

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, November 18, 2020 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.

BOARD MEMBERS

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

Gerald Maar  
Michael May  
Constance Rockow  
Elizabeth VenVertloh

AGENDA

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Agenda Item(s) Modifications
4. Approval of Minutes: October 21, 2020 Regular Meeting Minutes
5. Public Interaction
6. Financial Reports
  1. Resolution to Accept Treasurer's Report
  2. Resolution to Accept WinCap Report
  3. Internal Claims Exception Log
  4. 20-21 Annual Grant Summary Review
7. Old Business
  1. Capital Project Update and Cost Report (Campus Construction)
  2. New York State School Boards Association Convention Debrief
8. Audit Committee Update
  1. October 21, 2020 Audit Committee Meeting Minutes
9. Board Presentation: Work-Based Learning/Hospitality and Applied Skills (Barbara Martorana and Nicole Littlewood)
10. New Business
  1. Resolved to Approve Donation of training engine block and stand from Ford Motor Company c/o WH Ford
  2. Resolved to Approve Donation of \$5,000.00 from Donald F. and Maxine B. Davison Foundation
  3. Resolved to Approve Donation of \$100.00 from Greece Rotary Club
  4. Resolution to Adopt the LGS-1 Records retention schedule (Michelle Ryan)
11. Personnel and Staffing
  1. Resolution to Approve Personnel and Staffing Agenda
  2. Resolution to Approve Agreement between District Superintendent and District Treasurer Manager

12. Bids/Lease Purchases

1. Resolution to Accept Electricity Supply Bid
2. Resolution to Accept Electrical Repair, Maintenance and Installation Service Bid
3. Resolution to Accept Plumbing Repair, Maintenance and Installation Service Bid
4. Resolution to Accept HVAC Repair, Maintenance and Installation Service Bid
5. Resolution to Accept Food Service Equipment Repair, Maintenance and Installation Service Bid

13. Executive Officer's Reports

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

14. Committee Reports

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

15. Upcoming Meetings/Calendar Events

- November 18 Noon MCSBA Labor Relations Committee (Remote)  
November 18 4pm MCSBA Information Exchange Committee (Remote)  
November 18 6:30pm Board Meeting (ESC, PDC 1&2)  
Nov. 25-27 BOCES 2 closed  
December 2 Noon MCSBA Legislative Committee (TBD)  
December 2 5:45pm MCSBA Executive Committee (Location TBD)  
December 3 3:30-5pm Celebrating You! Employee Recognition, modified event.  
~~December 7 7am MCSBA One Day Advocacy Trip to Albany~~ **CANCELLED**  
December 8 6:30pm Greece CSD Board Meeting (Remote or In-person, TBD) (Phillips)  
December 9 Noon Board Officer Agenda Review (Location TBD) (Laba, Phillips)  
December 16 6:30pm Board Meeting (ESC, PDC 1&2)  
Dec. 24-31 Recess (No school)  
Dec. 25 BOCES 2 closed  
January 1 BOCES 2 closed  
January 1-3 Recess (No school)

16. Other Items

17. Adjournment

1. Call the Meeting to Order

## 2. Pledge of Allegiance

### 3. Agenda Item(s) Modifications

4. Approval of Minutes: October 21, 2020 Regular Meeting

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 October 21, 2020 at 6:30 p.m. at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present:

Dennis Laba, President	Gerald Maar
R. Charles Phillips, Vice President	Michael May
John Abbott	Elizabeth VanVertloh
Kathleen Dillon	

Members Absent:

John Heise	Constance Rockow
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Staff Present:

Jo Anne Antonacci	Kelly Mutschler
Karen Brown, Esq.	Dr. Marijo Pearson
Steve Dawe	Steve Roland
Tim Dobbertin	Dr. Michelle Ryan
Mary Beth Luther	

Guests:

Joseph Pallatto	Ray Wager, CPA
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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 approved as presented.
4. Approval of Minutes  
Resolved: To approve the September 16, 2020 Regular Meeting Minutes and October 8, 2020 Special Meeting Minutes as presented.  
  
Moved by K. Dillon, seconded by J. Abbot; passed unanimously.
5. Public Interaction  
There was no public interaction.
6. Financial Reports  
M. Luther and S. Roland reported on Treasurer's Report, WINCAP Report, Internal Claims Exception Log, Quarterly Contractor Report, and Quarterly Extra Class Report.  
  
Resolved: To approve the Treasurer's and WINCAP Reports as presented.  
  
Moved by M. May, seconded by G. Maar; passed unanimously.

7. Old Business
  1. Joseph Pallatto from Campus Construction gave a capital project update. He left the meeting at 6:40 p.m.
8. Board Presentation: 2019-20 Audit

Auditor Ray Wager presented the 2019-20 Audit. He left the meeting at 6:46 p.m.

  1. To accept the Audit Reports entitled Basic Financial Statements and Management Letter for the year ended June 30, 2020, as recommended by Jo Anne Antonacci, District Superintendent as presented.  
  
Moved by M. May, seconded by J. Abbott; passed unanimously.
  2. Resolved: To Accept Corrective Action Plan for the year ended June 30, 2020 as presented.  
  
Moved by M. May, seconded by J. Abbott; passed unanimously.
9. Recognition of School Board Members

The board members were recognized for their time and commitment to Monroe 2-Orleans BOCES.
10. New Business
  1. Tim Dobbertin gave an annual update on Regional Summer School.
  2. Resolved: To Approve 2020 Regional Summer School Lease Amendments for Greece and Brockport Central School Districts as presented.  
  
Moved by J. Abbott, seconded by G. Maar; passed unanimously
  3. The board reviewed the NYSSBA Convention Proposed Resolutions that will be voted on at the October New York State School Boards Association Convention.
  4. Resolved: To Approve Donation of \$250.00 from Finger Lakes Dental Care  
  
Moved by J. Abbott, seconded by G. Maar; passed unanimously
  5. Resolved: To Approve Donation of Photovoltaic solar panel modules  
  
Moved by M. May, seconded by J. Abbott; passed unanimously
  6. Resolved: To Approve Donation of \$7,500 from the Gene Haas Foundation  
  
Moved by J. Abbott, seconded by M. May; passed unanimously
  7. Discussion regarding updated records retention schedule LGS-1 to replace ED-1.
11. Personnel and Staffing
  1. Resolved: To approve the Personnel and Staffing Agenda as presented.  
  
Moved by J. Abbott, seconded by M. may; 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 Cooperative Fine Paper Bid Award
2. Resolution to Accept Print Shop Supplies Bid Award
3. Resolution to Accept Wheatland-Chili lease purchase of Toshiba copier equipment
4. Resolution to Accept Monroe 2-Orleans BOCES participation in Cooperative bid with Capital Regional BOCES For DATABASES, RESEARCH TOOL, E-BOOKS, AUTOMATION AND MEDIA FOR USE IN SCHOOL LIBRARY SYSTEMS “DREAM CONSORTIUM”

Motion by M. May, seconded by G. Maar; passed unanimously.

13. Executive Officer’s Report

1. Albany-DS Report: District Superintendent meeting will be remote on October 26-27. State Department of Health is working on the BOCES dashboard input so that BOCES across the state are able to input data.
2. Local Update:
  - We continue to work with the Monroe County Department of Health and are very fortunate to have a collaborative relationship with the Department and Commissioner, Dr. Michael Mendoza. The Department of Health has embraced the schools and works directly with us to problem solve.
  - In an ongoing effort to educate communities, ACT for Education has been producing bi-weekly webcasts with Monroe One and Monroe 2-Orleans Component Superintendents and local leaders on COVID related topics. These informational videos are available for viewing on the ACT for Education website.
  - Our staff continue to find innovative ways to engage parents and students remotely, including an interactive newsletter created by the Work-Based Learning team shared with the Board this week.

14. Committee Reports

Labor Relations Committee (J. Abbott) – Unemployment claims are increasing, not all claims are valid.

Legislation Committee (D. Laba/K. Dillon) – No travel to Albany; goal is to reach out to local legislators, focus on grassroots advocacy efforts.

Information Exchange Committee (R. Charles Phillips/L. VenVertloh) – Chuck Phillips attended October 14 Information Exchange. Diane Wynne, Director of Wellness and Equity, Rush Henrietta, presenter - excellent presentation on handling COVID related stress in adults and in students.

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 7:20 p.m., a motion was made by M. May to adjourn the meeting to Executive Session, seconded by K. Dillon; passed unanimously.

Respectfully submitted,

Kelly Mutschler  
Clerk of the Board

Members Present:

John Abbott  
Kathleen Dillon  
Dennis Laba  
Gerald Maar

Michael May  
R. Charles Phillips  
Elizabeth VenVertloh

Staff Present:

Jo Anne Antonacci  
Karen Brown, Esq.  
Tim Dobbertin

Steve Roland

At 7:30 p.m. District Superintendent, Director of Human Resources, Director of Finance, and Assistant Superintendent for Instructional Programs left executive session so that the Board could conduct a hearing at 7:30 p.m. At 7:45 p.m. Executive cabinet members returned to executive session for additional matters pertaining to the employment history of particular individual(s).

At 8:09 p.m. a motion was made by G. Maar, seconded by J. Abbott to come out of executive session; passed unanimously.

18. Adjournment

At 8:30 p.m., a motion was made by M. May to adjourn the meeting, seconded by K. Dillon; passed unanimously.

Respectfully submitted,

Jo Anne L. Antonacci  
Clerk Pro-Temp



## 5. Public Interaction

6. Financial Reports (Mary Beth Luther, Treasurer)
  1. Resolution to Accept Treasurer's Report
  2. Resolution to Accept WinCap Report
  3. Internal Claims Exception Log
  4. 20-21 Annual Grant Summary Review

**Monroe #2-Orleans BOCES****Treasurer's Report****Period Ending September 30, 2020**

<u>GENERAL FUND</u>		<u>MONTHLY</u>	
<b>CASH</b>	<b>BEGINNING BALANCE:</b>	6,801,538.54	<b><u>6,801,538.54</u></b>
<b>RECEIPTS:</b>	CHARGES FOR SERVICES	9,718,202.69	
	NON-CONTRACT CHARGES	15,694.04	
	INTEREST EARNED	403.06	
	TRANSFERS FROM SPECIAL AID	0.00	
	TRANSFERS FROM TRUST AND AGENCY	0.00	
	TRANSFERS FROM UNEMPLOYMENT	0.00	
	STATE AID DUE DISTRICTS	11,430,598.88	
	MISCELLANEOUS RECEIPTS	840,589.63	
	<b>TOTAL RECEIPTS:</b>	22,005,488.30	<b><u>22,005,488.30</u></b>
<b>DISBURSEMENTS:</b>	PAYROLL	4,300,251.93	
	WARRANTS	4,953,330.94	
	TRANSFERS TO:		
	- Special Aid	0.00	
	- Trust & Agency	2,473,972.08	
	- Unemployment Reserve	0.00	
	- Capital	0.00	
	RAN PAYMENT	0.00	
	MISCELLANEOUS DISBURSEMENTS	0.00	
	<b>TOTAL DISBURSEMENT:</b>	11,727,554.95	<b><u>(11,727,554.95)</u></b>
	GENERAL FUND CHECKING	16,832,230.22	
	GENERAL FUND SAVINGS	247,241.67	
<b>CASH</b>	<b>ENDING BALANCE:</b>	17,079,471.89	<b><u>17,079,471.89</u></b>

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

Period Ending September 30, 2020

<b><u>SPECIAL AID FUND</u></b>		<b><u>MONTHLY</u></b>	
<b>CASH</b>	<b>BEGINNING BALANCE:</b>	2,221,440.65	<b><u>2,221,440.65</u></b>
<b>RECEIPTS:</b>	INTEREST EARNED	18.02	
	TRANSFER FROM GENERAL	0.00	
	TRANSFER FROM TRUST AND AGENCY	0.00	
	STATE, FEDERAL & LOCAL SOURCES	0.00	
	MISCELLANEOUS RECEIPTS	31,026.34	
		31,026.34	
	<b>TOTAL RECEIPTS:</b>	31,044.36	<b><u>31,044.36</u></b>
<b>DISBURSEMENTS:</b>	WARRANTS	41,283.40	
	TRANSFER TO TRUST & AGENCY	0.00	
	TRANSFER TO GENERAL	0.00	
	MISCELLANEOUS DISBURSEMENTS	1,458.87	
	<b>TOTAL DISBURSEMENTS:</b>	42,742.27	<b><u>(42,742.27)</u></b>
<b>CASH</b>	<b>ENDING BALANCE:</b>	2,209,742.74	<b><u>2,209,742.74</u></b>

<b><u>RISK RETENTION FUND</u></b>		<b><u>MONTHLY</u></b>	
<b>CASH</b>	<b>BEGINNING BALANCE:</b>	1,583,793.90	<b><u>1,583,793.90</u></b>
<b>RECEIPTS:</b>	INTEREST EARNED	130.10	
	TRANSFER FROM GENERAL	0.00	
	MISCELLANEOUS RECEIPTS	0.00	
	<b>TOTAL RECEIPTS:</b>	130.10	<b><u>130.10</u></b>
<b>DISBURSEMENTS:</b>	WARRANTS	0.00	
	CD-INVESTMENTS	0.00	
	TRANSFER TO GENERAL	0.00	
	TRANSFER TO TRUST & AGENCY	0.00	
	<b>TOTAL DISBURSEMENTS:</b>	0.00	<b><u>0.00</u></b>
	CASH- LIABILITY RESERVE	19,337.35	
	CASH- UNEMPLOYMENT RESERVE	278,513.93	
	CD-LIABILITY RESERVE	1,159,493.14	
	CD-UNEMPLOYMENT RESERVE	126,579.58	
<b>CASH</b>	<b>ENDING BALANCE:</b>	1,583,924.00	<b><u>1,583,924.00</u></b>

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

Period Ending September 30, 2020

<b>TRUST AND AGENCY FUND</b>		<b>MONTHLY</b>	
<b>CASH</b>	<b>BEGINNING BALANCE:</b>	158,561,479.80	<b><u>158,561,479.80</u></b>
<b>RECEIPTS:</b>	INTEREST EARNED	3,849.38	
	PAYROLL	1,656,391.44	
	TRANSFER FROM GENERAL	2,473,972.08	
	TRANSFER FROM SPECIAL AID	0.00	
	RASHP I	1,507,524.32	
	RASHP II	24,588,960.85	
	MISCELLANEOUS RECEIPTS	1,821,861.50	
	<b>TOTAL RECEIPTS:</b>	32,052,559.57	<b><u>32,052,559.57</u></b>
<b>DISBURSEMENTS:</b>	WARRANTS	3,487,711.00	
	PAYROLL	1,656,391.44	
	RASHP I	3,544,618.14	
	RASHP II	20,359,585.28	
	TRANSFER TO GENERAL FUND	0.00	
	TRANSFER TO SPECIAL AID	0.00	
	MISCELLANEOUS DISBURSEMENTS	1,011,390.92	
	<b>TOTAL DISBURSEMENTS:</b>	30,059,696.78	<b><u>(30,059,696.78)</u></b>
	CASH-CHECKING	749,087.28	
	CASH-PAYROLL	12,770.81	
	CASH-RASWC	4,711,711.18	
	CASH-WC WFL	102,149.68	
	CASH-FSA	32,017.32	
	CASH-RASHP I	3,652,648.25	
	CASH-RASHP II	77,155,083.41	
	CASH-SELF FUNDED DENTAL	396,136.70	
	CASH-STUDENT ACCIDENT	3,889.79	
	CASH-GIFT FUNDS	92,932.47	
	CASH-EDUCATIONAL TRUST FUND	0.00	
	CASH-JOHN T. KLOCK SCHOLARSHIP	2,834.48	
	MONEY MARKET / INVESTMENTS - RASHP II	38,541,446.54	
	MONEY MARKET - RASHP II - M&T	461,006.87	
	CERTIFICATE OF DEPOSIT-RASWC	21,960,040.38	
	CERTIFICATE OF DEPOSIT/SAVINGS - RASHP	12,680,587.43	
	CERTIFICATE OF DEPOSIT - RASHP II	0.00	
<b>CASH</b>	<b>ENDING BALANCE:</b>	160,554,342.59	<b><u>160,554,342.59</u></b>



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

Period Ending September 30, 2020

<u>CAPITAL FUND</u>		<u>MONTHLY</u>	
<b>CASH</b>	<b>BEGINNING BALANCE</b>	3,078,938.95	<u><b>3,078,938.95</b></u>
<b>RECEIPTS:</b>	INTEREST EARNED	128.48	
	TRANSFER FROM GENERAL	0.00	
	COMPONENT REVENUE	0.00	
	MISCELLANEOUS REVENUE	4,326.16	
	<b>TOTAL RECEIPTS</b>	4,454.64	<u><b>4,454.64</b></u>
<b>DISBURSEMENTS:</b>	WARRANTS	468,818.08	
	MISCELLANEOUS DISBURSEMENTS	0.00	
	TRANSFER TO:		
	- General Fund	0.00	
	- Equipment Reserve	0.00	
	<b>TOTAL DISBURSEMENTS</b>	468,818.08	<u><b>(468,818.08)</b></u>
	CAPITAL FUND CHECKING	1,712,560.65	
	CAPITAL FUND SAVINGS	109,164.28	
	CAPITAL FUND CTE EQUIPMENT RESERVE	792,850.58	
<b>CASH</b>	<b>ENDING BALANCE:</b>	2,614,575.51	<u><b>2,614,575.51</b></u>

## MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 10/31/2020

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>0 Administration</b>							
100 SALARIES		1,146,030.00	0.00	1,146,030.00	403,129.50	705,814.99	37,085.51
200 EQUIPMENT		15,650.00	0.00	15,650.00	598.05	714.29	14,337.66
300 SUPPLIES		19,550.00	0.00	19,550.00	3,384.06	9,372.69	6,793.25
400 CONTRACTUAL		2,618,415.00	-32,329.00	2,586,086.00	751,455.50	1,113,718.47	720,912.03
700 INTEREST ON REVENUE NOTES		15,000.00	-445.80	14,554.20	0.00	0.00	14,554.20
800 EMPLOYEE BENEFITS		579,927.00	-4,554.20	575,372.80	164,775.08	281,893.87	128,703.85
899 Oth Post Retirement Benft		5,652,488.00	0.00	5,652,488.00	1,366,997.25	0.00	4,285,490.75
910 TRANSFER TO CAPITAL FUND		500,000.00	0.00	500,000.00	500,000.00	0.00	0.00
950 TRANSFER FROM O & M		66,746.00	0.00	66,746.00	0.00	0.00	66,746.00
960 TRANSFER CHARGE		257,217.00	37,329.00	294,546.00	37,329.00	0.00	257,217.00
<b>Subtotal of 0 Administration</b>		<b>10,871,023.00</b>	<b>0.00</b>	<b>10,871,023.00</b>	<b>3,227,668.44</b>	<b>2,111,514.31</b>	<b>5,531,840.25</b>
<b>1 Career Education</b>							
100 SALARIES		3,861,872.00	0.00	3,861,872.00	799,589.51	3,005,129.41	57,153.08
200 EQUIPMENT		35,000.00	349,030.03	384,030.03	332,463.21	14,356.57	37,210.25
300 SUPPLIES		354,750.00	56,069.06	410,819.06	148,836.25	125,103.77	136,879.04
400 CONTRACTUAL		291,250.00	4,542.96	295,792.96	137,894.94	76,848.15	81,049.87
490 SCH DIST AND OTHER BOCES		18,120.00	4,055.20	22,175.20	2,771.90	0.00	19,403.30
800 EMPLOYEE BENEFITS		1,809,119.00	0.00	1,809,119.00	426,552.44	1,111,038.31	271,528.25
950 TRANSFER FROM O & M		1,294,189.00	0.00	1,294,189.00	0.00	0.00	1,294,189.00
960 TRANSFER CHARGE		553,852.00	0.00	553,852.00	0.00	0.00	553,852.00
990 TRANS CREDITS FR OTHER FUND		-6,000.00	0.00	-6,000.00	0.00	0.00	-6,000.00
<b>Subtotal of 1 Career Education</b>		<b>8,212,152.00</b>	<b>413,697.25</b>	<b>8,625,849.25</b>	<b>1,848,108.25</b>	<b>4,332,476.21</b>	<b>2,445,264.79</b>
<b>2 Special Education</b>							
100 SALARIES		6,859,672.00	0.00	6,859,672.00	1,241,442.97	5,311,316.93	306,912.10
200 EQUIPMENT		78,014.00	94,795.14	172,809.14	119,027.42	3,211.02	50,570.70
300 SUPPLIES		141,931.00	-15,603.00	126,328.00	42,673.37	8,890.41	74,764.22
400 CONTRACTUAL		1,472,937.00	57,656.44	1,530,593.44	147,042.01	116,473.34	1,267,078.09
490 SCH DIST AND OTHER BOCES		5,920,930.00	261,410.40	6,182,340.40	1,757,548.83	0.00	4,424,791.57
800 EMPLOYEE BENEFITS		3,563,530.00	-60,716.00	3,502,814.00	1,017,740.62	2,470,681.71	14,391.67
950 TRANSFER FROM O & M		335,806.00	0.00	335,806.00	0.00	0.00	335,806.00
960 TRANSFER CHARGE		16,023,321.00	0.00	16,023,321.00	0.00	0.00	16,023,321.00
<b>Subtotal of 2 Special Education</b>		<b>34,396,141.00</b>	<b>337,542.98</b>	<b>34,733,683.98</b>	<b>4,325,475.22</b>	<b>7,910,573.41</b>	<b>22,497,635.35</b>
<b>3 Itinerent Services</b>							
100 SALARIES		12,240,392.00	0.39	12,240,392.39	2,076,372.29	9,020,223.30	1,143,796.80
200 EQUIPMENT		206,415.00	15,640.86	222,055.86	17,984.86	1,559.25	202,511.75
300 SUPPLIES		43,601.00	-1,000.00	42,601.00	8,443.73	4,108.04	30,049.23
400 CONTRACTUAL		802,831.00	-11,190.25	791,640.75	19,015.60	110,738.19	661,886.96
490 SCH DIST AND OTHER BOCES		50,903.00	-7,210.34	43,692.66	63,507.90	0.00	-19,815.24
800 EMPLOYEE BENEFITS		6,176,059.00	0.00	6,176,059.00	1,383,305.31	3,500,861.22	1,291,892.47

## MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 10/31/2020

Fiscal Year: 2021

## Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
950 TRANSFER FROM O & M		7,938.00	0.00	7,938.00	0.00	0.00	7,938.00
960 TRANSFER CHARGE		1,209,309.00	0.00	1,209,309.00	0.00	0.00	1,209,309.00
970 TR CREDITS FR SERVICE PROGR		-11,766,756.00	0.00	-11,766,756.00	0.00	0.00	-11,766,756.00
<b>Subtotal of 3 Itinerent Services</b>		<b>8,970,692.00</b>	<b>-3,759.34</b>	<b>8,966,932.66</b>	<b>3,568,629.69</b>	<b>12,637,490.00</b>	<b>-7,239,187.03</b>
<b>4 General Instruction</b>							
100 SALARIES		1,868,356.00	430,603.00	2,298,959.00	604,143.00	784,855.79	909,960.21
200 EQUIPMENT		5,600.00	2,818.50	8,418.50	0.00	1,618.50	6,800.00
300 SUPPLIES		11,375.00	8,721.00	20,096.00	984.09	2,269.58	16,842.33
400 CONTRACTUAL		684,335.00	156,856.80	841,191.80	184,444.47	212,643.51	444,103.82
490 SCH DIST AND OTHER BOCES		69,747.00	-23,413.23	46,333.77	16,647.29	0.00	29,686.48
800 EMPLOYEE BENEFITS		722,170.00	107,721.00	829,891.00	183,820.62	297,581.42	348,488.96
950 TRANSFER FROM O & M		127,696.00	0.00	127,696.00	0.00	0.00	127,696.00
960 TRANSFER CHARGE		178,964.00	0.00	178,964.00	0.00	0.00	178,964.00
970 TR CREDITS FR SERVICE PROGR		-16,290.00	0.00	-16,290.00	0.00	0.00	-16,290.00
990 TRANS CREDITS FR OTHER FUND		-2,025.00	0.00	-2,025.00	0.00	0.00	-2,025.00
<b>Subtotal of 4 General Instruction</b>		<b>3,649,928.00</b>	<b>683,307.07</b>	<b>4,333,235.07</b>	<b>990,039.47</b>	<b>1,298,968.80</b>	<b>2,044,226.80</b>
<b>5 Instruction Support</b>							
100 SALARIES		6,032,367.00	1,346.17	6,033,713.17	1,634,258.66	3,873,961.68	525,492.83
200 EQUIPMENT		3,116,595.00	3,190,987.68	6,307,582.68	2,041,423.11	1,766,123.38	2,500,036.19
300 SUPPLIES		737,361.00	101,044.62	838,405.62	243,347.31	82,539.20	512,519.11
400 CONTRACTUAL		4,673,400.00	747,118.20	5,420,518.20	2,600,885.13	831,762.21	1,987,870.86
490 SCH DIST AND OTHER BOCES		358,709.00	-11,151.58	347,557.42	86,954.78	0.00	260,602.64
800 EMPLOYEE BENEFITS		2,819,990.00	-14,189.80	2,805,800.20	753,654.30	1,592,512.83	459,633.07
950 TRANSFER FROM O & M		647,258.00	0.00	647,258.00	0.00	0.00	647,258.00
960 TRANSFER CHARGE		1,045,444.00	0.00	1,045,444.00	0.00	0.00	1,045,444.00
970 TR CREDITS FR SERVICE PROGR		-2,695,110.00	0.00	-2,695,110.00	0.00	0.00	-2,695,110.00
990 TRANS CREDITS FR OTHER FUND		-80,302.00	0.00	-80,302.00	0.00	0.00	-80,302.00
<b>Subtotal of 5 Instruction Support</b>		<b>16,655,712.00</b>	<b>4,015,155.29</b>	<b>20,670,867.29</b>	<b>7,360,523.29</b>	<b>8,146,899.30</b>	<b>5,163,444.70</b>
<b>6 Other Services</b>							
100 SALARIES		2,321,226.00	0.00	2,321,226.00	759,954.44	1,407,760.19	153,511.37
200 EQUIPMENT		435,385.00	77,180.59	512,565.59	108,969.72	76,164.36	327,431.51
300 SUPPLIES		39,875.00	9,791.18	49,666.18	6,140.62	7,154.66	36,370.90
400 CONTRACTUAL		3,471,936.00	227,724.75	3,699,660.75	732,401.70	2,080,388.22	886,870.83
490 SCH DIST AND OTHER BOCES		6,106,003.00	209,110.54	6,315,113.54	3,567,256.03	0.00	2,747,857.51
800 EMPLOYEE BENEFITS		1,084,227.00	-9,000.00	1,075,227.00	284,053.95	583,857.77	207,315.28
950 TRANSFER FROM O & M		117,445.00	0.00	117,445.00	0.00	0.00	117,445.00
960 TRANSFER CHARGE		98,636.00	0.00	98,636.00	0.00	0.00	98,636.00
970 TR CREDITS FR SERVICE PROGR		-1,699,387.00	-37,329.00	-1,736,716.00	-37,329.00	0.00	-1,699,387.00
990 TRANS CREDITS FR OTHER FUND		-105,190.00	0.00	-105,190.00	0.00	0.00	-105,190.00
<b>Subtotal of 6 Other Services</b>		<b>11,870,156.00</b>	<b>477,478.06</b>	<b>12,347,634.06</b>	<b>5,421,447.46</b>	<b>4,155,325.20</b>	<b>2,770,861.40</b>

## MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 10/31/2020

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>7 Undefined</b>							
100 SALARIES		3,076,171.00	0.00	3,076,171.00	976,706.21	1,733,575.59	365,889.20
200 EQUIPMENT		58,500.00	70,965.62	129,465.62	49,297.02	13,292.06	66,876.54
300 SUPPLIES		223,280.00	82,753.68	306,033.68	186,031.79	143,277.51	-23,275.62
400 CONTRACTUAL		1,920,437.00	-89,029.56	1,831,407.44	918,660.60	623,366.77	289,380.07
800 EMPLOYEE BENEFITS		1,457,658.00	-6,800.00	1,450,858.00	370,744.77	696,262.22	383,851.01
950 TRANSFER FROM O & M		566,322.00	0.00	566,322.00	0.00	0.00	566,322.00
960 TRANSFER CHARGE		1,363,283.00	0.00	1,363,283.00	0.00	0.00	1,363,283.00
970 TR CREDITS FR SERVICE PROGR		-7,715,883.00	0.00	-7,715,883.00	0.00	0.00	-7,715,883.00
990 TRANS CREDITS FR OTHER FUND		-949,768.00	0.00	-949,768.00	0.00	0.00	-949,768.00
<b>Subtotal of 7 Undefined</b>		<b>0.00</b>	<b>57,889.74</b>	<b>57,889.74</b>	<b>2,501,440.39</b>	<b>3,209,774.15</b>	<b>-5,653,324.80</b>
<b>Total GENERAL FUND</b>		<b>94,625,804.00</b>	<b>5,981,311.05</b>	<b>100,607,115.05</b>	<b>29,243,332.21</b>	<b>43,803,021.38</b>	<b>27,560,761.46</b>

Internal Claims Exception Log								October
2020/21 School Year								
Date	A/P	Fund	Warrant	Ck Amount	Description	Vendor	Dept	Resolution
10/6/20								
#52	LMZ	A	281140-281198	\$4,643.04	Incorrect Remit address	Pearson Online Learning	A/P	Check mailed to correct address
				\$3,636.03	Incorrect Remit address	On Site Companies	A/P	Check mailed to correct address
				\$1,217.00	Tax on online purchase (\$26.88)	M&T; Animoto, Inc	CaTS	Dept contacted vendor to have tax removed; full amount paid to avoid interest and fees
#53	CM	A	281199-281236	\$39.16	Mileage; commute error(s) (\$39.16)		Spec Ed	Rejected thru Company Mileage
10/13/20								
#56	LAZ	A	281283-281304	\$7,121.20	Incorrect Remit address	Avon CSD	A/P	Check mailed to correct address
#57	CM	A	281305-281361	\$292.70	Incorrect invoice number on check	A&G Meats	A/P	Corrected on check; check mailed
10/20/20								
#61	CM	A	281466-281475	\$22.66	Mileage; commute error(s) (\$22.66)		Spec Ed	Rejected thru Company Mileage
10/27/20								
#63	LMZ	A	281513-281553	\$3,659.85	Missing invoice (\$1,380.60)	Stockham Lumber Co	A/P	Requested invoice from A/P; resolved

## 2020/2021 GRANTS

COSER	GRANT TITLE	Funding Source	DEPARTMENT	19/20 AMOUNT	20/21 AMOUNT	PURPOSE
293	EPE	State	Center for Workforce Development	\$482,118	\$474,674	<ul style="list-style-type: none"> <li>- Provides employment preparatory education in literacy and training and assistance in obtaining a HSE (high school equivalency)</li> <li>- Education is geared towards ESL (English for Speakers of other Languages), low income &amp; economically disadvantaged students.</li> <li>- State Ed reports must be filed on each student to report progress.</li> </ul>
392	Regional Bilingual Education Resource Network - Mid-West Region	State	RBERN	\$965,051	\$976,210	<ul style="list-style-type: none"> <li>- Develops and delivers professional development on instruction and assessment practices that support academic achievement for ELL's (English Language Learners).</li> <li>- Supports the design and enhancement of educational programs for ELL's.</li> <li>- Provides technical assistance and professional development on state and federal regulations policies regarding ELL's.</li> <li>- Offers increased access to resources and information for education of ELL's.</li> </ul>
492	Perkins Grant	Federal	Career & Technical Education	\$160,930	\$156,988	<ul style="list-style-type: none"> <li>- Perkins V funds are to be used for CTE program improvement, targeting areas identified in the Comprehensive Local Needs Assessment conducted last school year</li> </ul>
809	Learning Unlimited Grant	Monroe #1 BOCES	Exceptional Children	Full Year \$23,990.00 Spring \$13,990.00	Fall \$10,000.00	<ul style="list-style-type: none"> <li>- Provides individuals over the age of 18 who are still living at home with the opportunity to work on independent living skills such as; cooking, cleaning, shopping, and recreational activities</li> </ul>
820	Library Project	State	Communications & Technology Services	\$152,048	\$148,188	<ul style="list-style-type: none"> <li>- Fosters resource sharing among academic, public and school libraries to support school librarians and school library programs.</li> <li>- Provides services in support of K-12 education and student achievement through quality library resources, information, and programs in accordance with NYSED approved 5 Year Plan of Service.</li> </ul>
837	NYS Regional Adult Education Network (RAEN)	State	Curriculum, Instruction & Professional Development	\$136,055	\$181,016	<ul style="list-style-type: none"> <li>- In partnership with the New York State Education Department (NYSED) Office of Adult Career and Continuing Education Services-Adult Education Program and Policy (ACCES-AEPP), the Finger Lakes chapter of RAEN will deliver quality, research-based professional development and training, and effective communication links to State and federally-funded agencies providing adult literacy services. Our mission is to provide staff development resources to improve the skills of adult education practitioners to improve the quality of the adult education and family literacy programs funded by ACCES-AEPP. The RAEN will also provide technical assistance in coordination with ACCES-AEPP to assist adult education programs in meeting statewide benchmarks on the National Reporting System's (NRS) core indicators and any other monitoring tools developed by NYSED. The Finger Lakes chapter of RAEN (FL-RAEN) serves the counties of Monroe, Wayne, Seneca, Genesee, Ontario, Yates, Livingston, and Wyoming</li> </ul>

## 2020/2021 GRANTS

COSER	GRANT TITLE	Funding Source	DEPARTMENT	19/20 AMOUNT	20/21 AMOUNT	PURPOSE
852	WIOA- Title 2 - ESOL/CIVICS	Federal/State	Center for Workforce Development	\$118,839	\$118,839 (Est)	- To provide career exploration and civics assessment services for adult ELL students
880	New York State Center for School Health	Federal/State	School Health Services Year (Exceptional Children)	Year 5 - 2/1/20-1/31/21 \$645,545.00	Year 1 2/1/21-1/31/22 TBD	- Funded by the NYSED to increase the capability of NYS health personnel in the provision of quality health care and school personnel coordinating and/or delivering health education in the provision of evidence-based health education instruction and programs, inclusive of HIV/AIDS prevention. - Center staff provides school nursing and health education leadership and direction to assist schools, communities, and professional organizations to collaborate, build, maintain and sustain results-driven partnerships to improve the health of students through our website, email subscription service, phone and email support and on-site and on-line professional education offerings.
891	Workforce Investment Opportunity Act (WIOA)	Rochester Works	Center for Workforce Development	\$113,420	\$120,000	- Program provides mentoring, case management and supportive services to out-of-school youth (age 16-24) and to build individual relationships with youth and meet the specific needs of each student as well as develop their own individual strengths and weaknesses. Mentors work with students to develop self-advocacy skills, literacy skills, career exploration and job readiness skills and interview skills to support student transition. Students are rewarded for educational attainment, job placement and retention in employment. Mentors will provide referrals for mental health and drug placement, if necessary.

7. Old Business

1. Capital Project Update (Campus Construction)



7. Old Business

2. New York State School Boards Association Convention Debrief

8. Board Presentation: Work-Based Learning/Hospitality and Applied Skills (HaAS) Barbara Mortorana and Nicole Littlewood

9. Audit Committee Update

1. October 21, 2020 Audit Committee Meeting Minutes



*Monroe 2–Orleans  
Board of Cooperative Educational Services*

Jo Anne L. Antonacci, District Superintendent

**Finance  
Office**

**Steve Roland**  
*Director of Finance*  
Tel: (585) 352-2412  
Fax: (585) 352-2756  
Email:  
sroland@monroe2boces.org

**Audit Committee Meeting**

**October 21, 2020**

**Members Present:** John Abbott, Dennis Laba, Mike May, Chuck Phillips

**Others Present:** Jo Anne Antonacci, Steve Roland, Ray Wager

**I. Financial Audit Review (19/20)**

Ray Wager reviewed their Financial Executive Summary for the Years Ending June 30, 2020 and 2019. Among the areas discussed were the following:

- Revenues & Expenses in 19/20 were similar in overall amounts when compared to 18/19
- BOCES Reserve Balances; BOCES has done a good job setting aside Reserve funds over the years
- GASB 75 reporting is resulting in a negative Unrestricted Net Position due to the BOCES OPEB obligation

While Ray noted that BOCES 2 continues to be in good financial condition, the Special Aid deficit increased during the 19/20 school year due to deficits in Pre-School and CWD; group discussion followed. Pre-School and CWD will be on the Board Agenda for December and January respectively.

**Cc:** Board

10. New Business

1. Resolved to Approve Donation of training engine block and stand from Ford Motor Company c/o WH Ford

10. New Business

2. Resolved to Approve Donation of \$5,000.00 from Donald F. and Maxine B. Davison Foundation.

10. New Business

3. Resolved to Approve Donation of \$100.00 From Greece Rotary Club.

10. New Business

4. Resolution to adopt the LGS-1 Records retention schedule (Michelle Ryan)



## ***RESOLUTION***

**RESOLVED**, By the Board of Cooperative Educational Services that the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

(c) this new schedule (LGS-1) replaces ED-1 in any and all respects duly adopted by the Board of Cooperative Educational Services via resolution in 1988 and in 2004.

11. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

11. Personnel and Staffing

2. Resolution to Approve Agreement between District Superintendent and District Treasurer Manager

Item 10.2      Resolution to Approve Agreement Between District  
Superintendent and District Treasurer Manager

That the Board approves the Agreement between the District  
Superintendent of Monroe 2-Orleans BOCES and  
District Treasurer Manager for the period of December 7, 2020 –  
June 30, 2021, as presented.

## 12. Bids/Lease Purchases

1. Resolution to Accept Electricity Supply Bid
2. Resolution to Accept Electrical Repair, Maintenance and Installation Service Bid
3. Resolution to Accept Plumbing Repair, Maintenance and Installation Service Bid
4. Resolution to Accept HVAC Repair, Maintenance and Installation Service Bid
5. Resolution to Accept Food Service Equipment Repair, Maintenance and Installation Service Bid

## 13. Executive Officer's Reports

#### 14. Committee Reports

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

## 15. Upcoming Meetings/Calendar Events

- November 18 Noon MCSBA Labor Relations Committee (Remote)
- November 18 4pm MCSBA Information Exchange Committee (Remote)
- November 18 6:30pm Board Meeting (ESC, PDC 1&2)
- Nov. 25-27 BOCES 2 closed
- December 2 Noon MCSBA Legislative Committee (TBD)
- December 2 5:45pm MCSBA Executive Committee ( TBD)
- December 3 3:30-5pm Celebrating You! Employee Recognition (Modified event)
- December 8 6:30pm Greece CSD Board Meeting (Remote or in-person, TBD) (Phillips)
- December 9 Noon Board Officer Agenda Review (ESC, CR 1) (Laba, Phillips)
- December 16 6:30pm Board Meeting (ESC, PDC 1&2)
- Dec. 24-31 Recess (No school)
  
- Dec. 25 BOCES 2 closed
- January 1 BOCES 2 closed
- January 1-3 Recess (No school)



## 16. Other Items

## 17. Adjournment