

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

There will be a Regular Meeting of the Board of Cooperative Educational Services on Wednesday, September 18, 2019 at 6:30 p.m. in the Board Room of the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559.

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

BOARD MEMBERS

Dennis Laba, President

R. Charles Phillips, Vice President

John Abbott

Kathleen Dillon

John Heise

George Howard

Gerald Maar

Michael May

Constance Rockow

AGENDA

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Agenda Item(s) Modifications
4. Approval of Minutes: August 21, 2019 Regular Meeting Minutes
5. Public Interaction
6. Financial Reports
 1. Resolution to Accept Treasurer's Report
 2. Resolution to Accept WinCap Report
 3. Internal Claims Exception Log
7. Board Presentation: Human Resources Report (Karen Brown)
8. Old Business
 1. Second Reading and Resolution to Approve Policy Series 1000 and 2000 (Lynda VanCoske)
 2. Discussion – Former Alternative High School Building
9. New Business
 1. First Reading of Policy Series 3000
 2. Annual Update on School Safety and the Educational Climate (SSEC) (Tim Dobbertin)
 3. Review of NYSSBA Convention Proposed Resolutions
 4. Resolution to Approve 2019 Regional Summer School Lease Amendments for Greece and Spencerport CSD
 5. Resolution to Approve 2019 Extended School Year Lease Amendment for Gates Chili CSD
 6. Annual Professional Performance Review Summary Report (Karen Brown)
10. Personnel and Staffing
 1. Resolution to Approve Personnel and Staffing Agenda

11. Bids/Lease Purchases

1. Resolution to Accept Disposal Service Bid
2. Resolution to Accept Cooperative Audio-Visual Equipment Installation Service Bid

12. Executive Officer's Reports

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

13. Committee Reports

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

14. Upcoming Meetings/Calendar Events

- September 18 6:30pm Board Meeting (Board Room)
September 25 Noon MCSBA Labor Relations Committee (Double Tree)
September 26 8-Noon MCSBA Fall Law Conference (Double Tree)
September 27 8am NYSSBA Board Officer's Academy (Hilton Garden Inn Rochester/University & Medical Center, 30 Celebration Drive, Rochester 14620)
- October 2 Noon MCSBA Legislative Committee (Double Tree)
October 2 5:45pm MCSBA Board Presidents Meeting (Double Tree)
October 5 7:30am MCSBA Finance Conference (Double Tree)
October 9 Noon Board Officer Agenda Review
October 11 Superintendent's Conference Day
October 14 BOCES 2 closed
October 16 Noon MCSBA Information Exchange Committee (Double Tree)
October 16 5:30pm Audit Committee / 6:30pm Board Meeting (Board Room)
October 28 3:30pm DS Forum (ESP conference room)
- November 2 6pm Monroe 2-Orleans Educational Foundation Celebration (Ridgemont Country Club)

15. Other Items

16. Anticipated Executive Session to discuss the employment history of a particular person(s).

17. Adjournment

1. Call the Meeting to Order

2. Pledge of Allegiance

3. Agenda Item(s) Modifications

4. Approval of Minutes: August 21, 2019 Regular Meeting Minutes

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

Minutes of the Regular Meeting of the Board of Cooperative Educational Services, Second Supervisory District of Monroe and Orleans Counties, held on Wednesday, August 21, 2019 at 6:30 p.m. at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present:

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

George Howard
Gerald Maar
Michael May
Constance Rockow

Staff Present:

Jo Anne Antonacci
Karen Brown, Esq.
Thomas Burke
Ginger Critchley

Steve Dawe
Tim Dobbartin
Dr. Michelle Ryan

1. Call the Meeting to Order
The meeting was called to order by President Laba at 6:30 p.m.
2. Pledge of Allegiance
3. Agenda/Items(s) Modifications
The Agenda was modified by adding an Executive Session at the end of the board meeting to discuss the employment history of a particular person(s).
4. Approval of Minutes
Resolved: To approve the July 3, 2019 Reorganizational and Regular Meeting Minutes as presented.

Motion by J. Abbott, seconded by G. Maar; passed unanimously.
5. Public Interaction
There was no public interaction.
6. Financial Reports
The Treasurer's Report, WINCAP Report, Internal Claims Exception Log, Bi-Annual Educational Foundation Fund Activity Statement, and Extra Class Report were in the board packet.

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

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

7. Audit Committee Update

1. The July 3, 2019 Audit Committee Meeting Minutes were in the board packet.

8. Director of Operations and Maintenance Tom Burke presented an annual review on Operations and Maintenance. The board asked questions and thanked him for his presentation.

9. Old Business

1. The former Alternative High School building was discussed. The board supported an engineering study of this Buffalo Road leased property.

T. Burke left the meeting at 7:00 p.m.

2. Monroe County School Boards Association's (MCSBA) Information Exchange 2019-20 suggested topics were discussed. G. Critchley will submit feedback to MCSBA.

3. Board goals were discussed. The following areas are of interest: Monroe 2-Orleans BOCES partnerships; what BOCES 2 does to support our component districts with mental health issues; and, government entities involved with BOCES 2.

10. New Business

1. First Reading of Policy 3211 Organizational Chart

The board reviewed Policy 3211 Organizational Chart. M. May recommended waiving the second reading, seconded by C. Rockow.

Resolved: To waive Second Reading for Policy 3211 Organizational Chart as presented.

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

Resolved: To approve the Second Reading for Policy 3211 Organizational Chart as presented.

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

2. First Reading of Policy Series 1000 and 2000

The board reviewed policy series 1000 and 2000. The second reading will be done at the September 18 board meeting.

3. Resolution to Designate a Voting Delegate and Alternate to the New York State School Board Association (NYSSBA) Convention

D. Laba volunteered to be the voting delegate for the NYSSBA Convention. C. Phillips volunteered to be the alternate voting delegate.

Resolved: To appoint D. Laba as the voting delegate and C. Phillips as the alternate voting delegate at the NYSSBA Convention in October.

Motion by C. Phillips, seconded by K. Dillon; passed unanimously.

4. Resolution to Approve CTE Equipment Reserve Fund Contribution of \$55,000.00

Resolved: That based upon the recommendation of the District Superintendent, the Monroe 2-Orleans BOCES Board authorizes a contribution to the previously established Career and Technical Education (CTE) Equipment Reserve Fund in the amount of \$55,000.00 from 2018-19 school year expenditures as presented.

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

5. Resolution to Approve Expenditures from Retirement Contribution Reserve Fund of \$843,682.00

Resolved: That based upon the recommendation of the District Superintendent, the Monroe 2-Orleans BOCES Board authorizes expenditures from the previously established Retirement Contribution Reserve Fund in the amount of \$843,682.00 from the 2018-19 school year budget as presented.

Motion by C. Phillips, seconded by K. Dillon; passed unanimously.

6. Resolution to Approve Teachers' Retirement Contribution Reserve Sub-Fund Contribution of \$431,038.00

Resolved: That based upon the recommendation of the District Superintendent, the Monroe 2-Orleans BOCES Board authorizes a contribution to the previously established Teachers' Retirement Contribution Reserve Sub-Fund in the amount of \$431,038.00 from 2018-19 school year expenditures as presented.

Motion by K. Dillon, seconded by C. Rockow; passed unanimously.

7. T. Dobbertin gave a briefing on the 2019-21 Professional Development Plan.

8. T. Dobbertin gave an overview of the 2018-19 School Year Student Attendance.

9. T. Dobbertin gave an overview of Enrollment for Extended School Year Program (ESYP) and Regional Summer School (RSS).

10. Resolution to Approve that the Monroe 2-Orleans BOCES Board authorizes the District Superintendent to enter into an inter-municipal cooperation agreement for the purpose of the Labor Relations Services conducting an investigation for the Village of Pittsford

Resolved: That the Monroe 2-Orleans BOCES Board authorized the District Superintendent to enter into an inter-municipal cooperation agreement for the purpose of the Labor Relations Services conducting an investigation for the Village of Pittsford.

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

11. Resolved to Approve Donation of Digital Security Cameras and Housing for Outdoor Use.

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

11. Personnel and Staffing

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

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

12. Bids/Lease Purchases

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

1. Resolution to Accept Erie 1 BOCES FY 2019-2020 Distance Learning State Wide Agreements – Add on #1

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2019-2020 fiscal year for eDoctrina, and,

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

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

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

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

2. Resolution to Accept Erie 1 BOCES FY 2019-2020 Instructional Technology State Wide Licensing Agreements – Add on #1

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for Fresh Grade, Portfolium, Core Four, Music First, Code Z – JZA training, Buncee, 3D Bear, Nearpod, Codesters, Eduporium, Pasco, Math Space, BK Interactive, SkyOp, Type To Learn, Typing Pal Online, Vidcode and,

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

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

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

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

3. Resolution to Accept Bid for CNC Vertical Machine Center

Excel Machine Technologies	\$60,500.00
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4. Resolution to Accept Greece CSD lease purchase of copier equipment (#1)

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 Business Solutions (the “Lessor”), the form of which has been presented to the governing body of the BOCES 2 at this meeting; and

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

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

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

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

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

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

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

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

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

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

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

DESCRIPTION OF EQUIPMENT:

Toshiba	e5518A - 1
Toshiba	e907 - 7
Toshiba	e7518A - 14
Toshiba	e5518A - 1
Toshiba	e3515AC - 2
Toshiba	e4515AC - 3
Toshiba	e1207 - 1
Toshiba	e1057 - 2
Toshiba	e5516AC - 1

Cost of the Equipment:	\$498,727.04
Finance Cost:	\$0
Total Cost:	\$498,727.04

DISTRICT INSTALLMENT PAYMENT SCHEDULE

<u>Payment</u>	<u>Amount</u>	
FY 19/20	\$ 53,435.04	(billed monthly-prorated)
FY 20/21	\$106,870.08	(billed monthly)
FY 21/22	\$106,870.08	(billed monthly)
FY 22/23	\$106,870.08	(billed monthly)
FY 23/24	\$106,870.08	(billed monthly)
FY 24/25	\$ 17,811.68	(billed monthly-prorated)

5. Resolution to Accept Greece CSD lease purchase of copier equipment (#2)

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 Business Solutions (the “Lessor”), the form of which has been presented to the governing body of the BOCES 2 at this meeting; and

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

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

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

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

- (i) it provides an opportunity to use the equipment without committing to the full costs of purchase; and

- (ii) after seeking competitive quotes, Lessor provides the most financially advantageous lease terms; and

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

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

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

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

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

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

DESCRIPTION OF EQUIPMENT:

Toshiba e5518A - 7
Toshiba e3515AC - 18
Toshiba e7518A - 2

Cost of the Equipment:	\$199,875.84
Finance Cost:	\$0
Total Cost:	\$199,875.84

DISTRICT INSTALLMENT PAYMENT SCHEDULE

<u>Payment</u>	<u>Amount</u>	
FY 19/20	\$41,640.80	(billed monthly-prorated)
FY 20/21	\$49,968.96	(billed monthly)
FY 21/22	\$49,968.96	(billed monthly)
FY 22/23	\$49,968.96	(billed monthly)
FY 23/24	\$ 8,328.16	(billed monthly-prorated)

Motion to approve the bids and lease purchases by J. Heise, seconded by K. Dillon; passed unanimously.

13. Executive Officer's Report

Commission Elia is resigning at the end of the month. She has met with Rochester City School District regarding the Distinguished Educator's report.

The new Westview site will have an open house sometime this fall for our board, components, students, and families.

There was a Regional BOCES Adult Ed High School Equivalency Graduation with Monroe One BOCES and Monroe 2-Orleans BOCES in July. It was held at Rush-Henrietta High School and was well attended.

The CDL graduation ceremony is being held next week. This was a first-time partnership with Monroe County and Genesee Valley BOCES. It was successful.

Monroe One BOCES and BOCES 2 met with Monroe Community College to discuss partnerships from high school and/or adult education to higher education.

District Superintendent Antonacci attended the Holley Central School District Board meeting along with trustee John Heise and reported on Holley and BOCES partnerships. She also expanded on Monroe/Orleans Accountability, Assessment and Reporting Services (MAARS) as well as the New York State Center for School Health operated by BOCES 2.

This year's Monroe 2-Orleans Educational Foundation Celebration will be held on Saturday, November 2, 2019, 6:00 p.m., at Ridgemont Country Club.

14. Committee Reports

Labor Relations Committee (J. Abbott/J. Heise) – There were no updates.

Legislation Committee (D. Laba/K. Dillon) – There were no updates.

Information Exchange Committee (R. Charles Phillips/J. Heise) – There were no updates.

15. Upcoming Meetings/Events

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

16. Other Items

There were no other items.

17. At 8:07 p.m., a motion was made by M. May, seconded by J. Abbott, passed unanimously to enter into Executive Session after a brief break to discuss the employment history of a particular person(s).

Respectfully submitted,

Virginia M. Critchley
Clerk of the Board

Members Present:

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

George Howard
Gerald Maar
Michael May
Constance Rockow

Staff Present:

Jo Anne Antonacci
Karen Brown

Tim Dobbertin
Dr. Michelle Ryan

At 8:17 p.m. a motion was made by J. Abbott, seconded by M. May to come out of executive session; passed unanimously.

18. Adjournment

At 8:17 p.m., a motion was made by J. Heise to adjourn the meeting, seconded G. Maar; passed unanimously.

Respectfully submitted,

Jo Anne L. Antonacci
Clerk Pro-Tem

5. Public Interaction

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

Monroe #2-Orleans BOCES

Treasurer's Report

Period Ending July 31, 2019

<u>GENERAL FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	9,443,161.87	<u>9,443,161.87</u>
RECEIPTS:	CHARGES FOR SERVICES	6,629,899.29	
	NON-CONTRACT CHARGES	91,969.02	
	INTEREST EARNED	1,375.99	
	TRANSFERS FROM SPECIAL AID	0.00	
	TRANSFERS FROM TRUST AND AGENCY	0.00	
	TRANSFERS FROM UNEMPLOYMENT	0.00	
	STATE AID DUE DISTRICTS	0.00	
	MISCELLANEOUS RECEIPTS	207,090.04	
	TOTAL RECEIPTS:	6,930,334.34	<u>6,930,334.34</u>
DISBURSEMENTS:	PAYROLL	2,960,130.21	
	WARRANTS	5,304,393.64	
	TRANSFERS TO:		
	- Special Aid	0.00	
	- Trust & Agency	0.00	
	- Unemployment Reserve	0.00	
	- Capital	0.00	
	RAN PAYMENT	0.00	
	MISCELLANEOUS DISBURSEMENTS	0.00	
	TOTAL DISBURSEMENT:	8,264,523.85	<u>(8,264,523.85)</u>
	GENERAL FUND CHECKING	4,071,979.27	
	GENERAL FUND SAVINGS	4,036,993.09	
CASH	ENDING BALANCE:	8,108,972.36	<u>8,108,972.36</u>

Monroe #2-Orleans BOCES

Treasurer's Report

Period Ending July 31, 2019

<u>SPECIAL AID FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	1,995,705.50	<u>1,995,705.50</u>
RECEIPTS:	INTEREST EARNED	178.83	
	TRANSFER FROM GENERAL	0.00	
	TRANSFER FROM TRUST AND AGENCY	0.00	
	STATE, FEDERAL & LOCAL SOURCES	0.00	
	MISCELLANEOUS RECEIPTS	331,982.31	
	TOTAL RECEIPTS:	332,161.14	<u>332,161.14</u>
DISBURSEMENTS:	WARRANTS	117,464.52	
	TRANSFER TO TRUST & AGENCY	0.00	
	TRANSFER TO GENERAL	0.00	
	MISCELLANEOUS DISBURSEMENTS	305.76	
	TOTAL DISBURSEMENTS:	117,770.28	<u>(117,770.28)</u>
CASH	ENDING BALANCE:	2,210,096.36	<u>2,210,096.36</u>

<u>RISK RETENTION FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	1,565,781.36	<u>1,565,781.36</u>
RECEIPTS:	INTEREST EARNED	1,387.15	
	TRANSFER FROM GENERAL	0.00	
	MISCELLANEOUS RECEIPTS	0.00	
	TOTAL RECEIPTS:	1,387.15	<u>1,387.15</u>
DISBURSEMENTS:	WARRANTS	0.00	
	CD-INVESTMENTS	0.00	
	TRANSFER TO GENERAL	0.00	
	TRANSFER TO TRUST & AGENCY	0.00	
	TOTAL DISBURSEMENTS:	0.00	<u>0.00</u>
	CASH- LIABILITY RESERVE	19,240.14	
	CASH- UNEMPLOYMENT RESERVE	268,320.01	
	CD-LIABILITY RESERVE	1,153,665.04	
	CD-UNEMPLOYMENT RESERVE	125,943.32	
CASH	ENDING BALANCE:	1,567,168.51	<u>1,567,168.51</u>

Monroe #2-Orleans BOCES

Treasurer's Report

Period Ending July 31, 2019

<u>TRUST AND AGENCY FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	137,181,638.86	<u>137,181,638.86</u>
RECEIPTS:	INTEREST EARNED	913.35	
	PAYROLL	944,589.90	
	TRANSFER FROM GENERAL	0.00	
	TRANSFER FROM SPECIAL AID	0.00	
	RASHP I	1,469,678.70	
	RASHP II	1,017,041.62	
	MISCELLANEOUS RECEIPTS	912,681.11	
	TOTAL RECEIPTS:	4,344,904.68	<u>4,344,904.68</u>
DISBURSEMENTS:	WARRANTS	638,443.84	
	PAYROLL	944,676.35	
	RASHP I	2,302,727.07	
	RASHP II	23,268,807.09	
	TRANSFER TO GENERAL FUND	0.00	
	TRANSFER TO SPECIAL AID	0.00	
	MISCELLANEOUS DISBURSEMENTS	1,330,437.72	
	TOTAL DISBURSEMENTS:	28,485,092.07	<u>(28,485,092.07)</u>
	CASH-CHECKING	1,373,546.75	
	CASH-PAYROLL	7,395.02	
	CASH-RASWC	2,993,067.30	
	CASH-WC WFL	138,568.98	
	CASH-FSA	28,589.32	
	CASH-RASHP I	2,803,890.91	
	CASH-RASHP II	33,470,103.21	
	CASH-SELF FUNDED DENTAL	411,205.34	
	CASH-STUDENT ACCIDENT	3,887.14	
	CASH-GIFT FUNDS	91,862.73	
	CASH-EDUCATIONAL TRUST FUND	0.00	
	CASH-JOHN T. KLOCK SCHOLARSHIP	6,274.56	
	MONEY MARKET - RASHP II	38,038,241.90	
	MONEY MARKET - RASHP II - M&T	458,689.39	
	CERTIFICATE OF DEPOSIT-RASWC	18,327,831.32	
	CERTIFICATE OF DEPOSIT/SAVINGS - RASHP	14,888,297.60	
	CERTIFICATE OF DEPOSIT - RASHP II	0.00	
CASH	ENDING BALANCE:	113,041,451.47	<u>113,041,451.47</u>

Monroe #2-Orleans BOCES

Treasurer's Report

Period Ending July 31, 2019

<u>CAPITAL FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE	3,393,382.86	<u>3,393,382.86</u>
RECEIPTS:	INTEREST EARNED	819.16	
	TRANSFER FROM GENERAL	0.00	
	COMPONENT REVENUE	0.00	
	MISCELLANEOUS REVENUE	0.00	
	TOTAL RECEIPTS	819.16	<u>819.16</u>
DISBURSEMENTS:	WARRANTS	7,000.00	
	MISCELLANEOUS DISBURSEMENTS	0.00	
	TRANSFER TO:		
	- General Fund	0.00	
	- Equipment Reserve	0.00	
	TOTAL DISBURSEMENTS	7,000.00	<u>(7,000.00)</u>
	CAPITAL FUND CHECKING	2,489,721.59	
	CAPITAL FUND SAVINGS	108,615.51	
	CAPITAL FUND CTE EQUIPMENT RESERVE	788,864.92	
CASH	ENDING BALANCE:	3,387,202.02	<u>3,387,202.02</u>

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 08/31/2019

Fiscal Year: 2020

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
0 Administration							
100 SALARIES		1,129,424.00	0.00	1,129,424.00	241,993.68	936,170.56	-48,740.24
200 EQUIPMENT		15,500.00	43,441.00	58,941.00	240.14	44,091.00	14,609.86
300 SUPPLIES		19,550.00	0.00	19,550.00	1,597.30	9,375.01	8,577.69
400 CONTRACTUAL		2,575,945.00	23,131.38	2,599,076.38	321,889.29	1,232,361.36	1,044,825.73
700 INTEREST ON REVENUE NOTES		13,568.00	0.00	13,568.00	0.00	0.00	13,568.00
800 EMPLOYEE BENEFITS		563,799.00	-7,000.00	556,799.00	60,661.28	138,329.48	357,808.24
899 Oth Post Retirement Benft		5,358,539.00	0.00	5,358,539.00	2,500.00	0.00	5,356,039.00
910 TRANSFER TO CAPITAL FUND		400,000.00	0.00	400,000.00	0.00	0.00	400,000.00
950 TRANSFER FROM O & M		65,575.00	0.00	65,575.00	0.00	0.00	65,575.00
960 TRANSFER CHARGE		251,491.00	0.00	251,491.00	0.00	0.00	251,491.00
Subtotal of 0 Administration		10,393,391.00	59,572.38	10,452,963.38	628,881.69	2,360,327.41	7,463,754.28
1 Career Education							
100 SALARIES		3,750,006.00	-60,000.00	3,690,006.00	156,035.94	3,287,254.29	246,715.77
200 EQUIPMENT		25,000.00	89,899.64	114,899.64	-37,144.36	152,044.00	0.00
300 SUPPLIES		368,250.00	-7,000.00	361,250.00	35,233.55	102,655.23	223,361.22
400 CONTRACTUAL		232,000.00	669.36	232,669.36	21,476.39	68,775.81	142,417.16
490 SCH DIST AND OTHER BOCES		20,308.00	-20,308.00	0.00	0.00	0.00	0.00
800 EMPLOYEE BENEFITS		1,725,745.00	-28,945.00	1,696,800.00	33,424.66	526,018.09	1,137,357.25
950 TRANSFER FROM O & M		1,255,696.00	0.00	1,255,696.00	0.00	0.00	1,255,696.00
960 TRANSFER CHARGE		543,079.00	0.00	543,079.00	0.00	0.00	543,079.00
970 TR CREDTS FR SERVICE PROGR		-88,945.00	88,945.00	0.00	0.00	0.00	0.00
990 TRANS CREDTS FR OTHER FUND		-4,000.00	0.00	-4,000.00	0.00	0.00	-4,000.00
Subtotal of 1 Career Education		7,827,139.00	63,261.00	7,890,400.00	209,026.18	4,136,747.42	3,544,626.40
2 Special Education							
100 SALARIES		6,888,103.00	57,522.00	6,945,625.00	113,792.86	6,192,767.79	639,064.35
200 EQUIPMENT		33,314.00	100,230.23	133,544.23	36,129.91	50,739.36	46,674.96
300 SUPPLIES		62,231.00	-250.00	61,981.00	3,597.32	15,296.58	43,087.10
400 CONTRACTUAL		1,281,383.00	-8,123.38	1,273,259.62	679,012.13	456,681.56	137,565.93
490 SCH DIST AND OTHER BOCES		6,142,374.79	423,131.00	6,565,505.79	0.00	0.00	6,565,505.79
800 EMPLOYEE BENEFITS		3,996,368.00	30,945.00	4,027,313.00	33,788.86	978,780.27	3,014,743.87
950 TRANSFER FROM O & M		325,417.00	0.00	325,417.00	0.00	0.00	325,417.00
960 TRANSFER CHARGE		15,414,614.25	-88,945.00	15,325,669.25	0.00	0.00	15,325,669.25
Subtotal of 2 Special Education		34,143,805.04	514,509.85	34,658,314.89	866,321.08	7,694,265.56	26,097,728.25
3 Itinerent Services							
100 SALARIES		13,204,963.00	-234.00	13,204,729.00	60,857.50	11,619,609.01	1,524,262.49
200 EQUIPMENT		222,825.00	-1,300.00	221,525.00	53,027.99	2,419.50	166,077.51
300 SUPPLIES		40,896.00	1,300.00	42,196.00	2,643.27	7,479.24	32,073.49
400 CONTRACTUAL		451,478.03	77,172.00	528,650.03	10,980.82	107,192.78	410,476.43
490 SCH DIST AND OTHER BOCES		152,834.77	-6,155.41	146,679.36	0.00	0.00	146,679.36

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 08/31/2019

Fiscal Year: 2020

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
800	EMPLOYEE BENEFITS	7,419,683.00	-75,000.00	7,344,683.00	38,323.87	1,837,331.02	5,469,028.11
950	TRANSFER FROM O & M	7,848.00	0.00	7,848.00	0.00	0.00	7,848.00
960	TRANSFER CHARGE	1,221,517.00	0.00	1,221,517.00	0.00	0.00	1,221,517.00
970	TR CREDTS FR SERVICE PROGR	-11,481,347.59	0.00	-11,481,347.59	0.00	0.00	-11,481,347.59
Subtotal of 3 Itinerent Services		11,240,697.21	-4,217.41	11,236,479.80	165,833.45	13,574,031.55	-2,503,385.20
4 General Instruction							
100	SALARIES	1,809,703.00	5,922.00	1,815,625.00	791,254.32	900,319.05	124,051.63
200	EQUIPMENT	7,145.00	35,878.85	43,023.85	28,655.99	6,875.32	7,492.54
300	SUPPLIES	14,236.00	4,444.00	18,680.00	1,612.79	9,080.92	7,986.29
400	CONTRACTUAL	654,824.00	10,866.40	665,690.40	651,479.16	385,444.70	-371,233.46
490	SCH DIST AND OTHER BOCES	65,798.63	-17,954.80	47,843.83	0.00	0.00	47,843.83
800	EMPLOYEE BENEFITS	631,127.00	0.00	631,127.00	126,159.77	145,741.79	359,225.44
950	TRANSFER FROM O & M	103,027.00	4.00	103,031.00	0.00	0.00	103,031.00
960	TRANSFER CHARGE	178,079.90	0.00	178,079.90	0.00	0.00	178,079.90
970	TR CREDTS FR SERVICE PROGR	-15,740.00	0.00	-15,740.00	0.00	0.00	-15,740.00
990	TRANS CREDTS FR OTHER FUND	-1,980.00	0.00	-1,980.00	0.00	0.00	-1,980.00
Subtotal of 4 General Instruction		3,446,220.53	39,160.45	3,485,380.98	1,599,162.03	1,447,461.78	438,757.17
5 Instruction Support							
100	SALARIES	5,831,728.00	16,593.00	5,848,321.00	754,596.07	4,604,804.64	488,920.29
200	EQUIPMENT	2,994,845.00	2,324,177.07	5,319,022.07	1,870,559.26	851,523.94	2,596,938.87
300	SUPPLIES	568,874.00	91,020.15	659,894.15	173,253.83	128,079.65	358,560.67
400	CONTRACTUAL	4,183,803.00	610,445.35	4,794,248.35	1,722,612.36	1,133,987.57	1,937,648.42
490	SCH DIST AND OTHER BOCES	228,831.69	23,359.90	252,191.59	0.00	0.00	252,191.59
800	EMPLOYEE BENEFITS	2,793,638.00	0.00	2,793,638.00	123,555.55	723,798.60	1,946,283.85
950	TRANSFER FROM O & M	629,385.00	0.00	629,385.00	0.00	0.00	629,385.00
960	TRANSFER CHARGE	1,024,870.44	0.00	1,024,870.44	0.00	0.00	1,024,870.44
970	TR CREDTS FR SERVICE PROGR	-2,347,267.00	0.00	-2,347,267.00	0.00	0.00	-2,347,267.00
990	TRANS CREDTS FR OTHER FUND	-76,185.00	0.00	-76,185.00	0.00	0.00	-76,185.00
Subtotal of 5 Instruction Support		15,832,523.13	3,065,595.47	18,898,118.60	4,644,577.07	7,442,194.40	6,811,347.13
6 Other Services							
100	SALARIES	2,232,599.00	0.00	2,232,599.00	409,997.77	1,694,768.54	127,832.69
200	EQUIPMENT	455,195.00	430,725.01	885,920.01	357,832.91	128,263.65	399,823.45
300	SUPPLIES	36,000.00	306.00	36,306.00	224.21	5,942.38	30,139.41
400	CONTRACTUAL	3,320,372.00	158,352.53	3,478,724.53	477,731.67	2,370,359.57	630,633.29
490	SCH DIST AND OTHER BOCES	5,575,370.47	-1,928,790.19	3,646,580.28	0.00	0.00	3,646,580.28
800	EMPLOYEE BENEFITS	1,017,436.00	0.00	1,017,436.00	65,418.07	265,047.70	686,970.23
950	TRANSFER FROM O & M	111,435.00	0.00	111,435.00	0.00	0.00	111,435.00
960	TRANSFER CHARGE	94,765.00	0.00	94,765.00	0.00	0.00	94,765.00
970	TR CREDTS FR SERVICE PROGR	-1,652,342.00	0.00	-1,652,342.00	0.00	0.00	-1,652,342.00
990	TRANS CREDTS FR OTHER FUND	-105,886.00	0.00	-105,886.00	0.00	0.00	-105,886.00

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 08/31/2019

Fiscal Year: 2020

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
Subtotal of 6 Other Services		11,084,944.47	-1,339,406.65	9,745,537.82	1,311,204.63	4,464,381.84	3,969,951.35
7 Undefined							
100 SALARIES		3,086,796.00	-24,000.00	3,062,796.00	546,016.32	2,177,780.13	338,999.55
200 EQUIPMENT		28,500.00	29,000.00	57,500.00	3,190.65	1,615.65	52,693.70
300 SUPPLIES		188,450.00	9,035.94	197,485.94	25,840.95	81,119.76	90,525.23
400 CONTRACTUAL		1,811,861.00	7,305.06	1,819,166.06	675,798.09	677,553.75	465,814.22
800 EMPLOYEE BENEFITS		1,540,215.00	0.00	1,540,215.00	87,529.98	346,015.66	1,106,669.36
950 TRANSFER FROM O & M		441,160.00	0.00	441,160.00	0.00	0.00	441,160.00
960 TRANSFER CHARGE		1,318,469.00	0.00	1,318,469.00	0.00	0.00	1,318,469.00
970 TR CREDTS FR SERVICE PROGR		-7,400,787.00	-4.00	-7,400,791.00	0.00	0.00	-7,400,791.00
990 TRANS CREDTS FR OTHER FUND		-1,014,664.00	4.00	-1,014,660.00	0.00	0.00	-1,014,660.00
Subtotal of 7 Undefined		0.00	21,341.00	21,341.00	1,338,375.99	3,284,084.95	-4,601,119.94
Total GENERAL FUND		93,968,720.38	2,419,816.09	96,388,536.47	10,763,382.12	44,403,494.91	41,221,659.44

7. Board Presentation: Human Resources Report (Karen Brown)

8. Old Business

1. Second Reading and Resolution to Approve Policy Series 1000 and 2000
(Lynda VanCoske)

1000 SERIES POLICY REVIEW CHART

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

"Review" means no substantive changes.

<i>POLICY NUMBER</i>	<i>RATIONALE</i>
1110 Organization and Authority	Reviewed by Ginger Critchley - no suggested changes.
1210 Qualifications of Board Members	Review
1220 Nomination and Election of Board Members	Removed "BOCES" in second paragraph.
1230 Vacancies on the Board	Review
1310 Powers and Duties of Board Members	Review
1311 Duties of the President	Review
1312 Duties of the Vice President	Review
1313 Duties of the Clerk of the Board	Reviewed by Ginger Critchley - no suggested changes.
1314 Duties of the Treasurer	Review
1314.1 Duties of the Assistant Treasurer	Corrected "Commission" to read "Commissioner."

1000 SERIES POLICY REVIEW CHART

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

"Review" means no substantive changes.

<i>POLICY NUMBER</i>	<i>RATIONALE</i>
1315 Duties of the Internal Claims Auditor	Review
1315.1 Duties of the External Independent Auditor	Review
1315.2 Audit Committee	POLICY NOT INCLUDED. DO NOT REVIEW. Policy is part of the Annual Policies which were previously reviewed and approved at the May 15, 2019 Board meeting.
1316 Duties of the School Attorney	Review
1317 Duties of the Purchasing Agent	Reviewed by Rose Brennan - no suggested changes.
1318 Records Officer	Review
1320 Board Policy Making	Added wording to third paragraph for clarity/current practice.
1330 Board-District Superintendent Relationship	Review
1410 Formulation and Adoption of Policy	Review
1420 Execution of Policy: Administrative Regulations	Review
1431 Regular Meetings of the Board of Cooperative Educational Services	Reviewed by Ginger Critchley - changed "May" to "April" on page 1 to reflect current practice.

1000 SERIES POLICY REVIEW CHART

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

"Review" means no substantive changes.

POLICY NUMBER	RATIONALE
1432 Order of Business at Board Meetings	Page 1, under "Public Interaction at Meetings" added the word "comments" for clarity.
1433 Executive Sessions of the Board	Review
1434 Quorum	<i>Policy 1431 in section b) requires a majority vote for all board votes and decisions.</i>
1435 Minutes	Review
1436 Special Meetings of the Board	Review
1437 Annual Meeting	POLICY NOT INCLUDED. DO NOT REVIEW. Policy is part of the Annual Policies which were previously reviewed and approved at the May 15, 2019 Board meeting.
1438 Reorganizational Meeting	Review
1440 Non-Discrimination	Added "gender identity" and "gender expression" to the first paragraph.
1510 Use of Parliamentary Procedure	Review
1520 Professional Development for Board Members	POLICY NOT INCLUDED. DO NOT REVIEW. Policy is part of the Annual Policies which were previously reviewed and approved at the May 15, 2019 Board meeting.
1530 Membership in Associations	Review
1550 Orienting New Board Members	Review

1000 SERIES POLICY REVIEW CHART

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

"Review" means no substantive changes.

<i>POLICY NUMBER</i>	<i>RATIONALE</i>
1560 Compensation and Expenses	Review
1570 Board Committees	Review
1571 Advisory Committees	Review

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1110 – ORGANIZATION AND AUTHORITY

The Board of Cooperative Educational Services for the Second Supervisory District of Monroe and Orleans Counties, New York is a corporate body and derives its powers and duties from the state of New York. The basic mission of the Board of Cooperative Educational Services is: to benefit the people of our area by enhancing the quality of education and training through shared resources.

General Responsibilities of Board Members

The Board acts as a corporate body. All authority rests with the Board as a whole and not with any individual member or any group of members on any committee. Committee members may act on an individual basis only when specifically delegated with the authority by the Board. The Board has the final responsibility for whatever takes place in the BOCES system. For that reason, all final policy decisions are placed in the hands of the Board.

Organization/Term of Office

The Board shall be made up of nine (9) members elected to represent the component districts within the BOCES. Although representatives are elected from those districts, they really represent all the students of the Supervisory District.

Excepting provision for a period of transition, each Board member serves for a period of three years, unless appointed or elected in a special election to serve out the term of office of a Board member who has resigned or is in some other way unable to complete the balance of the term of office and in that case an appointed Board member serves only until the next Annual Election.

Adopted: 7/13/99

Revised: 3/19/08

Revised: 9/15/10

Revised: 8/21/2013

Reviewed: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1210 – QUALIFICATIONS OF BOARD MEMBERS

Any eligible voter who resides within the boundaries of a component school district may be elected to the Board. A candidate need not be a member of a board of education of a component district. A candidate must be eligible to hold office in a component district. Employees of any of the BOCES component school districts, or employees of the BOCES, are ineligible for election to the Board.

No more than one Board member may reside in a given component district unless otherwise permitted in accordance with law. No more than one member of a family shall be a member of the Board.

Educational Law Sections 1950(2-a) and 2103. Appeal of Todd 19 (EDR 277; 42 EDR 278).

Adopted: 7/13/99
Revised: 3/19/08
Revised: 9/15/10
Revised: 8/21/2013
Reviewed: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1220 – NOMINATION AND ELECTION OF BOARD MEMBERS

The component boards shall be notified by February 1st of each year of vacancies on the Board to be filled at the Annual Election.

Nominations will occur by resolution of the board of education of one or more component school districts and shall be transmitted in writing to the Clerk of the BOCES at least thirty (30) days prior to the date designated by the President of the ~~BOCES~~ Board for the election.

Election of the Board members will occur on a date selected by the President of the Board that is on or after April sixteenth and on or before April thirtieth. No component district may have more than one member on the Board. It shall be the duty of the BOCES to encourage candidates from components not currently represented on the Board. The ballot will be prepared by the Clerk of the Board and mailed to each component district no later than fourteen (14) days prior to the date designated as the day of the election by the President of the Board.

Each component district is entitled to cast one vote for each vacant Board position. A component board may not cast more than one vote for any individual candidate.

The candidates receiving a plurality of the votes cast are elected. Any tie vote will be broken by a runoff to be held within twenty (20) days of the initial vote.

Education Law Section 1950(2-a)

Policy References:

Board members are elected for terms as indicated in Policy #1110 -- Organization and Authority.

Adopted: 7/13/99

Revised: 9/15/10

Revised: 8/21/2013

Reviewed: 8/17/2016

Revised: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1230 – VACANCIES ON THE BOARD

Should a vacancy in the membership of the Board occur (as, for example, through the death, resignation, or removal from office of a member, or under such other circumstances in which the office would otherwise be deemed vacant under applicable law), the following procedures shall be followed to fill the vacancy:

a) If the vacancy occurs on or after January 1st and prior to the fifth day preceding the date designated for submission of nominations of candidates, the Board may fill such vacancy by appointment. Such position may be filled only by majority vote of the full Board membership. The individual so appointed shall hold office until the next annual election. b) If the vacancy occurs before January 1st in any school year, or, during the period beginning five days prior to the date designated for submission of nominations of candidates and ending on the last day of the school year, the vacancy shall be filled by special election, no later than 45 days after the date the vacancy occurred.

A member of the Board who refuses or neglects to attend three successive meetings of the Board of which he/she is duly notified, without rendering a good and valid excuse therefore to the other members of the Board, vacates his/her office by refusal to serve.

Board Member Resignations/Removal From Office

Resignations

A member who resigns shall file a resignation with the District Superintendent who shall file same with the Clerk of the Board.

Removal

A Board member or officer may be removed from office by the Commissioner of Education and/or under specific conditions as enumerated in law or regulation.

Education Law Section 1950(2-a)(f)

Public Officers Law Section 30

Adopted: 7/13/99

Revised: 9/15/10

Reviewed: 8/21/2013

Reviewed: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1310 – POWERS AND DUTIES OF BOARD MEMBERS

The powers and duties of the Board include the following:

- a) Appoint a District Superintendent and, at its discretion, provide for payment of supplementary salary to the District Superintendent by the BOCES;
- b) Prepare and adopt its final administrative, capital and program budgets for the Board programs (after presentation to component school districts in accordance with law) for the ensuing year no later than May 15 of each year. (Refer to Policy #4120 -- Program Development and Adoption.)
- c) Upon the recommendation of the District Superintendent employ such administrators, teachers, supervisors, clerical and other personnel necessary to carry out the program;
- d) Provide and maintain suitable classrooms, office and other facilities necessary to carry out the program;
- e) Establish policies which provide the framework for the day to day operations;
- f) Such other powers and duties as are prescribed by law.

Education Law Sections 1701 and 1950(4)

Policy References:

Refer also to Policy #5360 -- Defense and Indemnification of Board Members and Employees.

Adopted: 7/13/99

Revised: 9/15/10

Revised: 8/21/2013

Reviewed: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1311 – DUTIES OF THE PRESIDENT

The President shall be a member of the Board, elected by the Board at its Annual Reorganizational Meeting, and shall serve for a one-year term. The duties of the President are to:

- a) Preside at all meetings of the Board.
- b) Receive all communications presented to the Board.
- c) Execute documents on behalf of the Board when so authorized.
- d) Enforce the by-laws and rules of order (see Policy 1510).
- e) Appoint all committees (with the exception of the audit committee) and fill any committee vacancies which occur and serve as an ex-officio member of all committees.
- f) Call special meetings of the Board when necessary.
- g) To perform the other usual and ordinary duties of the office and such duties as may be specified from time to time by the Board, in accordance with law.

See Policy 1315.2 Audit Committee
Education Law Section 1950(4)(j)

Adopted: 7/13/99
Revised: 3/19/08
Revised: 9/15/10
Revised: 8/21/2013
Revised: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy # 1312 – DUTIES OF THE VICE PRESIDENT

The Board may, in its discretion, elect one of its members Vice President. The Vice President shall be a member of the Board, elected by the Board at its Annual Reorganizational Meeting, and shall serve for a period of one year. The Vice President shall perform such duties as the President or the Board may prescribe. The Vice President shall perform the normal duties of the President in case of the absence or disability of the President.

In case of vacancy in the office of the President, the Vice President shall act as President until a President is elected.

Education Law Section 1701

Adopted: 7/13/99
Revised: 9/15/10
Reviewed: 8/21/2013
Reviewed: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1313 – DUTIES OF THE CLERK OF THE BOARD

- a) The Clerk of the Board shall be appointed by the Board at its Annual Reorganizational Meeting and shall perform the duties prescribed by Education Law and the Regulations of the Commissioner of Education. The Clerk of the Board shall serve for a period of one year.
- b) All official records and proceedings of the Board shall be recorded and kept by the Clerk of the Board.
- c) The Clerk shall, in addition:
 - 1. Attend all public meetings of the Board;
 - 2. Be responsible for full and accurate minutes of the meetings of the Board;
 - 3. Give notice of all special meetings of the Board;
 - 4. Make arrangements for and be responsible for the details of the Annual Meeting;
 - 5. Conduct the Reorganizational Meeting until a President and Vice President are sworn in.

Education Law Sections 1950(4)(j) and 2130

Public Officers Law Section 104

Adopted: 7/13/99
Revised: 3/19/08
Revised: 9/15/10
Reviewed: 8/21/2013
Revised: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1314 – DUTIES OF THE TREASURER

The Treasurer of the BOCES shall be appointed by the Board annually at its Annual Reorganizational Meeting. The Treasurer shall serve for a period of one year.

- a) The Treasurer of the BOCES shall perform the duties prescribed by law and the Commissioner of Education.
- b) The Treasurer shall:
 - 1. Be the financial officer;
 - 2. Be the custodian of all moneys belonging to the BOCES from whatever source derived;
 - 3. Deposit and invest these moneys in the depositories designated by the Board;
 - 4. Pay all authorized obligations of the BOCES as directed;
 - 5. Make all entries and post all financial ledgers, records, and reports as may be properly required to afford BOCES an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;
 - 6. Submit Treasurer’s Reports detailing moneys received and disbursed during each month;
 - 7. Attend meetings of the Board as directed.

Before entering upon the duties of the office, the Treasurer shall be bonded. The BOCES shall purchase a bond to cover the Treasurer in such amount as the Board shall annually designate.

Education Law Sections 1950(7)(j) and 2130
8 New York Code of Rules and Regulations
(NYCRR) Section 170.2(o) and (p)

Adopted: 7/13/99
Revised: 4/18/07
Revised: 9/15/10
Reviewed: 8/21/2013
Reviewed: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1314.1 – DUTIES OF THE ASSISTANT TREASURER

The Assistant Treasurer of the BOCES shall be appointed by the Board at its Annual Reorganizational Meeting and shall serve for a period of one year. The Assistant Treasurer shall perform all duties prescribed by law and the Commissioner of Education and all other requirements of the office as directed by the Board in the absence of the Treasurer.

Adopted: 7/13/99
Revised: 9/15/10
Reviewed: 8/21/2013
Reviewed: 8/17/2016
Revised: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1315 – DUTIES OF THE INTERNAL CLAIMS AUDITOR

The Internal Claims Auditor shall be appointed by the Board at its Annual Reorganizational Meeting and shall serve at the pleasure of the Board. If this position is held by an employee, such position is an exempt civil service classification. The auditor does not have to be a resident of the BOCES supervisory district. A BOCES employee can be the internal claims auditor, but the following persons are prohibited from being the internal claims auditor: a member of the Board; the clerk of the Board; the treasurer of the Board; the District Superintendent; official responsible for business management; purchasing agent, or clerical or professional personnel directly involved in accounting or purchasing functions in the BOCES; the individual or entity responsible for the internal audit function; the individual or entity responsible for the external audit. An independent organization or person can perform this function provided they have no business responsibility related to the business operations of BOCES, have no interest in any BOCES contract, does not provide any goods or services to BOCES, is not a close or immediate family member to anyone who has responsibility related to the business operations of BOCES or has an interest in any other contract with the 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).

It shall be the responsibility of the Internal Claims Auditor to:

- a) Report to the Board and/or audit committee directly on the results of the audit of claims where the auditor audits and approves each claim; and shall report to the Board, District Superintendent or clerk of the Board, as the Board determines, for administrative matters such as workspace, time and attendance.
- b) Audit all bills for payment from funds of the Supervisory District.
 1. Review all bills and supporting vouchers and documents;
 2. Ascertain that all items being billed have been received;
 3. Check invoices for discounts and make sure they match with payments (checks).
- c) Perform such other duties provided by law or as may be assigned as pertinent to the Office of Internal Claims Auditor.

8 New York Code of Rules and Regulations
(NYCRR) Section 170.2

Adopted: 7/13/99

Revised: 3/19/08

Revised: 9/15/10

Revised: 8/21/2013

Reviewed: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1315.1 – DUTIES OF THE EXTERNAL INDEPENDENT AUDITOR

The Board shall obtain an annual audit of its records by an independent certified public accountant or an independent public accountant; and a copy of the certified audit, in a form prescribed by the Commissioner, must be accepted by the Board and furnished annually to the State Education Department.

Request for Proposal Process

In accordance with law, no current audit engagement shall be for a term longer than five (5) consecutive years. On the expiration of contract, BOCES will submit a request for proposals to award a contract for such services. The current audit engagement may submit a proposal for such services in response to the request for proposals.

Policy References:

Education Law Sections 1709(20a), 2110-a, 2116-a and 2584(c)

General Municipal Law Sections 33 and 104-b

8 New York Code of Rules and Regulations (NYCRR) Sections 170.2 and 170.3

Adopted: 6/21/06

Revised: 9/15/10

Reviewed: 8/21/2013

Reviewed: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1316 – DUTIES OF THE SCHOOL ATTORNEY

The attorney or legal firm(s) selected shall advise the Board and District Superintendent in all matters of a legal or technical nature relating to the interpretation of statutes and case law.

Adopted: 7/13/99
Revised: 3/19/08
Revised: 9/15/10
Reviewed: 8/21/2013
Revised: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1317 – DUTIES OF THE PURCHASING AGENT

- a) The Board shall appoint at its Annual Reorganizational Meeting a person to serve the BOCES as Purchasing Agent for the purpose of transacting BOCES purchases. The Purchasing Agent shall serve for a period of one year.
- b) The Board shall also appoint a person to serve in the absence of the Purchasing Agent.
- c) The function of the Purchasing Agent shall be to serve the educational program by providing supplies, equipment and services deemed essential by the responsible Program Director or Administrator.
- d) The Purchasing Agent shall:
 - 1. Comply with all applicable laws and regulations;
 - 2. Without prejudice, seek to maximize the educational value for every expenditure;
 - 3. Determine that adequate funds are available prior to committing the BOCES to purchases.

Adopted: 7/13/99
Revised: 9/15/10
Reviewed: 8/21/2013
Reviewed: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1318 – RECORDS OFFICER

Records Access Officer

The Records Access Officer shall be appointed by the Board at the annual reorganizational meeting and shall be responsible for handling all requests of official records of the BOCES in accordance with established law, rules and regulations.

Records Management Officer

A Records Management Officer shall be appointed by the Board at the annual reorganizational meeting and shall be responsible for providing information in accordance with state regulations.

Records Retention and Disposition Officer

A Records Retention and Disposition Officer shall be appointed by the Board at the annual reorganizational meeting and shall be responsible for the retention and disposition of records in accordance with state regulations.

Policy References:

Refer also to Policies #2310 -- Public Access to Records and #6320 -- Student Records: Access and Challenge.

(Refer also to Policy #4570 -- Records Management.)

Adopted: 7/13/99

Revised: 9/15/10

Reviewed: 8/21/2013

Revised: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1320 – BOARD POLICY MAKING

The Board operates at the policy-making level, leaving the administration of that policy to its District Superintendent, administrators and supervisors, thus freeing itself for major considerations and decisions.

Board policies are statements which set forth the purposes and prescribe in general terms, the organization and program of a school system. Policies create a framework within which the District Superintendent and other staff can discharge their assigned duties with positive direction. Essentially, policies tell what is desired and they may also indicate reasons why and how much.

Specific directions, however, giving precise details of how, by whom, where, and when things are to be done, are rules and regulations, *and are the responsibility of administration.*

This distinction between policy and rules and regulations does not imply that policy should deal only with abstract expressions of theory and philosophy. On the contrary, statements of policy should spell out clearly what the Board intends. The clearer the statement of the policy the clearer the directions to be taken by the administration.

Education Law Section 1709

Adopted: 7/13/99
Revised: 9/15/10
Reviewed: 8/21/2013
Revised: 8/17/2016
Revised: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1330 – BOARD-DISTRICT SUPERINTENDENT RELATIONSHIP

The Board intends that its relationship with the District Superintendent be harmonious and professional. While both the Board and the District Superintendent strive to provide educational programs and services of the highest quality in the most efficient and cost effective manner possible, differences will be resolved by reasoned discussion between both parties.

The Board believes that the development and adoption of sound policies are the most important functions of a Board, and that the execution of those policies is the function of the District Superintendent.

Delegation by the Board of its executive powers to the District Superintendent provides freedom for the District Superintendent to manage the organization within the guidelines established by Board policy, and frees the Board to devote its time to further policy development and evaluation.

The Board holds the District Superintendent responsible and accountable for the administration of its policies, the execution of Board decisions, the day-to-day operation of the overall program, and for keeping the Board informed about operations and problems so associated.

Adopted: 7/13/99
Revised: 9/15/10
Revised: 8/21/2013
Reviewed: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1410 – FORMULATION AND ADOPTION OF POLICY

The Board is solely responsible for the adoption of policy. In its development of policy the Board operates as the legislative body of the Supervisory District and its resolutions have the force of the law.

The adoption of a written policy shall occur only after the proposal has been moved, discussed and voted on affirmatively at two separate meetings of the Board (i.e., the first reading and the second reading). The policy draft may be amended at the second meeting. By a majority vote, the Board may waive the second reading and complete the adoption of the proposed policy at its first reading waiving the twelve day consideration period outlined in (b) and (c) below.

The formal adoption of written Board policy shall be recorded in the official minutes of the Board. Such written Board policy shall govern the conduct and affairs of the BOCES and shall be binding upon the members of the educational community in the BOCES.

It shall be the Board's responsibility to keep its policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision.

The District Superintendent is given the continuing mission of calling to the Board's attention all policies that are out-of-date or for other reasons appear to need revision.

Procedures For Adoption of Policies

- a) As a standard operating procedure, the District Superintendent may recommend approval of new policies or propose changes in existing policy that are deemed necessary.
- b) In all cases, the policies under consideration shall be placed on the table for a period of at least twelve (12) days to permit individual Board members time to study and analyze each proposal before official Board action is expected.
- c) Following the twelve (12) day period, Board action shall be taken at the next regular monthly meeting of the Board.
- d) If a draft is approved, it shall be entered as part of the policy manual under an appropriate series.
- e) If not approved, the draft may be eliminated from consideration or resubmitted with modifications for further consideration, again using the aforementioned times for possible action.

Effect of Policies

Policies shall take effect upon the date of their adoption by Board action and shall supersede all other policies, rules and regulations not in accordance therewith.

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1410 – FORMULATION AND ADOPTION OF POLICY

Adopted: 07/13/99

Revised: 9/15/10

Reviewed: 8/21/2013

Revised: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy

Series 1000 – By-Laws

Policy #1420 – EXECUTION OF POLICY: ADMINISTRATIVE REGULATIONS

The Board delegates to the District Superintendent the function of specifying required actions and designing the detailed arrangements under which the BOCES will be operated. These rules and detailed arrangements shall constitute the administrative regulations governing the BOCES. They must be in every respect consistent with the policies adopted by the Board. The Board shall be kept informed periodically of changes in administrative rules and regulations.

Adopted: 07/13/99

Revised: 9/15/10

Revised: 8/21/2013

Reviewed: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy

Series 1000 – By-Laws

**Policy #1431 – REGULAR MEETINGS OF THE BOARD OF COOPERATIVE
EDUCATIONAL SERVICES**

All Board meetings must be open to the public except those portions of the meetings which qualify as executive sessions. A meeting is defined as an official convening of a public body for the purpose of conducting public business and a public body is defined as an entity of two (2) or more persons which requires a quorum to conduct business, including committees and subcommittees. Reasonable efforts shall be made to ensure that all meetings are held in an appropriate facility which can adequately accommodate any and all members of the public who wish to attend.

Whenever such a meeting is to take place, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings shall be given as soon as is practicable in accordance with law. When the Board has the ability to do so, a notice of time and place of the meeting will be conspicuously posted on the website.

Regular meetings of the Board shall take place on the day and time designated by the Board at the ~~May~~ *April* regular Board meeting except as modified at subsequent meetings of the Board.

In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board members to the extent that a quorum would not be present, the Board shall select a date for a postponed meeting at the previous regular meeting, and shall direct the Clerk to notify all members.

Any meeting of the Board may be adjourned to a given future date and hour if voted by a majority of the BOCES Board present.

- a) Notwithstanding the foregoing, the Board shall in no event meet less than at least once each quarter.
- b) All official business must be conducted with a quorum present and all decisions made on the basis of a majority vote of the entire Board membership.
- c) An agenda shall be prepared by the District Superintendent prior to the meeting. For regular meetings, the agenda shall be distributed at least 48 hours prior to the meeting.
- d) The use of communications technology may be used for Board member participation in meetings when an individual member is not able to be physically present at the Board meeting.

The District Superintendent and members of his/her staff at the District Superintendent's discretion shall attend all meetings of the Board. The District Superintendent shall attend all executive session meetings of the Board except those that concern his/her evaluation and salary determination. The Board may request the attendance of such additional persons as it desires.

Monroe 2-Orleans BOCES Policy

Series 1000 – By-Laws

**Policy #1431 – REGULAR MEETINGS OF THE BOARD OF COOPERATIVE
EDUCATIONAL SERVICES**

Recording of Meetings

The Board recognizes that advances in technology allow public meetings to be photographed, broadcast, webcast and/or otherwise recorded, by means of audio or video, in a non-disruptive manner and supports the use of such technology to facilitate the open communication of public business. To that end, the Board may adopt rules addressing the location of the equipment and/or personal use to photograph, broadcast, webcast, and/or record such meetings to assure that its proceedings are conducted in an orderly manner. Such rules shall be conspicuously posted during meetings and written copies provided, upon request, to meeting attendees.

Public Officers Law Article 7, Section 103(d) and 107
Education Law Section 1708

Adopted: 7/13/99

Revised: 4/16/08

Revised: 9/15/10

Revised: 5/9/12

Revised: 8/21/2013

Reviewed: 8/17/2016

Revised: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1432 – ORDER OF BUSINESS AT BOARD MEETINGS

Regular Meetings

At all regular meetings of the Board, the order of business shall be generally as follows, unless a change in such order shall be consented to by a majority of the Board:

- a) Pledge of allegiance;
- b) Agenda Item(s) Modifications;
- c) Approval of Minutes;
- d) Public Interaction;
- e) Financial reports;
- f) Old Business;
- g) New Business;
- h) Personnel and Staffing;
- i) Bids;
- j) Executive Officer's Reports;
- k) Committee Reports;
- l) Upcoming Meetings;
- m) Other items;
- n) Adjournment.

With the consent of a majority of Board members, the President, for a stated reason, may alter the order of business.

Special Meetings

The order of business of special meetings of the Board shall be as follows:

- a) Call to Order, Roll Call, Determination of Quorum;
- b) Item or items of business as set forth in the notice of the meeting;
- c) Adjournment.

Public Interaction at Meetings

Public interaction is a privilege, not a right. Visitors who wish to speak must sign the Visitor Sign-In Sheet prior to the start of the board meeting. Topics appropriate for visitors to speak on are BOCES educational programs, business, and/or operations. The time for public interaction will be limited to a total of 30 minutes, 3 minutes per single person. An organization or collective group of people need to have one single spokesperson. Federal law, state law, and internal policies may prohibit the Board from commenting or interacting on the speaker's words but the Board hears and seriously considers all visitor information. Any speaking that is deemed inappropriate or confidential will be curtailed. Civil treatment is expected and anyone making libelous/slander, discriminatory, threatening, violent, obscene *comments, or* advocating racial, religious, or other forms of prejudice will be curtailed and/or the speaker will be removed from the meeting.

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1432 – ORDER OF BUSINESS AT BOARD MEETINGS

Adopted: 07/13/99

Revised: 9/15/10

Reviewed: 8/21/2013

Revised: 8/17/2016

Revised: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1433 – EXECUTIVE SESSIONS OF THE BOARD

The Board may hold executive sessions where only members of the Board, the District Superintendent and other persons invited by the Board shall be present.

Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, the Board may conduct an executive session for discussion of the below enumerated purposes only, provided, however, that no action by formal vote shall be taken except on a 3020-a probable cause finding. For all other purposes, the action by formal vote shall be taken in open meeting and properly recorded in the minutes of the meeting.

- a) Matters which will imperil the public safety if disclosed;
- b) Any matter which may disclose the identity of a law enforcement agent or informer;
- c) Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement, if disclosed;
- d) Discussions regarding proposed, pending or current litigation;
- e) Collective negotiations pursuant to Article 14 of the Civil Service Law;
- f) The medical, financial, credit or employment history of any particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of any particular person or corporation;
- g) The preparation, grading or administration of examinations;
- h) The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

Matters discussed in executive sessions must be treated as confidential; that is, the substance of the matters should not be disclosed.

Public Officers Law Sections 105 and 106(2)(3)

Education Law Section 3020

Adopted: 7/13/99

Revised: 4/16/08

Revised: 9/15/10

Revised: 8/21/2013

Revised: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1434 - QUORUM

The quorum for any meeting of the Board shall be five (5) members. No formal action shall be taken at any meeting at which a quorum is not present. A duly called meeting may be adjourned by the President or designee if a quorum is not present within twenty (20) minutes after the time set for commencement of the meeting. In the event a meeting is adjourned, the President or designee shall set the date, time and place of the reconvening of the adjourned meeting, with reasonable notice being given by the Clerk to all Board members.

If only a quorum exists (5 members), final action on resolutions cannot be taken except by unanimous votes. A resolution may be adopted only if passed unanimously by the five (5) members.

Education Law requires two-thirds vote by the Board to initially hire a teacher who is related to a Board member by blood or by marriage.

General Construction Law Section 41

Adopted: 7/13/99
Revised: 9/15/10
Revised: 8/21/2013
Reviewed: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1435 - MINUTES

The minutes are a legal record of the activities of the Board as a public corporation having the specified legal purpose of maintaining public schools. The minutes of all meetings shall be kept by the District Superintendent or his/her designee. The minutes shall be complete and accurate and stored physically and/or electronically in a minutes file.

The minutes of each meeting of the Board shall state:

- a) The type of meeting;
- b) The date, time of convening, and adjournment;
- c) Board members present and absent;
- d) All action taken by the Board, with evidence of those voting in the affirmative and the negative, and those abstaining;
- e) The nature of events that transpire, in general terms of reference.

Communications and other documents that are too long and bulky to be included in the minutes shall be referred to in the minutes and shall be filed in the District Superintendent's Office.

Minutes of the meeting shall be duplicated and mailed and/or delivered and/or e-mailed to each Board member just before the next regular meeting. After the minutes are adopted, they shall be kept in a permanent, safe place. Unless otherwise provided by law, minutes shall be available to the public within two (2) weeks following the date of a meeting; draft copies, so marked, are acceptable, subject to correction.

Public Officers Law Section 106

Adopted: 7/13/99

Revised: 3/19/08

Revised: 9/15/10

Revised: 8/21/2013

Reviewed: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1436 – SPECIAL MEETINGS OF THE BOARD

Special meetings of the Board shall be held on call by any member of the Board and shall also be called at the request of the District Superintendent. A reasonable and good faith effort shall be made by the District Superintendent or the Board President, as the case may be, to give every member of the Board twenty-four hours' notice of the time, place and purpose of the meeting. All special meetings shall be held at a meeting place as previously designated by the Board. No business, other than that specified in the notice, shall be transacted.

In an emergency, the twenty-four hour notice may be waived by having each Board member sign a waiver-of-notice form.

Public notice of the time and place shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior to the meeting.

Special meetings shall be conducted according to the procedures specified for regular meetings. Special meetings shall be open to the public in the same manner as are regular meetings.

Special meetings shall be called for specific purposes, occasioned by matters of urgency, and shall not usurp the place of the regular, publicly designated meeting.

Work Sessions

At the discretion of the President, special meetings of the Board may be periodically held for review of the instructional program, for consideration of policies and for analysis of ways and means by which the Board programs may be improved.

When practical, members of the staff and knowledgeable citizens shall be invited to attend such meetings, to participate in the discussions and to present to the Board recommendations for improvement of the services rendered by the BOCES.

Education Law Section 1606

Public Officers Law Section 104

Adopted: 07/13/99

Revised: 9/15/10

Revised: 8/21/2013

Reviewed: 8/17/2016

Reviewed: _____ 2019

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

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

Agenda

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

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

11. Radiation Safety Officer
12. Compliance Officer
13. Copyright Officer
14. Integrated Pest Management Coordinator (IPMC)/Pesticide Representative
15. BOCES-wide Dignity for All Students Act Coordinator
16. School-level Dignity for All Students Act Coordinator
17. Chief Emergency Officer

h) Designations:

1. Official Bank Depositories
2. Official Newspaper
3. Official bulletin board for postings

i) Authorizations:

1. District Superintendent/designee to certify payrolls.
2. District Superintendent to approve part-time personnel at previously approved Board salary/wage rates.
3. District Superintendent to sign and/or approve any and all documents requiring the signature of the District Superintendent.
4. Approval for Board Members and Administrators to attend meetings.
5. Establishment of Petty Cash and Change Fund.
6. Designation of Treasurer or Assistant Treasurer to sign all checks.
7. President and/or Chief Executive Officer to sign necessary documents and contracts on behalf of the Board.
8. Vice President to sign contracts and documents in the absence of President.
9. District Superintendent or designee to approve all budget appropriations in accordance with Commissioner's Regulations Section 170.2.

j) Bonding of Personnel:

1. Treasurer, Central Treasurer of Extra Classroom Activity Account, Director of Finance, Assistant Treasurer.
2. Other employees who handle cash to be covered by \$1,000,000.00 Public Employees Blanket Bond.

k) Approval of Advisory Councils' Membership.

l) Appointment of representatives and alternates to Monroe County School Boards Association Committees.

Public Officers Law Article 7

Adopted: 7/13/1999

Revised: 3/19/2008

Revised: 9/15/2010

Revised: 5/9/2012

Revised: 8/21/2013

Revised: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1440 – NON-DISCRIMINATION

The BOCES shall not discriminate on the basis of age, sex, race, color, creed, religion, national origin, marital status, veteran status, disability, military status, sexual orientation, *gender identity*, *gender expression*, prior criminal offense, domestic violence victim status, or genetic status, in the educational programs or activities which it operates, or against any employee or applicant seeking a position of employment. The BOCES will be in full compliance with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990).

Appropriate procedures shall be developed to insure the implementation of these rules and regulations concerning civil rights. The Board shall appoint a Civil Rights Compliance Officer to coordinate civil rights activities applicable to the BOCES (see subheading below).

Civil Rights Compliance Officer

The Civil Rights Compliance Officer shall be appointed by the Board and shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990) for any student, parent, employee or employment applicant.

Title VII of the Civil Rights Act of 1964, 42 United States Code (U.S.C.) Section 2000-e, et seq. Prohibits discrimination on the basis of race, color, religion, sex or national origin.

Title VI of the Civil Rights Act of 1964, 42 United States Code (U.S.C.) Section 2000-d, et seq. Prohibits discrimination on the basis of race, color or national origin.

Section 504 of the Rehabilitation Act of 1973, 29 United States Code (U.S.C.) Section 794 et seq.; The Americans With Disabilities Act, 42 United States Code (U.S.C.)

Section 12101 et seq. - Prohibits discrimination on the basis of disability.

Title IX of the Education Amendments of 1972, 20 United States Code (U.S.C.) Section 1681 et seq. - Prohibits discrimination on the basis of sex.

New York State Executive Law Section 290 et seq. - Prohibits discrimination on the basis of age, military, veteran, race, creed, color, national origin, sex, sexual orientation, prior conviction, disability, marital status, or domestic violence victim status.

Age Discrimination in Employment Act, 29 United States Code (U.S.C.) Section 621.

Military Law Sections 242 and 243

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1440 – NON-DISCRIMINATION

Policy References:

Refer also to Policies #5120, #5121, #5170, #6440, #6460, #6461, #7120, and #7140.

Adopted: 7/13/1999

Revised: 3/17/2010

Reviewed: 9/15/2010

Revised: 8/21/2013

Reviewed: 8/17/2016

Revised: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1510 – USE OF PARLIAMENTARY PROCEDURE

The business of the Board shall be conducted in accordance with the authoritative principles of parliamentary procedure as found in the latest edition of Robert's Rules of Order.

General Construction Law Section 41

Adopted: 7/13/99
Revised: 3/19/08
Revised: 9/15/10
Reviewed: 8/21/2013
Reviewed: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1530 – MEMBERSHIP IN ASSOCIATIONS

The Board may maintain membership in organizations as authorized under Section 77-b of the General Municipal Law. Membership in other organizations may be approved.

Comptroller's Opinion 81-255

Adopted: 07/13/99
Revised: 09/15/10
Reviewed: 8/21/2013
Reviewed: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1550 – ORIENTING NEW BOARD MEMBERS

The Board and its staff shall assist each new member-elect to understand the Board's functions, policies and procedures before he/she takes office, by the following methods:

- a) The electee shall be provided material by the New York State School Boards Association, the National School Boards Association, and/or other professional organizations on the responsibility of being a board member.
- b) The electee shall be sent agendas and invited to attend Board meetings in May and June.
- c) The Clerk shall supply material pertinent to meetings.
- d) The electee shall be invited to meet with the District Superintendent and other administrative personnel to discuss services they perform for the Board.
- e) A copy of the Board's policies and by-laws or link to the website shall be given to each electee by the Clerk.
- f) The opportunity shall be provided for new Board members to attend orientation programs.
- g) The District Superintendent will arrange for briefing the new member on programs and procedures by various administrative staff.
- h) A special meeting or time at a regular meeting will be set by the Board for its own orientation of the new member.

Adopted: 07/13/99

Reviewed: 09/15/10

Reviewed: 8/21/2013

Revised: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1560 – COMPENSATION AND EXPENSES

Remuneration and Reimbursement

Each Board member serves the public in a trustee relationship, is elected by the component Boards, and serves without pay.

Each Board member is entitled to be reimbursed for all necessary expenses incurred in the official performance of his/her duties.

Travel Expenses and Travel Compensation

Members of the Board, approved for travel by Board action, shall be reimbursed for all necessary expenses incurred while on business for BOCES. If travel approval by the Board is not possible due to time constraints, the Board President or his/her designee shall be authorized to grant approval.

Requests for reimbursement must be submitted following the Board member's return and must be accompanied by appropriate receipts. Sales tax exemption certificates should be used when appropriate within New York State.

Expenses to be reimbursed shall include but not be limited to travel and related expenses for BOCES purposes including, but not limited to, attendance at Board meetings, conferences and meetings approved by the Board; parking; tolls; mileage at the BOCES approved rate for the use of one's private vehicle in traveling on official BOCES business; car rental; cab, bus, rail and/or air transportation; actual cost of meals; actual cost of lodging; and other necessary expenses which are proper in the performance of a member's official duties, in accordance with BOCES regulations and procedures on expenses and reimbursement.

Education Law Section 1950(2-a)(c)

Adopted: 07/13/99

Revised: 09/15/10

Reviewed: 8/21/2013

Reviewed: 8/17/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1570 – BOARD COMMITTEES

The President of the Board, with the consent of the Board, may appoint committees of the Board, with the exception of the audit committee, to study and report to the Board on any matter. The President shall serve as an ex-officio member of all Board committees. All committee appointments shall expire June 30th of each year.

The charge to each committee, purpose and/or function shall be specified at the time of its creation.

See Policy 1315.2 Audit Committee

Adopted: 07/13/99
Revised: 9/15/10
Reviewed: 8/21/2013
Reviewed: 8/17/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1571 – ADVISORY COMMITTEES

The Board may appoint committees to serve as advisory bodies. These committees shall be temporary and shall be dissolved upon the accomplishment of the purpose for which they were established. The charge to each advisory committee shall be specified at the time of its creation.

The Board delegates the appointment of committee members to the District Superintendent. The District Superintendent in turn annually provides the Board with a list of appointees.

Career and Technical (Occupational) Education Advisory Committee

The Advisory Committee for Career and Technical Education in New York is required by Education Law and the Commissioner's Regulations. It shall be the duty of such Advisory Committee for Career and Technical Education to advise the Board on the development of and policy matters arising in the administration of career and technical education, and to assist with an annual evaluation of career educational programs, services and activities provided by the school district or the BOCES.

These committees assist in planning, development of new programs, and the evaluation and revision of existing programs. [Refer also to Policy #7410 – Career (Occupational) Education.]

Education Law Section 4601

8 New York Code of Rules and Regulations
(NYCRR) Section 141.1

Special Education Advisory Committee

The Special Education Advisory Committee shall consist of a representative group of individuals from various organizational levels in the BOCES, component districts, and community agencies. The primary purpose of this committee shall be to advise in the areas of curriculum and instruction for children with disabilities.

The following functions are recognized to be within the purview of the Special Education Advisory Committee:

- a. Providing advisory services in determining objectives and broad policies;
- b. Developing and proposing long-term goals;
- c. Assisting in program evaluation;
- d. Obtaining community and financial support;
- e. Soliciting support from community organizations and industries.

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1571 – ADVISORY COMMITTEES

Consultants may be invited to assist the Committee when it is deemed necessary. These persons will meet with the Committee to give their opinion or to provide specific information. Payment for these services, if required, will be approved in advance by the BOCES administration.

Library Interloan Advisory Committee

The Library Interloan Advisory Committee is responsible for development of a plan of service. Following approval of the plan by the Commissioner of Education, the Committee is responsible to monitor implementation of the plan and to keep other librarians informed of school library system policies, procedures, activities and services.

Adopted: 07/13/99
Revised: 05/10/06
Revised: 09/15/10
Revised: 8/21/2013
Reviewed: 8/17/2016
Reviewed: _____ 2019

VARIOUS POLICY UPDATES CHART

2000 SERIES

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

POLICY NUMBER	RATIONALE
2110 BOCES/Community Relations and Communications	Review
2120 Closing of Schools	Review
2130 Flag Display	Review
2210 Visits to BOCES Facilities, Schools and Programs	Added wording for clarity and current practice.
2211 Use of Service Animals	Review
2220 Use of School Facilities	Changes made to wording on page 1 pursuant to current practice; and, changes made to page 2 pursuant to current law.
2221 Use of BOCES-Owned Equipment and Other Property By Board Members/Employees	Review
2230 Volunteers	Review
2240 Public Complaints	Review
2250 Solicitation of Charitable Donations From School Children	Review

VARIOUS POLICY UPDATES CHART

2000 SERIES

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

<i>POLICY NUMBER</i>	<i>RATIONALE</i>
2310 Public Access to Records	Review
2311 Confidentiality of Computerized Information	Review
2411 Unlawful Possession of a Weapon Upon School Grounds	Review

**Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2110 – BOCES/COMMUNITY RELATIONS AND COMMUNICATIONS**

The Board shall support the following goals of community relations:

- a) To develop and maintain the confidence of the community in the BOCES and its staff;
- b) To stimulate public interest in the schools and public understanding of BOCES Programs;
- c) To discover what people think, what they want to know, correct erroneous impressions and supply desired information;
- d) To develop the most effective means of communication with the maximum number of people in the BOCES' component school districts.

Communication with Component Districts

It is essential that the Board and the BOCES staff keep component boards of education informed as to policies and programs that might affect their educational processes. As deemed necessary, the BOCES staff and the Board should attempt to provide written and/or oral communication to the Superintendents and board members of component districts on any matter that might affect them, including agendas and minutes of the Board meetings.

Communication with Board Members

The staff members shall make every effort to provide Board members with written communications regarding significant items prior to the Board meetings by either electronic mail or hardcopy. Communications shall be forwarded via the District Superintendent.

Communication with the Community

The Board and staff shall attempt to keep the various communities informed of school activities so that the communities shall be aware of what is occurring in the schools and shall be able to support the activities. Communications involving Board policy shall have prior approval by the District Superintendent or his/her designee.

News Releases

The District Superintendent or his/her designee is responsible for the release of news items to any instrument of the media. In any areas where the release is of a sensitive nature, the District Superintendent/designee at his/her discretion shall consult with the President of the Board.

BOCES Spokesperson

In order to assure that news releases, announcements or other information to the public be accurate and reflect the position of the Board, the District Superintendent, Communications Manager, and/or the President of the Board is designated as spokesperson for the Board. No other individual is authorized to or shall issue press releases or statements purporting to represent the Board's position on any issue without the express consent of the District Superintendent or Board President.

Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2110 – BOCES/COMMUNITY RELATIONS AND COMMUNICATIONS

Adopted: 7/13/99

Revised: 5/14/08

Revised: 9/15/10

Revised: 8/21/2013

Revised: 9/21/2016

Reviewed: _____ 2019

**Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2120 – CLOSING OF SCHOOLS**

In the event it is necessary to close school for the day for inclement weather or other emergency reasons, announcement thereof shall be made over local radio stations and other communications media.

While schools are in session, in the event of an emergency or an act of nature, the District Superintendent/designee may choose to close one or more buildings/programs in the BOCES. The District Superintendent/designee shall place the safety of students as the primary consideration in the closing of any school building.

The District Superintendent/designee is also empowered to close BOCES offices and other non-student-related services when in his/her discretion conditions warrant the closing.

Staff attendance will be governed by contract and/or emergency response situations by the District Superintendent/designee.

Adopted: 7/13/99
Reviewed: 9/15/2010
Revised: 8/21/2013
Revised: 9/21/2016
Reviewed: _____ 2019

**Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2130 – FLAG DISPLAY**

In keeping with State Education Law and Executive Law, the Board accepts its duty to display the United States flag upon or near each BOCES building during school hours, weather permitting, and such other times as the statutes may require or the Board may direct.

When ordered by the President, Governor, or local official, to commemorate a tragic event or the death of an outstanding individual, the flag shall be flown at half-staff. The District Superintendent's approval shall be required for the flag to be flown at half-staff upon any other occasion.

Education Law Sections 418 and 419

Executive Law Section 403

Adopted: 7/13/99

Revised: 9/15/2010

Reviewed: 8/21/2013

Reviewed: 9/21/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2210 – VISITS TO BOCES FACILITIES, SCHOOLS AND PROGRAMS

The Board allows public visitation of facilities, schools and programs within the limits placed by the requirements of the educational program and the building guidelines. When visiting a BOCES facility or program, visitors must sign in at the main office or reception desk of the building *and wear provided badge/sticker identification at all times.*

Educational Law Section 2801

Penal Law Sections 140.10 and 240.35

Adopted: 7/13/99
Revised: 5/14/08
Revised: 9/15/2010
Revised: 8/21/2013
Reviewed: 9/21/2016
Revised: _____ 2019

Monroe 2-Orelans BOCES Policy
Series 2000 – Community Relations
Policy #2211 – USE OF SERVICE ANIMALS

The Board allows the use of service animals by individuals with disabilities, subject to restrictions permitted by federal and/or state law, and procedures established by the District Superintendent or his/her designee.

For the purpose of this policy, a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, will not be considered service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. The presence of the animal for one's wellbeing, comfort, companionship, crime deterrent, or emotional support is not considered a work-related task.

Where reasonable, the Board also allows the use of miniature horses by individuals with disabilities. Such use will only be permitted where a miniature horse has been individually trained to do work or perform tasks to benefit an individual with a disability. The use of miniature horses by individuals with disabilities will be subject to the considerations and restrictions permitted by federal and/or state law.

The District Superintendent or his/her designee may create regulations and/or building-specific rules regarding the use of service animals and miniature horses by individuals with disabilities.

28 CFR Sections 35.104, 35.136, 35.139

Adopted: 4/9/2014

Reviewed: 9/21/2016

Reviewed: _____ 2019

**Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2220 – USE OF SCHOOL FACILITIES**

The use of the facilities owned or operated by BOCES by individuals or organizations for profit is expressly forbidden by State Education Law.

The Board recognizes, however, that there are non-profit community groups and educational agencies which might legitimately wish to use such facilities.

The Board delegates to the District Superintendent the responsibility and authority to approve or deny applications for the use of BOCES' facilities when such use would not conflict or interfere with BOCES' programs and services and is permitted and/or authorized by law. The District Superintendent also maintains the authority to waive charges and/or fees where appropriate.

The District Superintendent shall arrange for the utilization of the building through the administrative staff. The basic room use charge, if any, will be approved by the Board. Additional charges for custodial services or other costs are at the discretion of the District Superintendent. In the District Superintendent's discretion community members may use equipment in connection with one of the uses outlined below and for an additional charge as determined by the District Superintendent.

Any organization using the BOCES' facilities will furnish, at its own expense, comprehensive general liability insurance if not otherwise covered through the BOCES' insurance umbrella. A certificate of such insurance with the BOCES named as an additional insured must be submitted prior to final approval and use of facilities. In high risk situations, the BOCES may require additional insurance.

Organizations using BOCES' facilities are responsible for the proper care of the buildings, grounds and equipment, and will be assessed for any damages.

Organizations using the facility will comply with all BOCES' policies, rules, and regulation. ~~Any modification to these rules must be approved by the District Superintendent.~~

Guidelines For Facilities Use

The District Superintendent may permit the use of facilities and grounds when not in use for school purposes for the following purposes:

- a) Instruction in any branch of education, learning or the arts.
- b) For the registration of voters and holding elections but not partisan political purposes.
- c) For other purposes as approved by the Board.

**Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2220 – USE OF SCHOOL FACILITIES**

- d) BOCES' facilities may be used by religious organizations for religious purposes provided it is in accordance with the Constitutional provisions and cases.
- ~~e) Any group affiliated with the Boy Scouts of America or any other Title 36 patriotic youth group that requests to conduct a meeting will not be denied access or discriminated against.~~
- ~~f) BOCES will not deny access to or discriminate for reasons including the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the Title 36 patriotic youth group.~~
- ~~g) Access to facilities and the ability to communicate using school-related means of communication will be provided to any group officially affiliated with the Boy Scouts of America or any other Title 36 patriotic youth group on terms that are no less favorable than the most favorable terms provided to other outside youth or community groups.~~

Education Law Section 414

Adopted: 7/13/99
Revised: 5/14/08
Revised: 9/15/2010
Revised: 8/21/2013
Revised: 9/21/2016
Revised: _____ 2019

**Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2221 – USE OF BOCES-OWNED EQUIPMENT AND OTHER PROPERTY BY
BOARD MEMBERS/EMPLOYEES**

Staff members and Board members are not permitted to borrow BOCES equipment for personal use. Private and/or personal use of BOCES-owned materials and equipment by employees, Board members, and students is not permitted.

Education Law Section 414

Adopted: 7/13/99

Revised: 5/14/08

Revised: 9/15/2010

Revised: 8/21/2013

Reviewed: 9/21/2016

Reviewed: _____ 2019

**Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2230 - VOLUNTEERS**

The Board recognizes the need to develop a volunteer program to support BOCES' programs and activities.

Volunteers are persons who are willing to donate their time and energies to assist BOCES personnel in implementing various phases of BOCES programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the BOCES' insurance program.

An application shall be filled out by each prospective volunteer, and upon department approval will be forwarded to the Human Resources Director for notification. The appropriate administrator will forward his/her decisions concerning selection, placement and replacement of volunteers to the District Superintendent for final evaluation. Following approval from the District Superintendent, volunteers selected for work in the BOCES shall be placed on the list of approved volunteers. However, the District Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

Administrative regulations will be developed to implement the terms of this policy.

Volunteer Protection Act of 1997, 42 United States Code (U.S.C.)

Section 14501 et seq., Education Law Sections 3023 and 3028

Public Officers Law Section 18

Policy References:

Refer also to Policy #5360 -- Defense and Indemnification of Board Members and Employees.

Adopted: 7/13/99

Revised: 5/14/08

Revised: 9/15/2010

Reviewed: 8/21/2013

Revised: 9/21/2016

Reviewed: _____ 2019

**Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2240 – PUBLIC COMPLAINTS**

Complaints by citizens and staff regarding any facet of the BOCES operation often can be handled more satisfactorily by the administrative officer in charge of the unit closest to the source of the complaint. In most instances, therefore, complaints will be made to the appropriate program administrator or building principal and/or his/her assistant if the matter cannot be resolved by the teacher, coach, or other BOCES employee.

If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may be carried to the District Superintendent and/or one of his/her assistants. Unresolved complaints at the building level must be reported to the District Superintendent by the building principal/program administrator. The District Superintendent may require the statement of the complainant in writing.

If the complaint and related concerns are not resolved at the District Superintendent level to the satisfaction of the complainant, the complaint may be carried to the Board. Unresolved complaints at the District Superintendent level must be reported to the Board by the District Superintendent. The Board reserves the right to require prior written reports from appropriate parties.

Adopted: 7/13/99
Revised: 9/15/2010
Revised: 8/21/2013
Reviewed: 9/21/2016
Reviewed: _____ 2019

**Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2250 – SOLICITATION OF CHARITABLE DONATIONS FROM SCHOOL
CHILDREN**

Direct solicitation of charitable donations from children in the BOCES schools or programs, or on BOCES' owned or leased property during regular school hours shall not be permitted. It will be a violation of BOCES policy to ask school children directly to contribute money or goods for the benefit of a charity during the hours in which BOCES students are compelled to be on BOCES' owned or leased premises.

However, this policy does not prevent the following types of fund raising activities:

- a) Fund raising activities which take place off BOCES premises, or outside of regular school hours during before-school or after-school extracurricular periods;
- b) Arms-length transactions, where the purchaser receives a consideration for his/her donation. For example, the sale of goods or tickets for concerts or social events, where the proceeds go to charity, shall not be prohibited as the purchaser will receive consideration - the concert or social event - for the funds expended;
- c) Indirect forms of charitable solicitation on BOCES premises that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation of food, clothing, other goods or money.

The Board shall ultimately decide which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities comply with the terms of this policy and the Rules of the Board of Regents.

Regulations shall be developed by the administration to implement this policy.

8 New York Code of Rules and Regulations (NYCRR) Section 19.6

New York State Constitution Article VIII, Section 1

Education Law Section 414

Adopted: 7/13/99

Reviewed: 9/15/2010

Reviewed: 8/21/2013

Revised: 9/21/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2310 – PUBLIC ACCESS TO RECORDS

Access to records of the BOCES shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all the requirements of the New York State Public Officers Law Section 84 et seq.

A designated official shall be identified to serve as records access clerk and to coordinate such requests that are in keeping with these provisions. Any individual denied access to eligible records may appeal such denial in writing to the District Superintendent or his/her designee in accordance with established procedures and regulations.

A Records Access Officer shall be designated by the District Superintendent or his/her designee, subject to the approval of the Board at the annual reorganizational meeting, who shall have the duty of coordinating the response to public request for access to records.

Regulations and procedures pertaining to accessing BOCES records shall be as indicated in the BOCES regulations.

If the BOCES has the capability to retrieve electronic records, it must provide such records electronically upon request. The BOCES shall accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail using the forms supplied by the BOCES. This information shall be posted on the BOCES website, clearly designating the e-mail address for purposes of receiving requests for records via this format.

When the BOCES maintains requested records electronically, the response shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

The BOCES shall respond to a request within five (5) business days of the receipt of a request. Should all or part of the request need to be denied, the BOCES shall respond in the manner set forth by the rules and regulations stipulated by the Committee on Open Government.

Education Law Section 2116
Public Officers Law Section 84 et seq.

Adopted: 7/13/1999
Revised: 5/14/2008
Revised: 9/15/2010
Reviewed: 8/21/2013
Reviewed: 9/21/2016
Revised: 5/10/2017
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2311 – CONFIDENTIALITY OF COMPUTERIZED INFORMATION

The development of centralized computer banks of educational data gives rise to the question of the maintenance of confidentiality of such data while still conforming to the New York State Freedom of Information Law. The safeguarding of confidential data from inappropriate use is essential to the success of the BOCES' operation. Access to confidential computerized data shall be limited only to authorized personnel of the BOCES.

It shall be a violation of Board policy to release confidential computerized data to any unauthorized person or agency. Any employee who releases or otherwise makes improper use of such computerized data shall be subject to disciplinary action.

However, if the computerized information sought is available under the Freedom of Information Law and can be retrieved by means of existing computer programs, the BOCES is required to disclose such information.

Public Officers Law Section 84 et seq.

Adopted: 7/13/99
Revised: 9/15/2010
Reviewed: 8/21/2013
Reviewed: 9/21/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2411 – UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS

The possession of any firearm or weapon or a look alike, as defined in the New York State Penal Code, Federal Law or Board policy, on BOCES/school property or in BOCES owned or leased buildings or at a BOCES sponsored activity is prohibited, except by law enforcement personnel or upon written authorization of the District Superintendent/designee.

Penal Law Sections 220.00(14), 265.01, 265.02(4), 265.03, 265.05, and 265.06

Policy References:

Refer also to Policies #6240 -- Weapons in School and #6241 -- Gun-Free Schools.

Adopted: 7/13/99
Revised: 10/22/08
Revised: 9/15/2010
Reviewed: 8/21/2013
Reviewed: 9/21/2016
Reviewed: _____ 2019

8. Old Business

2. Discussion – Former Alternative High School Building

9. New Business
 1. First Reading of Policy Series 3000

VARIOUS POLICY UPDATES CHART

3000 SERIES

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

POLICY NUMBER	RATIONALE
3111 District Superintendent	Review
3112 Administrative and Supervisory Personnel	Review
3120 Evaluation of the District Superintendent and Other Administrative Staff	POLICY NOT INCLUDED. DO NOT REVIEW. Policy is part of the Annual Policies which were previously reviewed at the February 15, 2019 Cabinet meeting.
3130 Administrative Interns	Review
3140 Consultants	Review
3140R Consultant Information	REGULATION NOT INCLUDED. DO NOT REVIEW. Currently being reviewed by Lynda and Steve Roland.
3140F Consultant Approval & Payment Request for 2019-2020 School Year; Independent Contractor/Consultant Agreement	FORM NOT INCLUDED. DO NOT REVIEW. Currently being reviewed by Lynda and Steve Roland.
3211 Organizational Chart	POLICY AND CHART NOT INCLUDED. DO NOT REVIEW. Previously reviewed by the Board at the August 21, 2019 BOE meeting.
3220 Administrative Councils, Cabinets and Committees	Review
3221 Chief School Administrator's Council	Review

Monroe 2-Orleans BOCES Policy
Series 3000 – Administration
Policy #3111 – DISTRICT SUPERINTENDENT

The District Superintendent shall be recommended for appointment by the Board to the Commissioner as required by law and Regulations of the Commissioner. The request for appointment by the Commissioner shall be by Resolution of the Board. The District Superintendent shall be the Chief Executive Officer but under the direction and control of the Board, shall have general supervision over all matters affecting directly or indirectly the operations of the BOCES.

Qualifications

The District Superintendent must be duly certified as required by law and by the Regulations of the Commissioner of Education.

Powers and Duties

The District Superintendent shall possess the powers and discharge the duties herein set forth below and execute those prescribed by law as contained in various sections.

Attendance at Board Meetings

The District Superintendent shall attend all meetings of the Board unless previously excused.

Execute Board Policy

The District Superintendent shall be responsible for carrying into effect the policies and formulating regulations to insure implementation of policies adopted by the Board.

General Management

The District Superintendent shall be responsible for the general management of the BOCES.

School Calendar

The District Superintendent shall submit annually a school calendar to the Board for approval.

Instruction

The District Superintendent shall be responsible for the fulfillment of the educational goals and purposes of the BOCES and shall serve as an authority in educational matters making recommendations to, and advising with the Board in all matters pertaining to courses of study, continuing education, extracurricular activities, admissions of students, their instruction, discipline, grading and promotion, and the selection of textbooks and educational equipment and supplies.

Curriculum

The District Superintendent shall recommend to the Board revisions, eliminations and additions to the curricular and extracurricular programs.

Program Supervision

The District Superintendent shall be responsible for, and shall have general supervision over, all activities of BOCES and the operation of the BOCES administrative and business offices.

Employee Supervision

The District Superintendent shall have general supervision and direction over all employees of the BOCES. The District Superintendent shall have the power to assign and transfer all teachers and other

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employees, as deemed best, provided that if any such assignment or transfer shall involve a change of status or salary, it shall be subject to approval by the Board.

Establish Rules and Regulations

The District Superintendent shall make and enforce such supplementary rules and regulations that are deemed to be conducive to and in the best interest of the BOCES, subject to approval of the Board.

Budget Preparation

The District Superintendent shall prepare or cause to be prepared the proposed annual administrative, capital, and program budgets of BOCES and submit them to the Board for consideration. The District Superintendent shall provide tuition and program expense projections for the following year to the component school districts.

Purchases

The District Superintendent shall make recommendations to the Board concerning, and shall have general supervision over: purchase of books, furniture, equipment, materials and supplies, and all improvements, alterations, repairs, maintenance and operation of the school plant, property and facilities.

Expenditures

The District Superintendent shall have general supervision over all duly authorized expenditures. The District Superintendent shall have supervision over all purchase orders and other requisitions issued in the name of the BOCES.

Personnel Appointments

The District Superintendent shall appoint, in accordance with the established policies of the Board, personnel to aid in carrying out the duties prescribed by law or stated herein, and shall have complete jurisdiction over such personnel. The District Superintendent shall have jurisdiction in all matters of record keeping, providing for substitute teachers, supervision and maintenance of buildings and grounds, and on all other matters related to the operation of the BOCES.

Job Descriptions

The District Superintendent shall be responsible for ensuring the development and maintenance of a Job Description Manual for all employees of the BOCES.

Records

The District Superintendent shall keep, or cause to be kept, adequate educational records and information on all students and employees; and prepare, or cause to be prepared, annual and special statutory reports required by state, federal and local agencies.

Communications

The District Superintendent shall prepare and distribute materials by whatever means are appropriate to describe the operations of the BOCES to the various publics that are served, the staffs and school board members of component school districts, and parents and residents within the districts.

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Human Relations

The District Superintendent shall represent the BOCES in matters involving human relations. The District Superintendent shall receive complaints and transmit to any parties affected thereby all votes and directions of the Board affecting students, parents or personnel.

Other Duties as Assigned

The District Superintendent shall have such further powers and duties as the Board or Legislature may from time to time prescribe.

Policy References:

(Refer also to Policy #4120 -- Budget Development and Adoption.)

Adopted: 7/13/99

Revised: 5/14/08

Revised: 11/17/2010

Revised: 9/18/2013

Revised: 9/21/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
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Policy #3112 – ADMINISTRATIVE AND SUPERVISORY PERSONNEL

General

The Board has the responsibility for the employment of administrative and supervisory personnel in the BOCES. No such person shall be employed unless nominated by the District Superintendent.

Administrative and supervisory personnel shall be considered to be those employees, officially designated by the Board action, as responsible for administrative and supervisory tasks required to carry out BOCES policy, programs, decisions and actions.

These employees shall meet all certification and/or Civil Service requirements as outlined in New York Education Law, New York State Civil Service Law, and the Rules and Regulations of the Commissioner of Education. The administrative and supervisory staff shall meet these requirements at the time of employment.

The obligations, duties and responsibilities of all administrative and supervisory personnel shall be set forth in the job descriptions issued by the District Superintendent.

Probation and Tenure

All administrative and supervisory personnel, except the District Superintendent, shall be appointed to their positions for a probationary period of not more than four years (unless extended by mutual consent of all necessary parties). Administrative and supervisory personnel shall be placed on tenure at the completion of their probationary appointment if their performance is deemed exemplary by their immediate supervisor, the District Superintendent, and the Board and in accordance with applicable law as related to Annual Professional Performance Review.

The Board, the District Superintendent, and all administrative and supervisory personnel are obligated to adhere to the New York State Education Law and all applicable Rules and Regulations of the Commissioner in matters relating to probationary and tenure appointments.

Selection Procedures For Administrative/Supervisory Positions

All administrative and supervisory positions in the BOCES are established by the Board, or by State Law, or both.

The Board may establish new administrative and/or supervisory positions when recommended by the District Superintendent to attain the educational goals set by the BOCES.

In each case for a new position, the Board shall approve the position based upon need in the following order:

- a) Establishment of the need for the position;
- b) Job description presented by the District Superintendent.
- c) Appointment of a person to fill the position upon majority vote of the Board.

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Policy #3112 – ADMINISTRATIVE AND SUPERVISORY PERSONNEL

Education Law Sections 2204, 2212, 3006, 3007, 3008, 3009, 3010, 3014, 3031, 3019-a and 3020-a

Civil Service Law Sections 35(g), 50-59 and 60-65

Adopted: 7/13/99
Revised: 11/17/2010
Revised: 9/18/2013
Revised: 10/21/2015
Reviewed: 9/21/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
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Policy #3130 – ADMINISTRATIVE INTERNS

The BOCES recognizes the value of and need for administrative internships to further develop skills of persons desiring to become full time administrators. To that end, this BOCES encourages the use of interns from duly accredited colleges and universities. It is agreed that intern(s) will be employed for the length of time and for such salary or as unpaid that can be mutually determined, and as recommended by the District Superintendent and subject to the approval of the Board.

Adopted: 7/13/99
Revised: 11/17/2010
Reviewed: 9/18/2013
Reviewed: 9/21/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 3000 – Administration
Policy #3140 - CONSULTANTS

The administrative and supervisory staff of the BOCES shall encourage the use of professional consultants from the State Education Department, colleges, universities, and other resource persons, when such consultative services will benefit BOCES and districts it serves. All consultants shall be approved by the District Superintendent or his or her designee.

Consultants shall be compensated according to agreed-upon hourly and/or daily rates commensurate with their standard fees and those paid for such services. Additional expenses for travel, meals and lodging shall be allowed, if applicable and with prior approval. A consultant who is a public school District retiree is subject to earning and other limitations when working in the public sector. As a result he/she is responsible for checking with TRS or ERS and adhering to those limitations.

Directors shall submit in writing to the District Superintendent each proposal to use such consultant.

Adopted: 7/13/99
Revised: 10/22/08
Revised: 11/17/2010
Reviewed: 9/18/2013
Reviewed: 9/21/2016
Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 3000 – Administration
Policy #3220 – ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Board authorizes the District Superintendent to establish such permanent or temporary councils, cabinets, and committees as are necessary for proper administration of Board policies and for the improvement of the total BOCES program.

All councils, cabinets, and committees created by the District Superintendent shall be for the purpose of obtaining to a maximum degree the advice and counsel of administrative, supervisory and other personnel and to aid in communication. Functioning in an advisory capacity, such groups may make recommendations for submission to the Board through the District Superintendent. Such groups shall exercise no inherent authority. Authority for establishing policy remains with the Board and authority for implementing policy remains with the District Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees shall be defined by the District Superintendent and may be changed at his/her discretion.

Policy References:

Refer also to Policies #3221 - - Chief School Administrators' Council and #3222 - - Cabinet.

Adopted: 7/13/99

Revised: 11/17/2010

Reviewed: 9/18/2013

Reviewed: 9/21/2016

Reviewed: _____ 2019

Monroe 2-Orleans BOCES Policy
Series 3000 – Administration
Policy #3221 – CHIEF SCHOOL ADMINISTRATOR’S COUNCIL

The District Superintendent may establish a Chief School Administrators' Council to provide a means for appropriate and necessary communication to occur between and among the BOCES and the component school districts.

This council may be used to ascertain needs of school districts, discuss proposals for meeting such needs, provide information concerning legal requirements of school districts and other topics deemed appropriate by the District Superintendent.

It is the intent of this council to maintain and develop close cooperation among and between component school districts and to facilitate the communication process within the BOCES area.

Membership in the Chief School Administrators' Council is limited to the officially appointed Chief School Administrators of the component school districts who shall meet at such times and places as designated by the District Superintendent of Schools.

Other personnel of the component school districts and BOCES may be requested to attend regularly or at specific meetings by the District Superintendent of Schools to facilitate the matters under consideration.

Adopted: 7/13/99

Reviewed: 11/17/2010

Reviewed: 9/18/2013

Reviewed: 9/21/2016

Reviewed: _____2019

9. New Business
 2. Annual Update on School Safety and the Educational Climate (SSEC)
(Tim Dobbertin)

9. New Business
 3. Review of NYSSBA Convention Proposed Resolutions

9. New Business
 4. Resolution to Approve 2019 Regional Summer School Lease Amendments for Greece and Spencerport CSD

REGIONAL SUMMER SCHOOL
MEMORANDUM OF AMENDMENT

This Memorandum of Amendment, by and between Monroe 2-Orleans BOCES (“Tenant”) and GREECE CENTRAL SCHOOL DISTRICT (“Landlord”) hereby amend the 2019 Regional Summer School Lease agreement originally executed on or about May 30, 2019, in accordance with Paragraph 7, as follows:

1. All terms and conditions of the original lease shall remain in effect with the following exceptions:

A. Paragraph 31 shall be modified as follows: The annual 12-month rental rate shall be eight dollars and fifty cents (\$8.50) per square foot prorated to 30 days. The total amount of the rent for the 30-day period shall be thirty thousand three hundred one dollar and forty-nine cents (\$30,301.49) for total square footage of 43,360 feet.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Amendment.

Dated: _____, 2019

GREECE CENTRAL SCHOOL DISTRICT

BY: _____
Kathleen Graupman
Superintendent

Dated: _____, 2019

MONROE 2-ORLEANS BOCES

BY: _____
Jo Anne L. Antonacci
District Superintendent

REGIONAL SUMMER SCHOOL
MEMORANDUM OF AMENDMENT

This Memorandum of Amendment, by and between Monroe 2-Orleans BOCES (“Tenant”) and SPENCERPORT CENTRAL SCHOOL DISTRICT (“Landlord”) hereby amend the 2019 Regional Summer School Lease agreement originally executed on or about June 4, 2019, in accordance with Paragraph 7, as follows:

1. All terms and conditions of the original lease shall remain in effect with the following exceptions:

A. Paragraph 31 shall be modified as follows: The annual 12-month rental rate shall be five dollars and thirty-eight cents (\$5.38) per square foot prorated to 30 days. The total amount of the rent for the 30-day period shall be twenty-three thousand seventy-nine dollars and sixty-nine cents (\$23,079.69) for total square footage of 52,240 feet.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Amendment.

Dated: _____, 2019

SPENCERPORT CENTRAL SCHOOL DISTRICT

BY: _____
Daniel Milgate
Superintendent

Dated: _____, 2019

MONROE 2-ORLEANS BOCES

BY: _____
Jo Anne L. Antonacci
District Superintendent

9. New Business
 5. Resolution to Approve 2019 Extended School Year Lease Amendment for Gates Chili CSD

MEMORANDUM OF AMENDMENT

This Memorandum of Amendment, by and between Monroe 2-Orleans BOCES (“Tenant”) and GATES CHILI CENTRAL SCHOOL DISTRICT (“Landlord”) hereby amend the 2019 Extended Summer School Classroom Lease agreement originally executed on or about July 9, 2019, in accordance with Paragraph 7, as follows:

1. All terms and conditions of the original lease shall remain in effect with the following exceptions:

A. Paragraph 29 shall be modified as follows: The annual 12-month rental rate shall be five dollars and eighty-eight cents (\$5.88) per square foot prorated to 32 days. The total amount of the rent for the 32-day period shall be eighteen thousand two hundred twenty-three dollars and sixty-eight cents (\$18,223.68) for total square footage of 35,351 square feet. The rent shall be paid in one installment upon receipt of invoice.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Amendment.

Dated: _____, 2019

GATES CHILI CENTRAL SCHOOL DISTRICT

BY: _____
Christopher Dailey
Superintendent

Dated: _____, 2019

MONROE 2-ORLEANS BOCES

BY: _____
Jo Anne L. Antonacci
District Superintendent

9. New Business

6. Annual Professional Performance Review Summary Report (Karen Brown)

10. Personnel and Staffing

- 1. Resolution to Approve Personnel and Staffing Agenda

11.Bids/Lease Purchases

1. Resolution to Accept Disposal Service Bid
2. Resolution to Accept Cooperative Audio-Visual Equipment Installation Service Bid

12.Executive Officer's Reports

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

13. Committee Reports

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

14. Upcoming Meetings/Calendar Events

- | | |
|--------------|---|
| September 18 | 6:30pm Board Meeting (Board Room) |
| September 25 | Noon MCSBA Labor Relations Committee (Double Tree) |
| September 26 | 8-Noon MCSBA Fall Law Conference (Double Tree) |
| September 27 | 8am NYSSBA Board Officer's Academy (Hilton Garden Inn Rochester/University & Medical Center, 30 Celebration Drive, Rochester 14620) |
| October 2 | Noon MCSBA Legislative Committee (Double Tree) |
| October 2 | 5:45pm MCSBA Board Presidents Meeting (Double Tree) |
| October 5 | 7:30am MCSBA Finance Conference (Double Tree) |
| October 9 | Noon Board Officer Agenda Review |
| October 11 | Superintendent's Conference Day |
| October 14 | BOCES 2 closed |
| October 16 | Noon MCSBA Information Exchange Committee (Double Tree) |
| October 16 | 5:30pm Audit Committee / 6:30pm Board Meeting (Board Room) |
| October 28 | 3:30pm DS Forum (ESP conference room) |
| November 2 | 6pm Monroe 2-Orleans Educational Foundation Celebration (Ridgmont Country Club) |

15. Other Items

16. Anticipated Executive Session to discuss the employment history of a particular person(s).

17. Adjournment