$0	\$4,476	\$0	\$0	N/A
438	DL Web Based Inst. OHM		\$250	\$250	\$250	\$0	0.00%
450	Visiting Authors - GV BOCES		\$0	\$44,400	\$49,570	\$49,570	N/A
452	On-The-Go Program		\$0	\$1,240	\$63,400	\$63,400	N/A
455	Paper Online Tutoring - TST BOCES		\$110,000	\$100,100	\$0	-\$110,000	-100.00%
460	Academic Prog., Special Facilities - M1		\$23,715	\$25,478	\$17,774	-\$5,941	-25.05%
461	Young Audiences of Rochester - M1		\$8,074	\$7,684	\$98,851	\$90,777	1124.31%
462	Challenger Learning Center - Monroe 1		\$84,684	\$110,645	\$120,571	\$35,887	42.38%
467	Online Learning - Broome Tioga		\$0	\$9,380	\$0	\$0	N/A
468	Enrichment Act Usage		\$0	\$5,850	\$0	\$0	N/A
479	DL- Virtual HS-Synergy- Oswego		\$15,930	\$40,680	\$51,957	\$36,027	226.16%
491	High 5 Env Training - Nassau		\$0	\$0	\$4,000	\$4,000	N/A
515	CLO Software - Oswego BOCES		\$0	\$1,590	\$0	\$0	N/A
518	Elemntary Science		\$0	\$68,622	\$68,622	\$68,622	N/A

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2023-2024 Budget	April 2023-2024 Budget	2024-2025 Budget	Over Adopted 2023-2024 Amount	Percentage
SERVICES FROM OTHER BOCES (cont.)						
519	Web Based Curr - PNW BOCES	\$0	\$2,958	\$0	\$0	N/A
532	Outside Consultants - ERIE 2	\$9,680	\$0	\$0	-\$9,680	-100.00%
533	Div. Equity & Inclu. Fixed - TST BOCES	\$0	\$5,744	\$0	\$0	N/A
534	Vendor Pass Through - WFL BOCES	\$0	\$72,769	\$115,506	\$115,506	N/A
535	Grant Writer - WFL BOCES	\$704	\$9,647	\$0	-\$704	-100.00%
536	School Curr. Workshop - GST BOCES	\$0	\$36,000	\$0	\$0	N/A
542	Diversity Equity Incl - Oswego BOCES	\$0	\$2,000	\$3,590	\$3,590	N/A
543	Home School Monitor - GV BOCES	\$0	\$119,175	\$78,582	\$78,582	N/A
544	Internet Based Learning	\$0	\$2,752	\$2,530	\$2,530	N/A
545	BEA - GV BOCES	\$0	\$1,100	\$1,720	\$1,720	N/A
551	Assessment Scoring - Sullivan	\$9,200	\$9,200	\$42,945	\$33,745	366.79%
552	Positivity Project - CA BOCES	\$4,212	\$4,212	\$4,215	\$3	0.07%
553	IT&L IMP. Bill @100% - OCM BOCES	\$100	\$100	\$100	\$0	0.00%
555	Character Education - Erie 1	\$174,977	\$171,171	\$178,000	\$3,023	1.73%
558	Coord. Of Services - ERIE 2	\$110,159	\$113,479	\$113,547	\$3,388	3.08%
560	BoSat Elementary Science - Monroe 1	\$1,069	\$1,069	\$221	-\$848	-79.33%
561	Music Library Services - Monroe 1	\$23,358	\$26,665	\$33,310	\$9,952	42.61%
563	School Improvement - Monroe 1	\$39,346	\$12,121	\$4,019	-\$35,327	-89.79%
565	Micro Repair Parts - Monroe 1	\$275	\$0	\$0	-\$275	-100.00%
568	Urban Suburban Interdistrict Transfer-M1	\$96,006	\$142,087	\$151,388	\$55,382	57.69%
569	Compuer Servs - Instr- Monroe 1	\$7,170	\$12,339	\$15,425	\$8,255	115.13%
571	In-Service Allocation - Genesee Valley	\$1,000	\$200	\$200	-\$800	-80.00%
573	Effective Schools - WFL BOCES	\$0	\$0	\$4,000	\$4,000	N/A
580	Model Schools - Inservice	\$150	\$0	\$0	-\$150	-100.00%
581	Coord, Other - Central - GST BOCES	\$5,000	\$0	\$0	-\$5,000	-100.00%
583	General Staff Development - Capital Reg	\$0	\$2,290	\$0	\$0	N/A
589	Section V Sports - WFL	\$41,354	\$71,107	\$84,945	\$43,591	105.41%
597	Intersch Athletics Coord	\$6,300	\$6,300	\$6,600	\$300	4.76%
599	Diversity & Equity Planning - Monroe 1	\$93,160	\$195,284	\$250,650	\$157,490	169.05%
604	Computer Services - Monroe 1	\$3,510,977	\$4,017,585	\$0	-\$3,510,977	-100.00%
605	Computer Services - Admin - Monroe 1	\$2,908,022	\$3,184,905	\$3,346,674	\$438,652	15.08%
610	Planning - Health Program-Orleans-Niag	\$8,120	\$8,120	\$8,500	\$380	4.68%
611	Active Shooter Training - HFHO BOCES	\$0	\$19,500	\$0	\$0	N/A
617	Teacher Certification - Genesee Valley	\$75,146	\$75,146	\$75,077	-\$69	-0.09%
618	Asset Management & Planning - Questar	\$0	\$13,291	\$41,169	\$41,169	N/A
622	Translation /Interpret - Cap Region	\$0	\$2,650	\$2,561	\$2,561	N/A
655	Telephone Interconnect - Monroe 1	\$54,009	\$63,011	\$44,248	-\$9,761	-18.07%

Co-Ser	Service	Adopted	Amended	Adopted	Change	
		2023-2024 Budget	April 2023-2024 Budget	2024-2025 Budget	Over Adopted 2023-2024 Amount	Percentage
SERVICES FROM OTHER BOCES (cont.)						
657	Phone Service - Monroe 1	\$306,765	\$246,691	\$257,150	-\$49,615	-16.17%
660	Textbook Coordination - Monroe 1	\$9,266	\$14,799	\$14,367	\$5,101	55.05%
661	Textbook Supply - Monroe 1	\$16,559	\$13,733	\$24,000	\$7,441	44.94%
662	Disabled Transportation - Monroe 1	\$172,845	\$209,216	\$274,813	\$101,968	58.99%
671	Staff Development Support - WFL	\$0	\$4,463	\$4,463	\$4,463	N/A
672	Staff Development Bus Driver - GV	\$1,000	\$1,975	\$600	-\$400	-40.00%
674	Health, Safety & Risk Management - GV	\$185,300	\$185,300	\$184,620	-\$680	-0.37%
675	Self-Funded Health Coordination - GV	\$10,142	\$10,142	\$10,694	\$552	5.44%
676	Edutech Administrative - WFL	\$80,109	\$73,806	\$88,341	\$8,232	10.28%
677	Advertising Service - WFL	\$23,016	\$14,847	\$16,397	-\$6,619	-28.76%
679	GASB 45 - Erie 1	\$58,142	\$58,142	\$80,186	\$22,044	37.91%
682	Board Policy and Planning - Erie 1	\$57,925	\$70,075	\$96,190	\$38,265	66.06%
683	Integrated Student Mgmt. System-Erie 1	\$27,120	\$21,160	\$22,042	-\$5,078	-18.72%
684	State Aid Planning Services - Questar III	\$31,372	\$31,635	\$32,065	\$693	2.21%
687	Health Care Plan - Orleans Niagara	\$12,590	\$12,590	\$13,130	\$540	4.29%
688	SchoolDude Facilities Mgmt. - Broome	\$2,000	\$0	\$0	-\$2,000	-100.00%
690	NTS Team Ed - Nassau	\$13,235	\$15,617	\$89,624	\$76,389	577.17%
691	Computer Service: Management-Capital	\$30,966	\$6,852	\$6,671	-\$24,295	-78.46%
695	Stac Services - Questar III	\$31,635	\$10,200	\$9,677	-\$21,958	-69.41%
697	Records Management - GV BOCES	\$18,746	\$18,746	\$18,746	\$0	0.00%
698	School Safety Training - S. Westches	\$0	\$84,798	\$86,790	\$86,790	N/A
699	Planning - Erie 2 BOCES	\$12,100	\$0	\$0	-\$12,100	-100.00%
	TOTAL	\$13,864,848	\$16,267,328	\$12,603,746	-\$1,261,102	-9.10%
	GRAND TOTAL	\$103,705,873	\$117,205,098	\$117,362,514	\$13,656,641	13.17%

MONROE 2-ORLEANS BOCES
COMPARISON OF 2023-2024 UNIT COSTS TO 2024-2025 UNIT COSTS

<u>Co-Ser</u>	<u>Service</u>	<u>Adopted 2023-2024 Unit Cost</u>	<u>Proposed Adopted 2024-2025 Unit Cost</u>
ADMINISTRATION & CAPITAL			
001	Administration	\$269.20/RWADA	\$284.74/RWADA
002	Capital/Rental of Facilities	\$106.28/RWADA	\$114.53/RWADA
ADMINISTRATIVE SERVICES			
313	Shared HR Manager	\$157,491/FTE	\$164,698/FTE
329	Attendance Supervisor	\$66/Hour	\$68/Hour
614	Labor Relations	\$21,280/District	\$22,000/District
	Labor Relations - Unemployment Service	\$4,896/District	\$5,140/District
	Labor Relations - Salary Surveys	\$4,190/District	\$4,395/District
	Labor Relations - Superintendent Hearings	\$4,752/District	\$4,985/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	\$5,250/District	\$5,250/District
652	Cooperative Bidding	\$412/Unit	\$420/Unit
	Cooperative Bidding - Electric	\$1,193/Unit	\$1,216/Unit
	Cooperative Bidding - Fine Paper	\$622/Unit	\$634/Unit
	Cooperative Bidding - Food	\$2,407/Unit	\$2,455/Unit
	Cooperative Bidding - Natural Gas	\$1,329/Unit	\$1,355/Unit
BOCES 4 SCIENCE			
502	BOCES 4 Science	Varies by Kit	Varies by Kit
CAREER & TECHNICAL EDUCATION			
101	Career & Technical Education	\$10,322/Student	\$11,183/Student
CENTER FOR WORKFORCE DEVELOPMENT			
401	High School Equivalency/Equivalent Attendance	\$2,350/Student	\$2,465/Student
413	Alternative High School Equivalency	\$2,350/Student	\$2,465/Student
COMMUNICATION & TECHNOLOGY SERVICES			
328	Computer Education Coordinator	\$70,280/.6 FTE	\$67,545/.6 FTE

<u>Co-Ser</u>	<u>Service</u>	Adopted 2023-2024 <u>Unit Cost</u>	Proposed Adopted 2024-2025 <u>Unit Cost</u>
COMMUNICATION & TECHNOLOGY SERVICES (Cont.)			
430	Distance Learning GCN Online Tutorials	\$2.54/RWADA + Base \$2,045/District	\$2.75/RWADA + Base \$2,100/District
508	Educational Communications	\$4.05/RWADA	\$4.34/RWADA
513	Library Automation	\$6,660/Site	\$6,825/Site
524	Technology Staff Development Instructional Technology Specialist	\$2.46/RWADA + Base \$49,160/District	\$2.60/RWADA + Base \$49,435/District
525	Instructional Computing Guidance Information Systems Shared Technician	\$3.65/RWADA + Base As Specified by District \$90,455/FTE	\$3.95/RWADA + Base As Specified by District \$96,385/FTE
527	Equipment Repair Assistive Technology	\$12.11/RWADA + Base \$18,285/District	\$12.85/RWADA + Base \$15,675/District
528	Printing	As Specified by District	As Specified by District
530	Media Library Library On-Line Resources	\$4.71/RWADA + Base \$1,070/District + Add ons	\$5.00/RWADA + Base \$1,100/District + Add ons
601	Records Management	\$5.05/RWADA	\$5.40/RWADA
608	Instructional Support Network	\$4.30/RWADA + Base	\$4.60/RWADA + Base
615	Public Information Services Video Production	\$23,575/Day/Wk/Yr \$6,270/Base Charge	\$24,750/Day/Wk/Yr \$6,580/Base Charge
CURRICULUM & PROFESSIONAL DEVELOPMENT			
512	Cooperative School Improvement Base Fee	\$7,120/District	\$7,261/District
541	Grant Writing	\$2,877/District	\$2,934/District
653	Teacher Immersion Fellowship Program	\$5,580/District	\$5,580/District
DEPARTMENT FOR EXCEPTIONAL CHILDREN			
202	Classified Tutoring Program - Special Ed Home Based Tutoring - Special	\$45.30/Hour \$48.30/Hour	\$46.50/Hour \$49.50/Hour
203	12:1:2 Program 12:1:1 Transition Program	\$52,005/Student \$51,595/Student	\$54,253/Student \$55,191/Student

<u>Co-Ser</u>	<u>Service</u>	<u>Adopted 2023-2024 Unit Cost</u>	<u>Proposed Adopted 2024-2025 Unit Cost</u>
DEPARTMENT FOR EXCEPTIONAL CHILDREN (cont.)			
204	8:1:1 CASS	\$52,376/Student	\$55,192/Student
	8:1:1 Project SEARCH	\$44,638/Student	\$46,541/Student
205	6:1:1 Behavior Management	\$58,169/Student	\$62,232/Student
	6:1:1 Center Based	\$64,004/Student	\$68,484/Student
	6:1:1 Medically Fragile (K - 12)	\$57,284/Student	\$60,794/Student
	6:1:1 Medically Fragile (Transition)	\$55,494/Student	\$59,659/Student
211	6:1:2 Complex Needs Program	\$81,458/Student	\$86,255/Student
	6:1:2 Autism Spectrum Disorder (ASD)	\$70,310/Student	\$74,501/Student
N/A	1:1 Classroom SBA	\$53,161/Student	\$56,431/Student
	1:1 Classroom Nurse	\$73,000/Nurse	\$75,000/Nurse
301	Blind/Visually-Impaired	\$8,590/Hr/Wk/Yr	\$8,958/Hr/Wk/Yr
	Orientation and Mobility	\$8,425/Hr/Wk/Yr	\$8,786/Hr/Wk/Yr
302	Audiology Services (IEP Hours)	\$9,676/Hr/Wk/Yr	\$10,149/Hr/Wk/Yr
	Audiology Services (Base Charge FM System)	\$1,264/Device	\$1,295/Device
	Teacher of the Deaf/Hearing-Impaired	\$5,883/Hr/Wk/Yr	\$6,130/Hr/Wk/Yr
	Interpreter	\$93,791/Student	\$98,828/Student
303	Occupational Therapy	\$8,814/Hr/Wk/Yr	\$9,245/Hr/Wk/Yr
	Occupational Therapy - District Based FTE	\$161,510/FTE	\$169,408/FTE
306	Physical Therapy	\$9,275/Hr/Wk/Yr	\$9,716/Hr/Wk/Yr
	Physical Therapy - District Based FTE	\$150,235/FTE	\$159,000/FTE
308	Speech Impaired	\$8,953/Hr/Wk/Yr	\$9,388/Hr/Wk/Yr
	Assistive Technology	\$42,330/Hr/Wk/Yr	\$44,375/Hr/Wk/Yr
309	Social Worker/Psychologist	\$8,750/Hr/Wk/Yr	\$9,184/Hr/Wk/Yr
	Social Worker/Psychologist - District Based FTE	\$137,580/FTE	\$144,400/FTE
311	Consultant Teacher	\$6,224/Hr/Wk/Yr	\$6,424/Hr/Wk/Yr
	Consultant Teacher - District Base FTE	\$86,332/FTE	\$90,605/FTE
	Music Therapy	\$6,513/Hr/Wk/Yr	\$6,820/Hr/Wk/Yr
	Autism Specialist	\$9,185/Hr/Wk/Yr	\$9,700/Hr/Wk/Yr
	Art Therapy	\$8,190/Hr/Wk/Yr	\$8,550/Hr/Wk/Yr
315	Itinerant English as a New Language	\$23,798/Day/Wk/Yr	\$25,790/Day/Wk/Yr
406	Tutorial Services - Gen Ed	\$45.30/Hour	\$46.50/Hour
	Home Based Tutoring - Gen Ed	\$48.30/Hour	\$49.50/Hour

<u>Co-Ser</u>	<u>Service</u>	Adopted 2023-2024 <u>Unit Cost</u>	Proposed Adopted 2024-2025 <u>Unit Cost</u>
DEPARTMENT FOR EXCEPTIONAL CHILDREN (cont.)			
517	Career Planning Services	\$26,326/Day/Wk/Yr	\$27,600/Day/Wk/Yr
	Work Study	\$24,503/Half Day/Wk/Yr	\$25,530/Half Day/Wk/Yr
GENERAL EDUCATION			
417	Regional Summer School	As Specified by District	As Specified by District
423	Westside Academy - Jr./Sr. High	\$37,223/Student	\$38,989/Student
424	Exploratory Enrichment	\$4,556.50/District	\$5,631/District
511	Community Schools Resource	\$52,500/Base Charge	\$54,585/BaseCharge
MAARS			
520	MAARS - RWADA	\$5.66/RWADA	\$6.15/RWADA
	MAARS - Base	\$3,175/District	\$3,330/District
	MAARS - Test Processing	\$3.18/RWADA	\$3.33/RWADA



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10. New Business

3. Resolution to Approve 2024 Lease Template – Summer Programs

2024 TEMPLATE – SUMMER PROGRAMS LEASE

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

WITNESSETH:

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

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

1. ASSIGNMENT

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

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

2. BREACH OF ONE PROVISION

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

3. CHANGES, ALTERATIONS

The Tenant shall take good care of the space at its own cost and expense, make any and all interior cosmetic repairs to the space resulting from its occupancy and/or use, normal wear and tear excepted. Any space and or alterations/changes which are contemplated by the Tenant, except those which enhance the program or benefit the Landlord, must first be approved by the Landlord. The Landlord agrees to give ten (10) days' notice to Tenant with regard to any contemplated structural changes or modifications of the space.

The Landlord is responsible for making all structural, HVAC, exterior, plumbing, and the like changes and/or repairs. During construction, renovation or the performance of maintenance functions, the Landlord will provide space if needed and security for all Tenant's materials, supplies, and equipment. The Tenant agrees to provide for repair of broken glass windows in Tenant's portion of the space, provided such breakage is caused by Tenant's own gross negligence.

4. COMPLIANCE WITH LAWS

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

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

5. CONFIDENTIALITY

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

6. CONFLICT OF INTEREST

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

7. CONSTRUCTION/AMENDMENTS

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

8. CONTACT PERSON

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

9. COPIES OF THE LEASE

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

10. DANGEROUS CONDITION

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

11. DEDUCTION OF RENT

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

12. DEFAULT

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

13. LANDLORD OBLIGATIONS

The Landlord further agrees to provide the following:

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

14. ENTER SPACE

The Tenant agrees that the Landlord, the Landlord's agents and other representatives shall have the right to enter into and upon said space, or any part thereof, with a Tenant representative present with providing no less than 72 hours' notice, for the purpose of examining and using the same,

performing maintenance and custodial functions or making such repairs or alterations thereon that may be necessary for the safety and preservation thereof.

15. ENTIRE LEASE

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

16. EXCLUSIVITY

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

17. GOVERNING LAW

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

18. HEADINGS

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

19. HEALTH AND SAFETY

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

20. INDEMNIFICATION

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

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

21. INDEPENDENT CONTRACTOR

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

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

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

22. INSURANCE

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

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

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

BOCES students, if on the premises, are covered by BOCES insurance policy in the event of an injury on the premises.

23. INTEGRATION

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

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

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

24. INVALID/SEVERABILITY

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

25. LOGO

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

26. NON-DISCRIMINATION .

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

Monroe 2-Orleans BOCES complies with the Americans with Disabilities Act (ADA) which provides access to all its services, programs, activities, and employment for those individuals with a disability. Monroe 2-Orleans BOCES will provide reasonable accommodations and/or appropriate modifications, aides and services as required by law to provide access to individuals with disabilities to its programs, services, employment, and activities. Any individual requesting an accommodation

must notify the ADA Compliance Officer at least 72 hours prior to the event or program or activity. BOCES' non-discrimination policy 1440 and 6460 related to students can be found on the Community Tab. Disability Discrimination Complaint procedure is found in Regulation 2000 and 6461 located on the Monroe 2-Orleans BOCES website under the Community Tab. The designated ADA Compliance Officer is the Assistant Superintendent for Human Resources, 3599 Big Ridge Road, Spencerport NY 14559, 349-2420.

27. NON-FUNDING

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

28. NOTICE/SERVICE OF PROCESS

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

29. PART Z CHEMICALS

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

30. PEACEFUL USE

The Tenant's use of facilities shall be limited to those areas as specified above. The Landlord further covenants that the said Tenant on paying the said yearly rent, and performing the covenants aforesaid shall and may peacefully and quietly have, hold and enjoy the said premises for the term aforesaid, provided however, that this covenant shall not be conditioned upon the retention of title to the premises by the Landlord.

31. RENTAL

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

32. SALE OF BUILDING

If the building is placed up for sale or the building is sold during the term of the lease, Tenant will be given a right of first refusal. If Tenant declines to exercise its option to purchase the premises, the Landlord agrees to require the new Landlord to assume all of the terms and conditions of this lease with Tenant for the duration of the lease.

33. SPACE

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

34. SUBCONTRACTING

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

35. TERM

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

36. TERMINATION

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

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

37. USAGE

The Tenant is free to use the space for the months of _____ (year).

38. USAGE CHANGES

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

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

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

BOARD OF COOPERATIVE EDUCATIONAL SERVICES (Tenant)

BY _____
JO ANNE L. ANTONACCI
DISTRICT SUPERINTENDENT
DATE _____

(LANDLORD)

BY _____
SUPERINTENDENT OF SCHOOLS
DATE _____

10. New Business

4. Resolution to Approve 2024-25 Chemical Hygiene Plan

Chemical Hygiene Plan For Monroe 2-Orleans BOCES Science Laboratories 2023~~4~~-2024~~5~~

Submitted by B. Swanson & C. Lawrence, Chemical Hygiene Officers and
the Hazard Communications Committee, December 5, 2007

Reviewed and revised 6/2016; Board approved July 13, 2016

Reviewed and revised 2/2017; Board approved May 10, 2017

Reviewed and revised 3/2018; Board approved May 9, 2018

Reviewed and revised 2/2019; Board approved May 15, 2019

Reviewed and revised 2/20/20; Board approved May 13, 2020

Reviewed and revised 3/25/21; Board approved May 12, 2021

Reviewed March 2022; Board approved May 11, 2022

Reviewed and revised 5/22/23; Board approved June 21, 2023

Reviewed and revised 4/16/24; Board approved _____

Monroe 2-Orleans BOCES

Chemical Hygiene Plan

For Science Laboratories

- I. Introduction**
- II. Standard Operating Procedures**
 - A) General Employee Rules and Procedures
 - B) General Laboratory Rules and Procedures
 - C) Personal Hygiene Guidelines
 - D) Protective Clothing Requirements
 - E) Housekeeping Rules
 - F) Spill and Accident Procedures
 - G) Chemical Storage Rules and Procedures
 - i. Storage Requirements – Compressed Gas Handling Instructions
 - ii. Storage Requirements – Flammable Chemical Handling Instructions
 - iii. Storage Requirements – Corrosive Material Handling Instructions
 - H) Procedure – Specific Safety Rules and Guidelines (for extremely hazardous chemicals)
 - I) Prior Approval Procedures
 - J) Safety Equipment Inspection
- III. Employee Training**
- IV. Exposure Evaluations**
- V. Medical Evaluations**
- VI. Monitoring**
- VII. BOCES Emergency Evacuation Plan**
- VIII. Appendix**

I. Introduction

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

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

BOCES responsibilities

To ensure the science programs comply with the Laboratory Standard.

- 1) Record all exposures to hazardous chemicals.
 - a) Record all chemical exposures and use by monitoring instruments to obtain hard data. *
 - b) Obtain and keep up to date information provided by a medical examination.
 - c) Keep these records and allow employee access to ~~these~~ **their own medical** records, including all employee exposure and medical records unless said access is prohibited by law.
*This provision is included in the Lab Standard, but clearly states that exposure levels only need to be monitored if there is an exposure level which is above the permissible exposure limit (PEL) and an OSHA Standard exists for the chemical which requires monitoring. If there is no reason to believe that the PEL has been exceeded, there is no need to monitor exposure levels.
- 2) Train employees to:
 - a) Understand the hazards of chemicals used in the laboratory.
 - b) Recognize signs and symptoms associated with exposure that exceeds permissible exposure limits to hazardous chemicals.
 - c) Properly use personal **protective** equipment (fume hoods, respirators, goggles, etc.)
 - d) Take measures to prevent exposure that exceeds permissible exposure limits by following laboratory safety procedures.
 - e) Understand the content of the Chemical Hygiene Plan.
- 3) Provide employees access to:
 - a) SDS (Safety Data Sheets).
 - b) The employee's own previous exposure records (if any) and if applicable.
 - c) The employee's own previous medical records (if any) and if applicable.
 - d) The Laboratory Standard and Chemical Hygiene Plan.
 - e) Permissible exposure limits of hazardous chemicals used in the laboratory (~~Consult Flinn Chemical Catalog/Reference Manual.~~)
- 4) Process upon receipt of chemicals.
 - a) Upon receipt of chemicals, confirm receipt of SDS (and make them accessible to the employee).
 - b) Make sure the chemical label is proper and contains the minimum amount of information.
 - 1) Chemical name.
 - 2) Hazardous information.
 - 3) Name and address of the manufacturer.

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

The Chemical Hygiene Plan – An Overview

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

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

The Chemical Hygiene Plan must be readily available to employees. The Board shall review and evaluate the effectiveness of the Chemical Hygiene Plan at least annually and update the plan as necessary. The Chemical

Hygiene Plan includes each of the following elements and includes specific measures Monroe 2-Orleans BOCES will take to ensure laboratory and student protection.

II. Standard Operating Procedures

A) General Employee Rules and Procedures

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

B) General Laboratory Rules and Procedures

- 1) Follow BOCES Policy #6420 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 **an** eyewash capable of treating both eyes continuously for 15 minutes with copious quantities of potable water. Teach everyone in the science laboratory how to use the eyewash quickly in case of an emergency. Eyewash effectiveness and operation should be inspected every three months. Promptly repair any eyewash that does not meet the water flow requirements of American National Standards Institute Z358.1. Eyewash should be inspected weekly.
- 6) In the event of an accident, complete an accident report in detail. Employee and Student Accident report forms can be found on the BOCES 2 Employee Portal under Forms and Documents.
- 7) Read all labels carefully- the names of many chemicals look alike at first glance.

- 8) Do not operate electrical equipment with wet hands.
- 9) Have appropriate types and sizes of extinguishers, such as Triclass ABC and/or Halon fire extinguishers. Carbon Dioxide fire extinguishers are inappropriate. A Class D fire extinguisher should be available when working with flammable solids. Fire extinguishers should be inspected every year.
- 10) Never block access to exits, fire exits, or emergency equipment.
- 11) Create an alternative evacuation route in the event the primary route becomes blocked.
- 12) Practice emergency plans.
- 13) Do not drink from lab glassware or other lab vessels.
- 14) No food in the laboratory.
- 15) Do not eat, drink, or chew gum in the laboratory.
- 16) Do not apply cosmetics in areas where laboratory chemicals are present.
- 17) Keep all aisles clear.
- 18) Do not run in the laboratory.
- 19) No unlabeled products should be stored anywhere in the science facility.
- 20) Be thoroughly familiar with the hazards and precautions for protection before using any chemical. Study the precautionary label and review its contents before using any chemical substance.
- 21) An approved eyewash station and fire blanket should be within 25 feet of the chemical storage area, *where corrosives are stored and/or used*.
- 22) Neutralizing chemicals, such as spill kit, dry sand, kitty litter, and other spill control materials should be readily available.
- 23) Dispose of all chemicals properly. All disposal procedures used should conform to state and local regulations. Contact the Operations & Maintenance Department of Monroe 2 Orleans BOCES for assistance with chemical disposal.
- 24) Safety showers or body drenches should be provided. Showers should be tested every six months. Promptly repair any shower or body drench that does not meet the water flow requirements of American National Standards Institute Z358.1.
- 25) Access to exits, emergency equipment and master utility controls should never be blocked.
- 26) All incidents or violation of safety procedures should be carefully analyzed by the program administrator after a Safety Incident Report form has been completed and the results distributed to all who might benefit.
- 27) Never pipet by mouth – always use a pipet bulb or other appropriate suction device.
- 28) Avoid the use of contact lenses in the laboratory. If contact lenses must be worn, the science teacher must be informed so special precautions can be taken. Same eye protection (chemical splash goggles) will be used by all (whether they wear contact lenses, glasses or neither).
- 29) Never perform unauthorized laboratory experiments.

C) Personal Hygiene Guidelines

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

D) Protective Clothing Requirements

- 1) Eye protection must be worn. Chemical splash goggles must meet American National Standards Institute Z87.1 standard. Wear face shields when dealing with corrosive liquids, (i.e., acids and bases).
- 2) Wear gloves which have been selected based on the hazard present 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) Contact Chemical Hygiene Officer for approval and additional guidance if respiratory protection is required.
- 6) Do not wear shorts or any clothing that does not cover skin – wear long pants or clothes to cover all skin.

- 7) Do not wear loose or balloon sleeves.
- 8) Tie back long hair.
- 9) Avoid the use of contact lenses in the laboratory. If contact lenses must be worn, the science teacher must be informed so special precautions can be taken. Same eye protection (chemical splash goggles) will be used by all (whether they wear contact lenses, glasses or neither).
- 10) Do not wear hanging jewelry.
- 11) Do not wear a long or loose necktie.
- 12) Do not wear an absorbent watchstrap.
- 13) Inspect all protective safety equipment before use. If the equipment is defective, do not use.

E) Housekeeping Rules

- 1) Keep chemicals in the chemical prep and storage area. If chemicals are moved to the classroom for lab, they must be returned to their proper storage location at the end of the day's lab periods.
- 2) Waste materials require proper containers and labels.
- 3) Do not store items in the fume hood. The storage of items in the fume hood is a fire hazard and decreases the efficiency of the fume hood.
- 4) Label all chemicals, even solutions, with name, hazard(s), and date received; for solutions made "in-house" label with name, hazard(s) and date created.
- 5) Never block access to exits or emergency equipment.
- 6) A trained individual should clean up all spills properly and promptly.
- 7) Work and floor surfaces should be cleaned regularly and kept free of clutter.

F) Spill and Accident Procedures

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

G) Chemical Storage Rules and Procedures

- 1) Keep an updated inventory of all chemicals, including the amount and location.
- 2) Stored chemicals should be examined annually for replacement, deterioration and chemical integrity.
- 3) Label all teacher-made chemical solutions with the identity of the contents, date, concentration, hazard information and teacher name.
- 4) Label all chemicals with the purchase date.
- 5) Establish a separate and secure storage area for chemicals. This area should be kept locked at all times. Students are not permitted in chemical storage area.
- 6) Do not allow incoming shipments of chemicals to be opened by school personnel other than qualified science teachers. Keep the special and expensive shipping containers for possible use in chemical storage.
- 7) All chemicals should be stored in chemically compatible families.
- 8) Store the minimum amount of chemical needed.
- 9) Store corrosives in appropriate corrosive cabinets.
- 10) No flammable materials should be stored outside an approved flammables storage cabinet unless in safety cans.
- 11) Do not store items in the fume hood. The storage of items in the fume hood is a fire hazard and decreases the efficiency of the fume hood.
- 12) If possible, keep certain items in the original shipping package, e.g., acids and bases in the special Styrofoam cubes.
- 13) Avoid storing chemicals on shelves above eye level.
- 14) The storage area and cabinets should be labeled as to identify the hazardous nature of the products stored within. This will allow fire department officials to quickly see a potentially hazardous area.
- 15) Shelving above any work area, such as a sink, should be free of chemicals or other loose miscellaneous objects.

- 16) Shelving sections should be secured to walls or floor to prevent tipping of entire sections.
- 17) Shelves should be equipped with a barrier to prevent containers from rolling off.
- 18) Chemicals should not be stored on the floor except in approved shipping containers.
- 19) Storage area should be ventilated by at least four changes of air per hour. Isolate the chemical storage exhaust from the general building ventilation system.
- 20) Never store food in a laboratory refrigerator. Place sign on refrigerator to notify of restricted use, lock if necessary.
- 21) Store chemicals in a separate, locked, dedicated storeroom.
- 22) Store all poisons in a locked cabinet.
- 23) Only authorized personnel are allowed in the chemical storage area. Students should never be allowed in this area.
- 24) Chemical exposure to heat or direct sunlight should be avoided.

i. Storage Requirements – Compressed Gas Handling Instructions

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

ii. Storage Requirements – Flammable Chemicals Handling Instructions

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

iii. Storage Requirements – Corrosive Materials Handling Instructions

- 1) Store corrosives in appropriate corrosive cabinets.
- 2) If possible, keep certain items in the original shipping package, e.g., acids and bases in the special Styrofoam cubes.
- 3) Working with corrosive material requires special eyewear. Wear **chemical splash goggles, which must meet ANSI-rated goggles Z87.1 standards**, when handling corrosive materials. **Wear face shields when using corrosives.**
- 4) At least every three months inspect all shelf clips in the acid cabinet to check for possible corrosion. These shelf clips are the only thing preventing a collapsed shelf. They require special attention.

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

- 1) Use a fume hood when the permissible exposure limit for a chemical is less than 50ppm as indicated on the chemical SDS.
- 2) Use carcinogens, mutagens, teratogens and allergens only under a fume hood.
- 3) Handle toxic, corrosive, flammable and noxious chemicals under a fume hood.
- 4) Do not expose flammable liquids to open flame, sparks, heat or any source of ignition.
- 5) Only use flammable solids (sodium, potassium, lithium, etc.) in very small quantities.
- 6) Use a safety shield when igniting flammable solids.
- 7) Water – reactive solids (sodium metal, potassium metal, etc.) should be stored under dry oil.

- 8) Use extreme caution when handling finely divided (dust-like) material. Finely divided materials may form explosive mixtures with air.
- 9) Open cans of ether (ethyl ether) should be properly disposed of after use and not stored unless absolutely necessary. Rely on expiration date to dispose of the material.
- 10) Glycerin should be available only to the instructor.

I) Prior Approval Procedures

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

J) Safety Equipment Inspection

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

- 1) Goggles always must be clean and functional.
- 2) Laboratory ventilation must meet the standard of eight air changes per hour and must be tested quarterly for prep areas and four air exchanges per hour for the laboratory and storage area.
- 3) A respirator must be fit tested and the appropriate cartridges must be available. Contact Chemical Hygiene Officer for approval of respirator usage prior to purchasing.
- 4) Have appropriate types and sizes of extinguishers such as Triclass ABC and/or Halon fire extinguishers. Carbon Dioxide fire extinguishers are inappropriate. A Class D fire extinguisher should be available when working with flammable solids. ~~Fire extinguishers should be inspected every year.~~ **Visual inspections of fire extinguishers** are required monthly. Full Maintenance inspection by certified inspector is required annually.
- 5) Eyewashes must be flushed at least weekly. They must be determined to be at least functional, clean, and unobstructed by clutter. (This applies to plumbed eyewash stations). Annual inspection by O&M, needs to include water temperature, water capacity, and valve connections.
- 6) Fume hoods must be operational at least the level of 70-100 linear feet per minute as measured with a velometer. Fume hoods should be tested and inspected annually by Chemical Hygiene Officer or GV BOCES Health & Safety personnel.

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

III. Employee Training

BOCES provides ongoing training sessions for employees. Training includes:

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

IV. Exposure Evaluations

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

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

Signs of overexposure are numerous; they include:

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

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

V. Medical Evaluations

Make medical consultation and examination available to employees when:

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

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

The medical examinations dealing with the overexposure must be documented and other employees working under the same conditions must be notified. All documentation must be kept on file and accessible by other employees working in this area, unless otherwise prohibited by law.

All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, and without loss of pay.

VI. Monitoring

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

VII. BOCES Emergency Evacuation Plan

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

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

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

VIII. Appendix

[Chemical Disposal Form](#)

[Classroom Safety Inspection Form](#)

[Chemical Inventory Worksheet Template](#)

[OSHA Laboratory Standard](#)

[Radiation Exposure Tracking – next page](#)

<p align="center">Radiation Exposure Tracking 2023-2024 School Year</p>	
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11. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

04/02/2024

Return to Human Resources by 5/1/2024

HUMAN RESOURCES

MAY 02 2024

MONROE 2 - ORLEANS
BOCES

Monroe 2-Orleans BOCES
3599 BIG RIDGE ROAD

RECOMMENDATION FOR TENURE APPOINTMENT

- I. **Identifying Information:** Name: Katherine M. Holbein
Eligible for Tenure: 09/02/2024
Notify Board: 05/15/2024
Board Action: 06/12/2024
Tenure Area: English to Spkrs. of Other Languages
- II. **Education Training:** BS – Nazareth College, 5/17
MS – Nazareth College, 8/18
- III. **Certification:** Professional – English to Spkrs of Other Languages, 8/17/22
Professional – SWD/(1-6), 12/16/22
Professional – Childhood Ed. (1-6), 5/23/23
Professional – SWD/(Birth-Grade2), 1/5/24
Professional – Early Child Education Birth-Grade 2, 1/5/24
- IV. **Previous Experience:** RCSD, 9/18-6/20
- V. **Experience with BOCES:** Katherine M. Holbein has been employed by Monroe 2-Orleans BOCES as a(n) Teacher-ESL teacher since 09/03/2020.
- VI. **Comments to be given on one of the following attachments located under H.R. Managerial forms.**

Attachment A - Teacher

Attachment B - Administrator

4/25/24
Date

5/2/24
Date

5/6/24
Date

5/2/24
Date

[Signature]
Director

[Signature]
Assistant Superintendent

[Signature]
Assistant Superintendent for Human Resources

[Signature]
District Superintendent

Planning and Preparation:

Katie demonstrates extensive knowledge of important concepts in the discipline of ESOL with clear ties to the Next Generation Learning standards. She incorporates a wide range of effective instructional practices that target all four language modalities of listening, speaking, reading, and writing. She shows a strong and individualized knowledge of her students' backgrounds, cultures, skills, language proficiencies, and interests. She identifies clear learning targets that represent important areas of learning in students' language development and content knowledge. Katie creates highly cohesive lessons that coordinate her knowledge of best practices in ESOL instruction, grade level content, and both instructional and technological resources into a series rigorous and well-conceived learning activities. Her plans for assessment align to her objectives and provide students some opportunities to self-assess.

Classroom Work/Environment:

Katie establishes very strong rapport with students. Her interactions are respectful and warm, and students reciprocate this. She establishes a strong culture for learning where students are excited to engage and there is a shared belief in the importance of the learning. Instructional time is maximized due to efficient routines and procedures that the students are familiar with. Materials are well organized, and the students play a role in helping to manage them. Katie effectively manages student behavior through the creation of a welcoming and supportive environment combined with effective monitoring, encouragement, or redirection as needed. She utilizes the physical spaces available to her fully and incorporates technology where possible.

Delivery of Instruction or Services:

Katie clearly communicates instructional objectives verbally and visually and draws explicit connections for students to the corresponding language modalities within each objective and activity. Her directions and procedures are well understood as she communicates proficiently in both English and Spanish. She takes advantage of both planned and spontaneous opportunities to target or expand on student's vocabulary in English while leveraging their primary language as an asset. Students are highly engaged in well-designed learning tasks with suitable language and visual scaffolds. Her pacing is appropriate and permits the students time to summarize or reflect on their learning. Katie provides the students with feedback that advances learning and creates opportunities for students to provide feedback to one another.

Professional Responsibilities:

Katie effectively reflects on strengths within her lessons and adjustments that could be made to further improve them. She maintains accurate records and has the students play a role in building a portfolio of work samples. She communicates regularly with families in ways that are culturally sensitive. She has established strong relationships of mutual respect with colleagues within her department and within her assignment. Katie is receptive to feedback and actively engages in professional learning. She can be counted on to uphold high standards of honesty and integrity and works actively to advocate for students and their families. She is committed and persistent in helping students be successful and is a strong asset to our department.

04/02/2024

Return to Human Resources by 5/1/2024

HUMAN RESOURCES
MAY 02 2024
MONROE 2 - ORLEANS
BOCES

Monroe 2-Orleans BOCES
3599 BIG RIDGE ROAD

RECOMMENDATION FOR TENURE APPOINTMENT

- I. **Identifying Information:** Name: Sarah E. Hurlburt
Eligible for Tenure: 09/02/2024
Notify Board: 05/15/2024
Board Action: 06/12/2024
Tenure Area: Speech & Hearing Handicapped
- II. **Education Training:** BS – Nazareth College, 5/19
MS – Nazareth College, 8/20
- III. **Certification:** Professional – Speech & Language Disabilities, 8/12/20
- IV. **Previous Experience:**
- V. **Experience with BOCES:** Sarah E. Hurlburt has been employed by Monroe 2-Orleans BOCES as a(n) Teacher-Speech & Hearing teacher since 09/03/2020.
- VI. **Comments to be given on one of the following attachments located under H.R. Managerial forms.**

Attachment A - Teacher
Attachment B - Administrator

4/25/24
Date
5/2/24
Date
5/6/24
Date
5/2/24
Date

[Signature]
Director
[Signature]
Assistant Superintendent
[Signature]
Assistant Superintendent for Human Resources
[Signature]
District Superintendent

Planning and Preparation:

Sarah demonstrates solid knowledge of important concepts in her discipline, including child-led and play-led therapy, functional communication, AAC usage, and gestalt language. She shows a good understanding of how these approaches or concepts can be used to expand students' existing strengths and skills. Sarah incorporates individualized knowledge of her students' backgrounds, interests, language levels, and special needs. Her goals for sessions represent important learning with ties to students' IEP and functional communication skills. These outcomes consider students' varying needs based on their age and the nature of their disabilities. Sarah's plans are cohesive with both structured activities and play-based elements incorporated. She builds off students' interests and contributions to expand on their communication skills and has appropriate plans to assess their progress.

Classroom Work/Environment:

Sarah's interactions with students are respectful, warm, and caring. She establishes a strong culture for learning. Students are excited to engage and consistently expend effort to learn, in part because the learning feels like play. She consistently offers students choices, models language, and acknowledges their contributions. Sarah utilizes instructional time well. She handles materials effectively and has students play a role in selecting and putting them away. Students show some familiarity with the routines and at times initiate them without prompting. Sarah also manages behavior very well through the inclusion of high interest activities, choices, and movement. She helps students label their emotions when upset and validates how they are feeling while offering options and supports to mitigate dysregulation. She utilizes space and resources well, and it is purposeful about keeping student's AAC devices accessible to them.

Delivery of Instruction or Services:

Sarah communicates directions and procedures to students clearly using oral language, gestures, visuals, and AAC modeling/reinforcement. She uses questions to help check for understanding and effectively incorporates prompts and wait time in accordance with students' needs. Students are highly engaged in her sessions due in part to having high levels of choices and interest in the activities presented to them. Her pacing is appropriate, with a variety of tasks provided to students to help maintain their engagement. She effectively monitors students' performance and provides real-time feedback that helps to advance the learning. Sarah often seizes on opportunities to enhance learning based on spontaneous events. She is flexible and responsive to students' needs or preferences. She persists in seeking approaches that will work for them.

Professional Responsibilities:

Sarah reflects accurately on her sessions and can identify areas for improvement. She maintains accurate and timely service records. She is responsive to requests for information and timely in submitting materials. Sarah is willing to engage with families as valuable partners in their child's education. She has strong and collegial relationships with other staff members and works collaboratively with other providers to incorporate approaches and practices that are individualized for students. Sarah seeks and engages in professional learning. She is a valuable member of the speech department and an asset to the students and programs that she services.

04/02/2024

Return to Human Resources by 5/1/2024

MAY 02 2024
MONROE 2-ORLEANS
BOCES

Monroe 2-Orleans BOCES
3599 BIG RIDGE ROAD

RECOMMENDATION FOR TENURE APPOINTMENT

- I. **Identifying Information:** Name: Grace F. Keegan
Eligible for Tenure: 09/02/2024
Notify Board: 05/15/2024
Board Action: 06/12/2024
Tenure Area: Speech & Hearing Handicapped
- II. **Education Training:** BS – Nazareth College, 5/18
MS – Nazareth College, 8/19
- III. **Certification:** Professional – Speech & Language Disabilities, 12/1/22
- IV. **Previous Experience:** RCSD, 9/19-6/20
- V. **Experience with BOCES:** Grace F. Keegan has been employed by Monroe 2-Orleans BOCES as a(n) Teacher-Speech & Hearing teacher since 09/03/2020.
- VI. **Comments to be given on one of the following attachments located under H.R. Managerial forms.**

Attachment A - Teacher

Attachment B - Administrator

4/25/24
Date
5/2/24
Date
5/6/24
Date
5/2/24
Date

[Signature]
Director
[Signature]
Assistant Superintendent
[Signature]
Assistant Superintendent for Human Resources
[Signature]
District Superintendent

Planning and Preparation:

Grace demonstrates strong knowledge of important concepts in speech/language, AAC use, and developmentally appropriate therapeutic approaches. She incorporates her individualized understanding of students' abilities, language proficiency, special needs, and interests into her session plans. The outcomes she sets for students represent important and diverse areas of learning. Grace crafts coherent lessons that coordinate her knowledge of students' needs, classroom curriculum, and available physical and electronic resources into a series of learning activities designed to engage the student in meaningful and important learning. Her sessions have a clear structure and planned progression of activities while allowing for student choice and child-led learning.

Classroom Work/Environment:

Grace's interactions with students are respectful and playful in ways that develop rapport and support engagement. She establishes a strong culture for learning by demonstrating enthusiasm for the topics and activities. She offers regular praise to acknowledge students' efforts and successes. Instructional time is used efficiently due in part to effective and predictable routines and procedures. Grace manages student behavior well in ways that are both proactive and responsive. She has routines in place to assist students with transitions through the use of visuals and music. Grace utilizing physical space and resources creatively. She has materials organized and on-hand for sessions and includes items of high interest and relevance to students.

Delivery of Instruction or Services:

Grace's directions are clear and well understood by students. She artfully scaffolds tasks to support student engagement and understanding. Grace's language is expressive. She uses words, gestures, and AAC devices to reinforce a range of vocabulary and concepts in ways that are both planned and spontaneous. She uses questions as prompts to help guide the student towards targeted ideas, concepts, and vocabulary. Grace also uses questions to gauge students interest or understanding. Her pacing is appropriate and she responds well to students' cues. Grace assesses progress appropriately and shows great flexibility and responsiveness in reacting to students' needs or making adjustments to take advantage of natural learning opportunities.

Professional Responsibilities:

Grace reflects accurately on her sessions and is able to identify areas for improvement. She maintains appropriate record of her services and of students progress and is timely in providing information or meeting deadlines. Grace engages family positively as partners in student's learning. She has strong and relationships with colleagues within her department and classroom teams. She seeks and engages in professional learning and has been proactive about growing her famaility and skills with utilizing AAC devices. Grace can be counted to uphold high standards of honesty, integrity, and professionalism in her interactions with students, families and colleagues.

12. Bids/Lease Purchases

1. Resolution to Accept Cooperative Pest Control Services Bid
2. Resolution to Accept Lease Purchase of Copier Equipment for Greece CSD
3. Resolution to Accept Erie 1 Distance Learning State Wide Licensing Agreements – FY 2024-2025
4. Resolution to Accept Erie 1 Instructional Technology State Wide Licensing Agreements - FY 2024-2025

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

BID RECOMMENDATION

COOPERATIVE PEST CONTROL SERVICES

Bid #RFB-2088-24 was opened on April 18, 2024, at 2:00 p.m. My recommendation for the award of this contract is as follows:

Exodus Exterminating \$12,240.00

Bids obtained: 14


Bids returned: 3

BID ANALYSIS

The bid for Cooperative Pest Control Service has been recommended for award to the lowest responsive and responsible bidder that met all required bid specifications. This service will be used by O&M for all BOCES facilities.

Funds to be provided from the 2024-25 Operation and Maintenance budget.


May 3, 2024
Date



Director of Procurement

May 2, 2024

To: Dennis Laba
Board President

From: Wendy Vergamini 
Director of Procurement

Subject: Board Resolution

I am requesting Board action on a resolution for the leasing of copier equipment for the Greece Central School District. The total installment purchase cost will be \$405,978.24 with 48 monthly payments. The Greece Central School District Board approved this lease purchase. The details of the proposed purchase have been provided with this letter.

Thank you.



GREECE CENTRAL SCHOOL DISTRICT

Address • 750 Maiden Lane, Rochester, NY 14615

Mailing Address • P.O. Box 300, N. Greece, NY 14515

Telephone • 585-966-2000 Fax • 585-966-8203

Web Address • www.greececsd.org

Kathleen Graupman

Superintendent of Schools

Memorandum

Date: April 9, 2024

TO: Board of Education

FROM: Kathleen Graupman, Superintendent of Schools
(Prepared by Romeo A. Colilli, Assistant Superintendent of Finance and Administrative Services)

RE: **BOCES Installment Purchase Agreement for Copiers**

RECOMMENDED RESOLUTION:

WHEREAS, the Greece Central School District (the “District”) desires to secure for its use the equipment listed below (the “Equipment”) through a Monroe 2-Orleans BOCES (the “BOCES 2” cooperative service; and

WHEREAS, BOCES 2 is willing to arrange for the installment purchase of the Equipment and to provide the Equipment to the District as part of a BOCES 2 cooperative service.

NOW, THEREFORE, be it resolved as follows:

1. The District is authorized to enter into an agreement with BOCES 2 (the “Installment Purchase Agreement”) under the terms of which: BOCES 2 will purchase the Equipment; the District will be entitled to use the Equipment; and the District will be obligated to pay BOCES 2 for the use of the Equipment.
2. The District’s superintendent is hereby authorized to approve the final form and terms of the Installment Purchase Agreement and to execute and deliver to BOCES 2, on behalf of the District, the Installment Purchase Agreement and such other agreements, documents, certificates and instruments as the superintendent determines are necessary to secure the use of the Equipment, to fulfill the District’s obligations under the terms of the Installment Purchase Agreement, and to address the terms and intent of this resolution.
3. This resolution shall take effect when adopted.



**GREECE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

Address • 750 Maiden Lane, Rochester, NY 14615
Mailing Address • P.O. Box 300, N. Greece, NY 14515
Telephone • 585.966.2010 Fax • 585.581.8145
Web Address • www.greececsd.org

BOARD OF EDUCATION

April 11, 2024

Greece Central School District
Certified Board Resolution

WHEREAS, the Greece Central School District (the “District”) desires to secure for its use the equipment listed below (the “Equipment”) through a Monroe 2-Orleans BOCES (the “BOCES 2” cooperative service; and

WHEREAS, BOCES 2 is willing to arrange for the installment purchase of the Equipment and to provide the Equipment to the District as part of a BOCES 2 cooperative service.

NOW, THEREFORE, be it resolved as follows:

1. The District is authorized to enter into an agreement with BOCES 2 (the “Installment Purchase Agreement”) under the terms of which: BOCES 2 will purchase the Equipment; the District will be entitled to use the Equipment; and the District will be obligated to pay BOCES 2 for the use of the Equipment.

2. The District’s superintendent is hereby authorized to approve the final form and terms of the Installment Purchase Agreement and to execute and deliver to BOCES 2, on behalf of the District, the Installment Purchase Agreement and such other agreements, documents, certificates and instruments as the superintendent determines are necessary to secure the use of the Equipment, to fulfill the District’s obligations under the terms of the Installment Purchase Agreement, and to address the terms and intent of this resolution.

3. This resolution shall take effect when adopted.

Description of Equipment to be purchased:

Make	Model	School	Location
Toshiba	ES 4525AC	Annex	District Support
Toshiba	ES 9029A	Arcadia HS	High School
Toshiba	ES9029A	Arcadia HS	High School
Toshiba	ES9029A	Arcadia HS	High School
Toshiba	ES 7529A	Arcadia Middle	Middle School
Toshiba	ES 7529A	Arcadia Middle	Middle School
Toshiba	ES 6529A	Arcadia Middle	Middle School
Toshiba	ES9029A	Athena HS	High School

Toshiba	ES9029A	Athena HS	High School
Toshiba	ES9029A	Athena HS	High School
Toshiba	ES9029A	Athena Middle School	Middle School 3rd Floor
Toshiba	ES9029A	Athena Middle School	Middle School 3rd Floor
Toshiba	ES9029A	Athena Middle School	Middle School 3rd Floor
Toshiba	ES9029A	Athena Middle School	Middle School 3rd Floor
Toshiba	ES 7529A	Autumn Lane Elementary	Elementary
Toshiba	ES 7529A	Brookside Elementary	Elementary
Toshiba	ES 3525AC	Buckman Heights Elementary	Elementary
Toshiba	ES 7529A	Buckman Heights Elementary	Elementary
Toshiba	ES 7529A	Craig Hill Elementary	Elementary
Toshiba	ES 5525AC	District Office	District Support
Toshiba	ES 7529A	District Office	District Office
Toshiba	ES 7529A	English Village Elementary	Elementary
Toshiba	ES 7529A	Holmes Road Elementary	Elementary
Toshiba	ES 7529A	Lakeshore Elementary	Elementary
Toshiba	ES9029A	Odyssey Academy	High School
Toshiba	ES 9029A	Odyssey Academy	High School
Toshiba	ES 9029A	Odyssey Academy	High School
Toshiba	ES 9029A	Odyssey Academy	High School
Toshiba	ES 9029A	Olympia HS	High School
Toshiba	ES9029A	Olympia HS	High School
Toshiba	ES9029A	Olympia HS	High School
Toshiba	ES 7529A	Paddy Hill	Elementary
Toshiba	ES 4525AC	Paddy Hill	Elementary
Toshiba	ES 6527ACT	Phoenix Academy	District Support
Toshiba	ES 7529A	Pine Brook Elementary	Elementary
Toshiba	ES 4525AC	Transportation building	District Support
Toshiba	ES 7529A	West Ridge Elementary	Elementary

CERTIFICATION OF DISTRICT CLERK

I, Debra Sabocheck, District Clerk of the aforementioned School District, hereby certify that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on April 9, 2024, and have attached a copy of such resolution.

Debra Sabocheck

District Clerk

4/11/24

Date

ONE VISION • ONE TEAM • ONE GREECE

SCHEDULE D
AUTHORIZING RESOLUTION
Equipment Lease-Purchase
For the benefit of Greece Central School District

Board of Cooperative Educational Services
Second Supervisory District of Monroe County

Whereas, Board of Cooperative Educational Services, Second Supervisory District of Monroe County ("BOCES 2"), a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State of New York, is authorized by the laws of the State of New York to purchase, acquire and lease personal property and to enter into contracts with respect thereto; and

Whereas, pursuant to New York State Education Regulations contained at 8 NYCRR Part 170.3(f), and in furtherance of BOCES 2's mission and essential functions, BOCES 2 desires to purchase, acquire and lease certain equipment constituting personal property in connection BOCES's ongoing service programs; to wit, the Lessor anticipates entering into a contract with Greece Central School District (the "District") relating to same; and

Whereas, in order to acquire such equipment, the BOCES 2 proposes to enter into with Toshiba (the "Lessor"), the form of which has been presented to the governing body of the BOCES 2 at this meeting; and

Whereas, the governing body of the BOCES 2 deems it for the benefit of the BOCES 2 and for the efficient and effective administration thereof to enter into the Agreement for the purchase, acquisition and leasing of the equipment therein described on the terms and conditions therein provided;

Now, Therefore, Be It And It Is Hereby Resolved;

Section 1. Approval of Documents. The form, terms and provisions of the Agreement and cross-contracts with the District (collectively, the "Agreements") are hereby approved in substantially the form presented at this meeting, with such insertions, omissions and changes as shall be approved by counsel to BOCES 2 or other authorized representatives of BOCES 2 executing the same, the execution of such documents being conclusive evidence of such approval; and the BOCES 2 Board President is hereby authorized and directed to execute, and the BOCES 2 District Superintendent is hereby authorized and directed to attest and countersign the Agreements and any related exhibits attached thereto, and the BOCES 2 District Clerk is hereby authorized to affix the seal of BOCES 2 to such documents.

Section 2. Findings - Financial. The BOCES 2 Board finds and determines that it is in BOCES 2's best financial interest to acquire the Equipment for the benefit of the District because:

- (i) it provides an opportunity to use the equipment without committing to the full costs of purchase; and
- (ii) after seeking competitive quotes, Lessor provides the most financially advantageous lease terms; and

Section 3. Findings - Ordinary Contingent Expense. The BOCES 2 Board finds and determines that the Equipment is necessary to maintain BOCES 2's educational program, preserve property or assure the health and safety of students and staff and thus payments under the Agreements constitute ordinary contingent expenses.

Section 4. Other Actions Authorized. The officers and employees of BOCES 2 shall take all action necessary or reasonably required by the parties to the Agreements to carry out, give effect to and consummate the transactions contemplated thereby and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Agreements.

Section 5. No General Liability. Nothing contained in this Resolution, the Agreements nor any other instrument shall be construed with respect to BOCES 2 as incurring a pecuniary liability or charge upon the general credit of BOCES 2 or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Agreements or any other instrument or document executed in connection therewith impose any pecuniary liability upon BOCES 2 or any charge upon its general credit or against its taxing power, except to the extent that the Rental Payments payable under the Agreements are special limited obligations of BOCES 2 as provided in the Agreements.

Section 6. Section 265(b)(3) Designation. BOCES 2 hereby designates the Agreements as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. BOCES 2 further represents that BOCES 2 reasonably anticipates that BOCES 2 and other entities that BOCES 2 controls will not issue tax-exempt obligations (including the Agreement) that exceed the aggregate principal amount of \$10,000,000 during the calendar year in which the Agreement is executed and delivered.

Section 7. Severability. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 8. Effective Date. This Resolution shall be effective immediately upon its approval and adoption.

Adopted and Approved by the governing body of BOCES 2 this 15th day of May, 2024.

The undersigned further certifies that the above resolution has not been repealed or amended.

Signature: _____ Date: _____
District Clerk

Description of Equipment to be purchased:

<u>Make/Model</u>	<u>District</u>	<u>Location</u>	
Make	Model	School	Location
Toshiba	ES 4525AC	Annex	District Support
Toshiba	ES 9029A	Arcadia HS	High School
Toshiba	ES9029A	Arcadia HS	High School
Toshiba	ES9029A	Arcadia HS	High School
Toshiba	ES 7529A	Arcadia Middle	Middle School
Toshiba	ES 7529A	Arcadia Middle	Middle School
Toshiba	ES 6529A	Arcadia Middle	Middle School
Toshiba	ES9029A	Athena HS	High School
Toshiba	ES9029A	Athena HS	High School
Toshiba	ES9029A	Athena HS	High School
Toshiba	ES9029A	Athena Middle School	Middle School 3rd Floor
Toshiba	ES9029A	Athena Middle School	Middle School 3rd Floor
Toshiba	ES9029A	Athena Middle School	Middle School 3rd Floor
Toshiba	ES9029A	Athena Middle School	Middle School 3rd Floor
Toshiba	ES 7529A	Autumn Lane Elementary	Elementary
Toshiba	ES 7529A	Brookside Elementary	Elementary
Toshiba	ES 3525AC	Buckman Heights Elementary	Elementary
Toshiba	ES 7529A	Buckman Heights Elementary	Elementary
Toshiba	ES 7529A	Craig Hill Elementary	Elementary
Toshiba	ES 5525AC	District Office	District Support
Toshiba	ES 7529A	District Office	District Office
Toshiba	ES 7529A	English Village Elementary	Elementary
Toshiba	ES 7529A	Holmes Road Elementary	Elementary
Toshiba	ES 7529A	Lakeshore Elementary	Elementary
Toshiba	ES9029A	Odyssey Academy	High School
Toshiba	ES 9029A	Odyssey Academy	High School
Toshiba	ES 9029A	Odyssey Academy	High School
Toshiba	ES 9029A	Odyssey Academy	High School
Toshiba	ES 9029A	Olympia HS	High School
Toshiba	ES9029A	Olympia HS	High School
Toshiba	ES9029A	Olympia HS	High School
Toshiba	ES 7529A	Paddy Hill	Elementary
Toshiba	ES 4525AC	Paddy Hill	Elementary
Toshiba	ES 6527ACT	Phoenix Academy	District Support
Toshiba	ES 7529A	Pine Brook Elementary	Elementary
Toshiba	ES 4525AC	Transportation building	District Support
Toshiba	ES 7529A	West Ridge Elementary	Elementary

Price and Payment Terms

Cost of the Equipment:	\$ 405,978.24
Finance Cost:	\$ 0.00
Monthly Cost	\$ 8,457.88

Estimated Payment Schedule*

<u>Payment</u>	<u>Amount</u>
FY 23/24	\$ 8,457.88 (billed monthly prorated)
FY 24/25	\$ 101,494.56 (billed monthly)
FY 25/26	\$ 101,494.56 (billed monthly)
FY 26/27	\$ 101,494.56 (billed monthly)
FY 27/28	\$ 93,036.68 (billed monthly prorated)

Memo To: NYS DL Consortium

From: David Brace, Manager – Operations, Technology Services, Erie 1 BOCES

Date: April 26 , 2024

Subject: FY 2024 – 2025 Distance Learning State-Wide Agreements

Each year your local Board of Education must pass a resolution to participate in the State-wide contracts, managed by Erie 1 BOCES (on behalf of the consortium members). A single resolution may cover any combination of contracts. However, each contract, with which your center wishes to participate, must be specified in the resolution. The contracts currently negotiated by Erie 1 BOCES for Distance Learning are:

Air Tutors - *Air Tutors*

BookNook, Inc. - *BookNook*

Brainfuse, Inc. - *Brainfuse*

Desire to Learn – *Desire2Learn (D2L)*

Edmentum - *Apex Learning, Courseware, Calvert Learning, EdOptions Academy, FEV Tutor, Inc.*

eDoctrina – *SOLE*

Educere - *Curriculum rEVOLUTION, Accelerate (AP and nonAP), ASL University, Cengage, CyberItalian (AP and nonAP), DriversEd, eDynamic Learning, FLVS/Flexpoint, HMH, K12 (AP and Non-AP), McGraw Hill, Method Learning, Proximity, Savvas Learning*

Florida Virtual School - *FlexPoint Hosted*

Focal Point - *Focal Point*

Focus Care - *FEV Tutor*

Fuel Education - *Stride*

Imagine Learning - *Digital Content Courseware (secondary), 6-12, Odysseyware*

Instructure – *Canvas*

iTutor.com – *Tutoring, Homework Help, Resource Room, Virtual Suspension Classroom, Prep Program, Direct Instruction*

Kaltura - *Kaltura*

MGRM Pinnacle - *M-STAR LSP*

My VR Spot - *My VR Spot*

Panapto - *Panapto*

Paper Education America - *Paper*

Pearson - *Connexus*

PowerSchool - *Schoology*

Remind 101, Inc. - *Tutoring for Organizations*

Right Reason – *Right Path Courseware*

Spider Learning – *Virtual Coursework*

Tutor Me Education (Tutor Me LA, LLC) - *Tutor Me*

Varsity Tutors for Schools - *Varsity Tutors*

Note: At this time, there are some vendors that were awarded contracts in 2023/24 who have yet to finalize a contract for 2024/25. We have kept them on the memo with the understanding that we anticipate a contract for July 1.

All contracts are new with the addition of language pertaining to Education Law 2D.

Please return the completed resolutions to David Brace no later than 6/14/24.

Please return the completed resolution to me, as soon as possible, as an email attachment, fax or hard copy via the USPS. If you have any questions, please contact Michelle Okal-Frink at 716-821-7200, mokal@e1b.org or me at (716) 821-7362, dbrace@e1b.org. My fax number is 716-821-7394.

BOARD RESOLUTION

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2024-2025 fiscal year for Air Tutors, BookNook Inc., Brainfuse Inc., Desire to Learn, Edmentum, eDoctrina, Educere, Florida Virtual School, Focal Point, Focus Care, Fuel Education, Imagine Learning, Instructure, iTutor.com, Kaltura, MGRM Pinnacle, My VR Spot, Panapto, Paper Education America, Pearson, PowerSchool, Remind 101 Inc., Right Reason, Spider Learning, Tutor Me Education, Varsity Tutors for Schools,
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 record training sessions in Zoom and post those recorded sessions to the consortium, and,

BE IT FURTHER RESOLVED, That the Monroe 2 – Orleans BOCES Board agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Monroe 2- Orleans BOCES Board agrees (1) to abide by majority decisions of the participating BOCES on quality standards;
(2) Erie 1 BOCES will negotiate contracts according to the majority recommendations;
(3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

CERTIFICATION

It is hereby certified that the above motion was approved by the Monroe 2 – Orleans BOCES Board at its meeting, duly noticed, held on May 15, 2024.

Dated _____, 2024

Board Clerk

Memo To: NYSITCC Members
From: David Brace, Manager – Operations, Technology Services, Erie 1 BOCES
Date: April 26, 2024
Subject: FY 2024 – 2025 Instructional Technology State-Wide Licensing Agreements

Each year your local Board of Education must pass a resolution to participate in the NYSITCC contracts, managed by Erie 1 BOCES. A single resolution may cover any combination of contracts. However, each contract, with which your center wishes to participate, must be specified in the resolution. The following contracts are currently negotiated by Erie 1 BOCES.

3DUX Design – *Go Box, Go Pack, Design a Space Station, Design Challenges & Curriculum*

7 Mindsets Academy – *7 Mindsets, BASE Education, The SELweb Suite*

A+ Educators (dba Woz ED Education) - *FOCUS*

Abre.io - *Abre Hub, Classroom Intervention Program, Abre Student App, SSIS Brief + Mental Health Scales, Abre Student Well-being*

Accelerate Learning - *Bitsbox, STEMrangers, Early Explorer, STEMscopes Math and Science, Math Nation, STEMscopes KIDE Science, Math Nation Illustrative Math*

Age of Learning, Inc - *My Math Academy, My Reading Academy*

American Reading - *eBundles, SchoolPace Connect*

Amplify Education, Inc. - *Amplify Science Software (kits not included), mClass Dibels, Boost Reading, Boost Lectura*

Apple (Opt-in) - *Apple (Opt-in)*

B.E. Publishing - *eReadiness.com*

Beable Education - *Beable LifeReady Literacy System*

BlocksCAD - *BlocksCAD for Education*

Blocksi – *Blocksi Teacher Dashboard*

Bloom Learning - *Free Instructional Resource*

***Boddle Learning Inc** - *Boddle K-6*

Brain Pop - *BrainPOP, BrainPOP Francais, BrainPOP ELL, BrainPOP Jr., BrainPOP Español, BrainPOP Science*

Branching Minds - *Branching Minds*

Breakout EDU – *Breakout EDU Games, Platform Access*

Canva US, Inc. – *Canva, Free Instructional Resource*

Carahsoft – *DocuSign*

Carnegie Learning - *Clear Fluency, Fast ForWord, MATHia, MATHia Adventure, MathStream, Passport, Passport Immersion*

Cengage Learning, Inc. (formerly Gale) - *Miss Humblebee's Academy, Gale Interactive Science Only, IMAGO*

CharmTech Labs, LLC - *CaptiReading Assessment Suite*

Classcraft Studio - *Free Instructional Resource*

***CMS Neptune** - *Neptune Navigate*

Code.org - *Free Instructional Resource*

***CodeCombat** - *CodeCombat, Ozaria, CodeCombat AI League, CodeCombat Worlds, CodeCombat Junior, AI Hackstack, AI Hackstack Junior*

CodeHS - *CodeHS*

Code Monkey - *Code Monkey*

Coder Kids, Inc. DBA Ellipsis Education - *Ellipsis Education Computer Science Curriculum (formerly Codelicious)*

Committee for Children – *Second Step*

Cordance Operations dba Hapara - *Hapara Highlights, Hapara Teacher Dashboard, Hapara Student Dashboard, Hapara Workspace*

Coughlan Companies, dba Buncee - *Buncee for School Districts, Buncee Classroom*

Curriculum Associates - *iReady*

Defined Learning – *Defined Learning, Defined Careers, Defined Computer Science, Defined Bundle*

Dell Advanced Learning Partnerships Firm

***Delta Math** - *Deltamath.com*

Desmos - *Math Tools, Free Instructional Resource*

Digital Teaching Tools – *Whiteboard.fi, Free Instructional Resource*

Discovery Education – *Dreambox Math, Reading Plus, Reading Park*

Drone Sports Inc. - *US Drone Soccer (Aerospace Robotics Programs)*

DroneBlocks LLC - *DroneBlocks*

Dropbox – *HelloSign Premium + Teams*

EBSCO – *JCA, Personal Success Center, PrepStep for High School*

EdforTech (formerly Interactive Media) – *Codey Rocky Lab Station-Grades 3-7, HaloCode Lab Station-Grades 5-8, Cyberpi Lab Station-Grades 5-8, MBot Lab Station-Grades 4-8, Exploring Expeditions with mTiny STEAM Lab Station-Grades PK-2, Ranger Lab Station-Grades 6-9, Exploring Robotics STEM Lab Stations-Grades K-12, Ultimate Lab Station-Grades 8-12*

Edmentum - *Exact Path, Study Island, Reading Eggs*

eDoctrina - *Accountability Suite, Educator Suite, Add-ons: PD30, RePORT Cards, BeHAVE, Question Banks, Castle Learning*

EdPuzzle - *EdPuzzle Pro, Pro Plus*

Education Advanced - *Evaluation, Thoughtful Classroom Framework*

Educational Vistas - *Curriculum Developer, Social Emotional Learning System, DataMate Elite, Stafftrac, DataMate Live, Teacher Evaluation & SLO Tracking 2020, Degrees of Reading*

EduPlanet – *EduPlanet Curriculum Mapping Software*

eDynamic Holdings, LP – *eDynamic Learning Courseware*

Electronic Gaming Federation – *Electronic Gaming Federation (eSports & EGF Leagues)*

Elementari LLC - *Elementari Software*

EliteGamingLive - *EliteGamingLive*

Empower U

***Encyclopedia Britannica, Inc.** - *Expedition: Learn! & LaunchPacks*

***Ereflect Inc.** - *Typesy*

eSpark – *eSpark Learning Tool*

EverFi - *Free Instructional Resources*

ExploreLearning - *Gizmos, Reflexmath, Science 4 Us, Frax*

Family Zone dba Linewize - *Classwize*

***Flipgrid Inc at Microsoft** - *Flip, Free Instructional Resource*

***Forward Education** - *Climate Action Kit*

Frontline Technologies Group – *Employee Evaluation Management, Guidance Direct*

***Genially** - *Genially, Free Instructional Resource*

Grammar Flip, LLC - *GrammarFlip*

Great Minds PBC - *Digital Geodes, Eureka Math Student Platform, Eureka Math Teacher Platform, Wit and Wisdom in Sync, Wit and Wisdom Digital Teacher Edition, Digital Math Assessment*

HEC Software dba Reading Horizons- *Reading Horizons Discovery, Reading Horizons Elevate*

Hello World CS - *HelloWorld CS Curriculum & Learning Management Platform*

High School Esports League Inc - *High School Esports League & Middle School Esports*

Hiperware Labs - *ClassHero*

Hive Class, Inc. – *Better P*

Houghton Mifflin Harcourt Publishing Company - *Amira, M180, Classcraft, Math Expressions, Growth Measure, Math Inventory, HMH Into Math (Algebra 1, Geometry, Algebra 2), Phonics, HMH Into Math (K-8), R180, HMH Science Dimensions K-12, Reading Inventory, Into Science K-8, Waggle, Intro Literature 6-12, Writable, Intro Reading K-6*

***imagiLabs AB** - *imagi Edu Pro License, imagiCharm*

Imagine Learning – *Edgenuity (SEL Only), My Path, Imagine Español, Pathblazer, Imagine Language and Literacy, Purpose Prep SEL, Imagine Math, Robotify*, Imagine Math Facts*

Immersed Games - *Tyto Online*

Impero – *Classroom Module EducationPro C Series (edteach only)*

Infobase Holding - *Infobase Learning Cloud - Master + SEL Collection*

Instructure – *MasteryConnect*

Instructional Empowerment Inc dba Marzano Evaluation – *IE Observation Licenses, IE Observation Fidelity*

Intelitek Inc. - *Coder Z*

Isafe - *ISAFE DC4 Curriculum Subscription, ISAFE Direct Subscription*

iStation - *ISIP Math Assessment, iStation Reading, ISIP Reading Assessment, iStation Reading en Español, ISIP Reading en Español, iStation Lectura, iStation Math*

IXL Learning - *IXL Learning (Math, Science, ELA, SS and Spanish)*

Kahoot! ASA - *Kahoot! EDU Pro Schools & Districts*

Khan Academy - *Free Instructional Resource*

***Kiddom** - *Illustrative Mathematics 360 K-5(IM360), OpenSciEd 6-6, OpenStax 9-12*

Kinemis - *Kinemis*

***Kira Learning** - *Kira Learning*

***Kognity, US, Inc.** - *Kognity High School Science Platform*

Learnics - *Learnics Teacher Link, Learnics Student Link*

Learning.com – *Learning.com, Codesters, Vidcode*

Learning A-Z - *Connected Classroom, Raz-Plus, ELL Edition, Raz-Plus + ELL Edition, Español Add-on, Science A-Z, Foundations A-Z, Vocabulary A-Z, Learning A-Z, Writing A-Z, Raz-Kids*

Learning Ally – *Learning Ally*

Learning Without Tears - *Keyboarding Without Tears, Handwriting Without Tears*

Legends of Learning - *Legends of Learning Science Games and Math Games, Math Basecamp*

LEGO Brand Retail, Inc. dba Lego Education - *LEGO Learning Solutions*

Lexia Learning Systems - *Core 5, PowerUp*

Lightspeed Solutions LLC dba Lightspeed Systems – *Lightspeed Classroom*

Liminex Inc. dba GoGuardian – *GoGuardian Teacher, Pear Deck (free), Pear Deck (paid), Pear Assessment (free - formerly Edulastic), Pear Practice*

Linkit - *Linkit*

***Local Impact** - *Local Civics*

Logisoft – *Adobe Creative Suite, Adobe Sign*

Mad-Learn - *Mad-Learn*

Maia Learning - *Maia*

Makers Empire – *Maker's Empire 3D*

***Mango Languages** - *Mango*

Mathspace Inc. - *Mathspace*

McGraw Hill - *Achieve 3000 Literacy Intensive, Networks, Achieve 3000 Literacy with Boost, Open Court Reading, Achieve 3000 Math, Redbird Mathematics, Actively Learn Prime & Unlimited, Smarty Ants, ALEKS, Studysync, IMPACT Social Studies, Wonders*

MIND Education - *ST Math Versions: K8, Gateway, Early Learning, Summer Immersion, District Early Learning, District Summer Immersion, Assessment Support Tool*

***MMI-CPR School Tech Repair, LLC dba K-12 Tech** - *Rocket, Free Instructional Resource*

Moby Max - *Moby Max*

MooZoom Education, Inc. – *moozoomapp.com*

Mr. Elmer - *Intervention Compass*

MusicFirst - *Music First Classroom, Optional Software Components*

NASEF - *Free Instructional Resource*

Nearpod - *Nearpod (all add on bundles), Flocabulary, Free Instructional Resource*

Neuron Fuel dba Tynker - *AP Computer Science A, Tynker Junior K-2, AP Computer Science Principles, Tynker K-8 Premium, Tynker Elementary K-5, Tynker Middle School 6-8, Tynker High School 9-12*

Newsela - *Newsela Versions: ELA, SS, Science, SEL Collections, Essentials, LGBTQ+ Studies Collection, NYS History Collection, NY Financial Literacy Collection, Formative, Free Instructional Resources: Newsela Lite and Formative Bronze*

NextWave Stem - *NextWave STEM Curriculum License*

No RedInk - *No RedInk*

Notable - *Kami*

NWEA - *Map Growth, Map Reading Fluency, MAP Accelerator*

Passport for Good - *Passport for Good Web Application*

Pearson - *AIMSWebPlus, SSIS SEL Edition on Review 360, WritetoLearn*

Performance Learning Systems (dba PLS 3rd Learning) – *NY Learns*

Play Vs Inc. - *Free Instructional Resource*

PowerSchool - *Naviance, UT Perform, Unified Home, Unified Classroom Curriculum & Instruction, UT Professional Learning*

***ProSolve, LLC** - *ProSolve QUEST, ProSolve SLED*

Quaver – *QuaverHealth + PE, QuaverMusic, QuaverReady*

Quizizz Inc. - *Quizizz, Quizizz School Plan, Quizizz District Plan*

Renaissance Learning - *Accelerated Reading, Freckle ELA, Math, Science, Social Studies, Accelerated Reading Book Guide, Lalio, AR360, my IGDIs, FastBridge, myOn, myON Publisher, STAR Custom, SAEBRs, STAR Early Literacy, STAR 360, STAR Elementary Suite, STAR CBM Reading, STAR Math, Star CBM Math, STAR Reading*

Rethink Autims dba Rethink ED - *Social Emotional Learning & Mental Health*

REX K-12 – *REX K12 Computer Science Curriculum License*

Right Reason Technologies - *Right Path Student Success System*

Ripple Effects - *Educator Ally, Ripple Effects for Kids, Ripple Effects for Teens*

***Robo Wunderkind** - *Robo Wunderkind*

Rocket Drones, Inc. - *Rocket Drones School Starter Kit, Rocket Drones Curriculum (Drone 101 & 102)*

Rubicon West, Inc. – *Atlas Curriculum Mapping System*

SAVVAS – American History, Investigations 3, D'Nealian Handwriting, Miller and Levine Biology, Elementary Social Studies, MyPerspectives, Elevate Science, MyView Literacy, Environmental Science, MiVision Lectura, EnvisionMath Series, MyWorld Interactive Geography, Experience Chemistry, Palabras, Experience Physics, SuccessMaker, iLit, Words Their Way, Imagine United States History, World History, Imagine World History **NOTE: these may change as contract negotiations are not complete**

***SchoolAI** - SchoolAI

SchoolBinder DBA TeachBoost - TeachBoost Coach, TeachBoost Pro

SchoolLinks - College and Career Readiness

Scoir - Scoir College Guidance Management

SeeSaw Learning – Seesaw

SkillStruck AI - Launch Pad, Educator Portal (Teacher Account), Type Station, Flight Training, Voyage

SkyOP - SkyOP Drone Training Curriculum

Small Factory Innovations - SiLAS

Smart Science Education - Virtual Science Labs

STEM SIMS - STEM Sims

Suntex – First in Math, Free Instructional Resource

Tech4Learning - Wixie

TechRow – TechRow Media

Tequipment - 3Doodler, KUBO, Active Floor, LU Interactive, Bloxels, MADlearn, Copernicus, Makey Makey, Cricut, Maplewoodshop, DJI, Matter and Form, Elenco (Snap Circuits), Mayku, Full Spectrum Laser, Merge, Fork Farms, Modular Robotics, Hummingbird, Bird Brain, OSMO, iBlocks, Ozobot, Inspirit, Pi-Top, iRobot, Piper, Kai's Clan, Robotis, KIBO, SAM Labs, Spectrum Industries, Strawbees, SMART Technologies (Lumio), Teq OTIS, UB Tech Education, Squishy Circuits, Veative, STEMFuse, Wonder Workshop

The Language Express - The Social Express, Cool School, Teen Career

Thimble.io - Thimble Blockly Coding Learning Platform (Creator Set, Pilot Pack, Classroom Pack, After-School Pack, School Pack, Reusable Tools, Arduino boards)

Think Tech Solutions – Think Tech Instructional Software

Tools For Schools – Book Creator, Free Instructional Resource

***Unruly Studios Inc.** - Unruly Splats

UpSavvy - UpSavvy

VIVI, LLC - Vivi Pro

Wakelet – Wakelet (Basic and Premium Academic), Free Instructional Resource

***Wallwisher, Inc. dba Padlet** - Padlet

Waterford - Waterford Reading Academy

WeVideo – WeVideo for Schools, WeVideo Interactivity

WhyMaker - Botley, Phidgets, Edison, WhyBricks, Marty, Snapmaker

World Book, Inc. - World Book Wizard Full Version, World Book Wizard Student Version

XAP Corporation (formerly Bridges Transitions) - AchieveWorks Intelligence, Alumni Outcomes, AchieveWorks Learning & Productivity, App Docs, AchieveWorks Personality, Legacy Product Renewals (Choices Explorer, Choices Planner, Choices CD, Ability Profiler CD), AchieveWorks Skills, Choices 360, Outcomes, SIS Data Services, Paws in Jobland

Xello - Methodize, NSC's Student Tracker for High Schools, Xello K-5, 6-8, and 9-12

XSel Labs - SEL.web

zSpace Inc. – zSpace

NOTE: At this time, there are some vendors that were awarded contracts in 2023/24 who have yet to finalize a contract for 2024/25. We have kept them on the memo with the understanding that we anticipate a contract for July 1.

Also, *indicates new vendors from the add on contracts issued this year.

Please return the completed resolutions to David Brace no later than 6/14/24.

All contracts are new with the addition of language pertaining to Education Law 2D.

If you have any questions, please contact Michelle Okal-Frink at 716-821-7200, mokal@e1b.org or David Brace at (716) 821-7362, dbrace@e1b.org.

BOARD RESOLUTION

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2024 – 2025 fiscal year, for 3DUX Design, 7 Mindsets Academy, A+ Educators (dba Woz ED Education), Abre.io, Accelerate Learning, Age of Learning, Inc., American Reading, Amplify Education, Inc., Apple (Opt-in), B.E. Publishing, Beable Education, BlocksCAD, BlocksI, Bloom Learning, Boddle Learning Inc, Brain Pop, Branching Minds, Breakout EDU, Canva US, Inc., Carahsoft, Carnegie Learning, Cengage Learning, Inc., CharmTech Labs, LLC, Classcraft Studio, CMS Neptune, Code.org, CodeCombat, CodeHS, Code Monkey, Coder Kids, Inc. DBA Ellipsis Education, Committee for Children, Cordance Operations dba Hapara, Coughlan Companies, dba Buncee, Curriculum Associates, Defined Learning, Dell Advanced Learning Partnerships Firm, Delta Math, Desmos, Digital Teaching Tools, Discovery Education, Drone Sports Inc., DroneBlocks LLC, Dropbox, EBSCO, EdforTech, Edmentum, eDoctrina, EdPuzzle, Education Advanced, Educational Vistas, EduPlanet, eDynamic Holdings, LP, Electronic Gaming Federation, Elemetari LLC, EliteGamingLive, Empower U, Encyclopedia Britannica, Inc., Ereflect Inc, eSpark, EverFi, ExploreLearning, Family Zone dba Linewize, Flipgrid Inc at Microsoft, Forward Education, Frontline Technologies Group, Genially, Grammar Flip, LLC, Great Minds PBC, HEC Software dba Reading Horizons, Hello World CS, High School Esports League Inc, Hiperware Labs, Hive Class, Inc., Houghton Mifflin Harcourt Publishing Company, imagiLabs AB, Imagine Learning, Immersed Games, Impero, Infobase Holding, Instructure, Instructional Empowerment Inc dba Marzano Evaluation, Intelitek Inc., Isafe, iStation, IXL Learning, Kahoot! ASA, Khan Academy, Kiddom, Kinems, Kira Learning, Kognity, US, Inc., Learnics, Learning.com, Learning A-Z, Learning Ally, Learning Without Tears, Legends of Learning, LEGO Brand Retail, Inc. dba Lego Education, Lexia Learning Systems, Lightspeed Solutions LLC dba Lightspeed Systems, Liminex Inc. dba GoGuardian, Linkit, Local Impact, Logisoft, Mad-Learn, Maia Learning, Makers Empire, Mango Languages, Mathspace Inc., McGraw Hill, Mind Education, MMI-CPR School Tech Repair, LLC dba K-12 Tech, Moby Max, MooZoom Education, Inc., Mr. Elmer, MusicFirst, NASEF, Nearpod, Neuron Fuel dba Tynker, Newsela, NextWave Stem, No RedInk, Notable, NWEA, Passport for Good, Pearson, Performance Learning Systems dba PLS 3rd Learning, Play Vs Inc., PowerSchool, ProSolve, LLC, Quaver, Quizizz Inc., Renaissance Learning, Rethink Autims dba Rethink ED, REX K-12, Right Reason Technologies, Ripple Effects, Robo Wunderkind, Rocket Drones, Inc., Rubicon West, Inc., SAVVAS, SchoolAI, SchoolBinder DBA TeachBoost, SchoolLinks, Scoir, SeeSaw Learning, SkillStruck AI, SkyOP, Small Factory Innovations, Smart Science Education, STEM SIMS, Suntex, Tech4Learning, TechRow, Tequipment, The Language Express, Thimble.io, Think Tech Solutions, Tools For Schools, Unruly Studios Inc., UpSavvy, VIVI, LLC, Wakelet, Wallwisher, Inc. dba Padlet, Waterford, WeVideo, WhyMaker, World Book, Inc., XAP Corporation, Xello, XSel Labs, zSpace Inc.
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 record training sessions in Zoom and post those recorded sessions to the consortium, and,

BE IT FURTHER RESOLVED, That the Monroe 2 – Orleans BOCES Board agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Monroe 2 – Orleans BOCES Board agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

CERTIFICATION

It is hereby certified that the above motion was approved by the Monroe 2 – Orleans BOCES Board at its meeting, duly noticed, held on May 15, 2024.

Dated _____, 2024

Board Clerk

13. Executive Officer's Reports

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

14. Committee Reports

1. Labor Relations Committee
2. Legislative Committee
3. Information Exchange

15. Upcoming Meetings/Calendar Events

May 15	6:00 pm	Board Meeting (ESC, Board Room)
May 27		Memorial Day Holiday – BOCES Closed
May 29	5:30 pm	MCSBA Annual Meeting (Strathallan)
	6:00 pm	CTE Honors (ESC, PDC)
June 4	3:00 pm	BOCES 4 Science Open House
June 6	6:00 pm	Make All the Difference Scholarship Student Reception (ESC,PDC)
June 7	9:30-1:30pm	SEPTO Fun Fair (ESC)
	9am and 1pm	Student Built House tours (WEMOCO)
June 8	7:30 am	MSCBA New School Board Member Governance Training (DoubleTree)
June 10	7:00 pm	Special Education Moving On Ceremony
June 11	3:30 pm	Retiree Reception (ESC, PDC)
June 12	6:00 pm	Board Meeting (ESC, Board Room)
June 13	6:00 pm	CTE Recognition Ceremony (SUNY Brockport, Special Events Recreation Center)
June 14	6:30 pm	Westside Academy Senior Celebration (ESC, PDC)
June 18	12:30 pm	Project Search Celebration (ESC, PDC)
June 19		Juneteenth Holiday – BOCES Closed
June 24	1:00 pm	Center Based Graduation (ESC, PDC 1&2)

16. Other Items

17. Executive Session

18. Adjournment