

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, December 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.

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: November 20, 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: Preschool Program and Budget Update (Barbara Martorana)
8. Old Business
9. New Business
 1. Resolution to Accept Extraclassroom Activity Funds Financial Report for year ended June 30, 2019. No action plan is required, as there were no findings or questionable costs.
 2. Resolution to Accept Single Audit Report for Year Ended June 30, 2019. No action plan is required, as there were no findings or questionable costs.
 3. Resolution to Accept Donation of \$5,000 for the Donald F. and Maxine B. Davison Foundation Scholarships
10. Personnel and Staffing
 1. Resolution to Approve Personnel and Staffing Agenda

11. Bids/Lease Purchases

1. Resolution to Accept Cooperative Electrical Repair, Maintenance and Installation Service Bid
2. Resolution to Accept Cooperative Plumbing Repair, Maintenance and Installation Service Bid
3. Resolution to Accept Cooperative HVAC Repair, Maintenance and Installation Service Bid
4. Resolution to Accept Cooperative Food Service Equipment Repair, Maintenance and Installation Service Bid
5. Resolution to Accept Cooperative Electrical, Plumbing, and Building Supplies Bid
6. Resolution to Accept Cooperative Lunch Paper and Plastic Supply Bid
7. Resolution to Accept Cooperative Health and Safety Supplies Bid
8. Resolution to Accept Cooperative Multimedia Audiovisual Equipment Bid
9. Resolution to Accept Cardboard Custom Boxes 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

December 18	3:30pm DS Forum (CTE, A-116 conference room – main entrance)
December 18	6:30pm Board Meeting (Board Room)
December 23-31	Recess (No school)
December 24-25	BOCES 2 closed
January 1	BOCES 2 closed
January 1-3	Recess (No school)
January 8	Noon Board Officer Agenda Review
January 8	Noon MCSBA Legislative Committee (Double Tree)
January 8	5:45pm MCSBA Board Presidents Meeting (Double Tree)
January 15	Noon MCSBA Information Exchange Committee (Double Tree)
January 15	6:30pm Board Meeting (Board Room)
January 20	BOCES 2 closed
January 22	Noon MCSBA Labor Relations Committee (Double Tree)
January 29	Noon MCSBA Steering Committee (Double Tree)
February 5	Noon Board Officer Agenda Review
February 5	Noon MCSBA Legislative Committee (Double Tree)
February 8	9am MCSBA Legislative Breakfast (Double Tree)

15. Other Items

16. Adjournment

1. Call the Meeting to Order

2. Pledge of Allegiance

3. Agenda Item(s) Modifications

4. Approval of Minutes: November 20, 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 November 20, 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
Kathleen Dillon
John Heise

George Howard
Gerald Maar
Constance Rockow

Members Absent:

John Abbott

Michael May

Staff Present:

Jo Anne Antonacci
Karen Brown, Esq.
Cindy Christensen
Ginger Critchley
Stephen Dawe

Timothy Dobbertin
Jennifer Probst
Steve Roland
Dr. Michelle Ryan
Jill Slavny

Guests:

Marleana Hand

Jenna Salgado

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 lease proposal to Item 10.7 was distributed.
4. Approval of Minutes
Resolved: To approve the October 16, 2019 Regular Meeting Minutes as presented.

Motion by G. Maar, seconded by J. Heise; passed unanimously.
5. Public Interaction
There was no public interaction.
6. Financial Reports
S. Roland reported on Treasurer's Report, WINCAP Report, Internal Claims Exception Log, and 2019-2020 Annual Grant Summary Review.

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

Motion by G. Maar, seconded by C. Rockow; passed unanimously.

7. Board Presentation: Dental Assisting
Jennifer Probst (Dental Assisting teacher) and Cindy Christensen (Work Based Learning coordinator) along with former Churchville-Chili student Marleana Hand and current Greece student Jenna Salgado presented on Dental Assisting. The board asked questions and thanked them for their presentation Jennifer Probst, Cindy Christensen, Marleana Hand, Jenna Salgado, and Jill Slavny left the meeting at 6:57 p.m.
8. Audit Committee Update
The October 16, 2019, Audit Committee Minutes were included in the board packet.
9. Old Business
 1. The 2019 New York State School Boards Convention, held in Rochester, was discussed.
10. New Business
 1. Resolved to Approve Donation of Meal for Superintendent's Conference Day as presented.
Motion by J. Heise, seconded by G. Maar; passed unanimously.
 2. Resolved to Approve Donation of Premium Body Filler as presented.
Motion by J. Heise, seconded by G. Maar; passed unanimously.
 3. Resolved to approve Donation of \$100.00 from Greece Rotary Club as presented.
Motion by J. Heise, seconded by G. Maar; passed unanimously.
 4. Resolved to Approve Donation of Photo Booth as presented.
Motion by J. Heise, seconded by G. Maar; passed unanimously.
 5. Resolved to Approve Donation of Sheet Metal as presented.
Motion by J. Heise, seconded by G. Maar; passed unanimously.
 6. Resolved to Approve the Establishment of Change Fund in the Westview Exceptional Children Program for \$25.00 (Designated Person: Adam Porter) as presented.

Motion by J. Heise, seconded by K. Dillon; passed unanimously.
 7. Resolved to Approve Lease Renewal for 3555 Buffalo Road (former Alternative High School building) as presented.

Motion G. Maar, seconded by J. Heise; passed unanimously.
11. Personnel and Staffing
 1. Resolved: To approve the Personnel and Staffing Agenda as presented.

Motion by C. Phillips, seconded by G. Maar; 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 Electricity Bid
Energy Cooperative of America, Inc. Actual Usage
Motion by C. Phillips, seconded by C. Rockow; passed unanimously.

13. Executive Officer's Report

Shannon Tahoe was appointed Acting Commissioner until an Interim Commissioner has been chosen.

Brockport Central School District Superintendent Dr. Lesli Myers-Small has accepted a position with the New York State Education Department as Assistant Commissioner of Innovation and School Reform effective January 6, 2020. The Brockport Board of Education has approved District Superintendent Jo Anne Antonacci to conduct the Superintendent Search.

The Monroe 2-Orleans Educational Foundation Celebration was a tremendous success. The date for next year's Celebration will be Saturday, November 14, 2020.

The Westview Opening Celebration was well received as was the Career and Technical Education Expo. Both exceeded expectations.

District Superintendent Jo Anne Antonacci, Wayne-Finger Lakes BOCES District Superintendent Vicky Ramos, and NYS Council of School Superintendents (NYSCOSS) General Council Jacinda Conboy recently presented at the NYSCOSS Women's Initiative on "The Power of Intentionality and Connections."

Holiday Connections and Guardian Angel basket collections have begun for the holiday season.

14. Committee Reports

Labor Relations Committee (J. Abbott/J. Heise) – The October topic was developing leadership capacity; the November topic was Negotiations 101.

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

Information Exchange Committee (R. Charles Phillips/J. Heise) – The topic was JUULing and E-Cigarettes & Your Students Health.

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. Adjournment

At 7:23 p.m., a motion was made by J. Heise to adjourn the meeting, seconded by G. Maar; passed unanimously.

Respectfully submitted,

Virginia M. Critchley
Clerk of the Board

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 October 31, 2019

<u>GENERAL FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	14,767,732.72	<u>14,767,732.72</u>
RECEIPTS:	CHARGES FOR SERVICES	19,360,170.98	
	NON-CONTRACT CHARGES	63,967.40	
	INTEREST EARNED	1,969.13	
	TRANSFERS FROM SPECIAL AID	0.00	
	TRANSFERS FROM TRUST AND AGENCY	10,000.00	
	TRANSFERS FROM UNEMPLOYMENT	0.00	
	STATE AID DUE DISTRICTS	0.00	
	MISCELLANEOUS RECEIPTS	285,170.80	
	TOTAL RECEIPTS:	19,721,278.31	<u>19,721,278.31</u>
DISBURSEMENTS:	PAYROLL	3,358,840.40	
	WARRANTS	15,424,641.83	
	TRANSFERS TO:		
	- Special Aid	0.00	
	- Trust & Agency	1,163,143.09	
	- Unemployment Reserve	0.00	
	- Capital	0.00	
	RAN PAYMENT	0.00	
	MISCELLANEOUS DISBURSEMENTS	0.00	
	TOTAL DISBURSEMENT:	19,946,625.32	<u>(19,946,625.32)</u>
	GENERAL FUND CHECKING	10,376,863.09	
	GENERAL FUND SAVINGS	4,165,522.62	
CASH	ENDING BALANCE:	14,542,385.71	<u>14,542,385.71</u>

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

Period Ending October 31, 2019

<u>SPECIAL AID FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	2,067,329.02	<u>2,067,329.02</u>
RECEIPTS:	INTEREST EARNED	178.25	
	TRANSFER FROM GENERAL	0.00	
	TRANSFER FROM TRUST AND AGENCY	0.00	
	STATE, FEDERAL & LOCAL SOURCES	0.00	
	MISCELLANEOUS RECEIPTS	280,409.34	
	TOTAL RECEIPTS:	280,587.59	<u>280,587.59</u>
DISBURSEMENTS:	WARRANTS	120,296.31	
	TRANSFER TO TRUST & AGENCY	0.00	
	TRANSFER TO GENERAL	0.00	
	MISCELLANEOUS DISBURSEMENTS	1,251.44	
	TOTAL DISBURSEMENTS:	121,547.75	<u>(121,547.75)</u>
CASH	ENDING BALANCE:	2,226,368.86	<u>2,226,368.86</u>

<u>RISK RETENTION FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	1,569,558.97	<u>1,569,558.97</u>
RECEIPTS:	INTEREST EARNED	1,034.22	
	TRANSFER FROM GENERAL	0.00	
	MISCELLANEOUS RECEIPTS	0.00	
	TOTAL RECEIPTS:	1,034.22	<u>1,034.22</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	19,280.72	
	CASH- UNEMPLOYMENT RESERVE	269,005.36	
	CD-LIABILITY RESERVE	1,156,098.16	
	CD-UNEMPLOYMENT RESERVE	126,208.95	
CASH	ENDING BALANCE:	1,570,593.19	<u>1,570,593.19</u>

Monroe #2-Orleans BOCES**Treasurer's Report****Period Ending October 31, 2019**

<u>TRUST AND AGENCY FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	133,411,492.61	<u>133,411,492.61</u>
RECEIPTS:	INTEREST EARNED	789.79	
	PAYROLL	2,155,125.61	
	TRANSFER FROM GENERAL	1,163,143.09	
	TRANSFER FROM SPECIAL AID	0.00	
	RASHP I	2,308,827.00	
	RASHP II	27,557,862.65	
	MISCELLANEOUS RECEIPTS	3,346,007.78	
	TOTAL RECEIPTS:	36,531,755.92	<u>36,531,755.92</u>
DISBURSEMENTS:	WARRANTS	2,435,502.51	
	PAYROLL	2,155,125.61	
	RASHP I	2,815,895.97	
	RASHP II	19,088,082.88	
	TRANSFER TO GENERAL FUND	10,000.00	
	TRANSFER TO SPECIAL AID	0.00	
	MISCELLANEOUS DISBURSEMENTS	946,916.03	
	TOTAL DISBURSEMENTS:	27,451,523.00	<u>(27,451,523.00)</u>
	CASH-CHECKING	1,195,143.58	
	CASH-PAYROLL	7,823.89	
	CASH-RASWC	6,175,048.68	
	CASH-WC WFL	296,799.17	
	CASH-FSA	31,138.82	
	CASH-RASHP I	2,758,790.23	
	CASH-RASHP II	59,735,720.64	
	CASH-SELF FUNDED DENTAL	322,711.40	
	CASH-STUDENT ACCIDENT	3,888.12	
	CASH-GIFT FUNDS	92,097.37	
	CASH-EDUCATIONAL TRUST FUND	0.00	
	CASH-JOHN T. KLOCK SCHOLARSHIP	6,276.13	
	MONEY MARKET - RASHP II	38,038,879.71	
	MONEY MARKET - RASHP II - M&T	459,656.78	
	CERTIFICATE OF DEPOSIT-RASWC	18,407,781.94	
	CERTIFICATE OF DEPOSIT/SAVINGS - RASHP	14,959,969.07	
	CERTIFICATE OF DEPOSIT - RASHP II	0.00	
CASH	ENDING BALANCE:	142,491,725.53	<u>142,491,725.53</u>

Monroe #2-Orleans BOCES

Treasurer's Report

Period Ending October 31, 2019

<u>CAPITAL FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE	3,352,293.39	<u>3,352,293.39</u>
RECEIPTS:	INTEREST EARNED	628.54	
	TRANSFER FROM GENERAL	0.00	
	COMPONENT REVENUE	0.00	
	MISCELLANEOUS REVENUE	0.00	
	TOTAL RECEIPTS	628.54	<u>628.54</u>
DISBURSEMENTS:	WARRANTS	36,717.82	
	MISCELLANEOUS DISBURSEMENTS	0.00	
	TRANSFER TO:		
	- General Fund	0.00	
	- Equipment Reserve	0.00	
	TOTAL DISBURSEMENTS	36,717.82	<u>(36,717.82)</u>
	CAPITAL FUND CHECKING	2,416,830.86	
	CAPITAL FUND SAVINGS	108,844.58	
	CAPITAL FUND CTE EQUIPMENT RESERVE	790,528.67	
CASH	ENDING BALANCE:	3,316,204.11	<u>3,316,204.11</u>

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 11/26/2019

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	16,834.00	1,146,258.00	485,605.47	580,523.84	80,128.69
200 EQUIPMENT		15,500.00	53,441.00	68,941.00	44,331.14	10,650.00	13,959.86
300 SUPPLIES		19,550.00	-590.35	18,959.65	3,111.73	8,962.97	6,884.95
400 CONTRACTUAL		2,575,945.00	-19,623.27	2,556,321.73	922,850.27	1,360,680.05	272,791.41
700 INTEREST ON REVENUE NOTES		13,568.00	-12,000.00	1,568.00	0.00	0.00	1,568.00
800 EMPLOYEE BENEFITS		563,799.00	-17,000.00	546,799.00	100,323.48	348,101.45	98,374.07
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	400,000.00	0.00	0.00
950 TRANSFER FROM O & M		65,575.00	0.00	65,575.00	0.00	0.00	65,575.00
960 TRANSFER CHARGE		251,491.00	38,511.00	290,002.00	38,511.00	0.00	251,491.00
Subtotal of 0 Administration		10,393,391.00	59,572.38	10,452,963.38	1,997,233.09	2,308,918.31	6,146,811.98
1 Career Education							
100 SALARIES		3,750,006.00	-60,000.00	3,690,006.00	1,037,953.49	2,497,885.33	154,167.18
200 EQUIPMENT		25,000.00	133,814.69	158,814.69	120,753.25	33,198.95	4,862.49
300 SUPPLIES		368,250.00	-36,636.63	331,613.37	181,255.04	77,028.97	73,329.36
400 CONTRACTUAL		232,000.00	29,505.34	261,505.34	105,402.46	101,990.41	54,112.47
490 SCH DIST AND OTHER BOCES		20,308.00	11,676.44	31,984.44	3,998.06	0.00	27,986.38
800 EMPLOYEE BENEFITS		1,725,745.00	-28,945.00	1,696,800.00	174,400.94	1,198,524.17	323,874.89
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	2,359.90	545,438.90	2,359.90	0.00	543,079.00
970 TR CREDs FR SERVICE PROGR		-88,945.00	88,141.78	-803.22	-803.22	0.00	0.00
990 TRANS CREDs 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	139,916.52	7,967,055.52	1,625,319.92	3,908,627.83	2,433,107.77
2 Special Education							
100 SALARIES		6,888,103.00	261,425.00	7,149,528.00	1,783,309.29	4,629,173.29	737,045.42
200 EQUIPMENT		33,314.00	101,080.23	134,394.23	90,851.81	3,280.55	40,261.87
300 SUPPLIES		62,231.00	3,850.00	66,081.00	18,413.22	11,348.91	36,318.87
400 CONTRACTUAL		1,281,383.00	-138,585.05	1,142,797.95	726,909.12	864,375.43	-448,486.60
490 SCH DIST AND OTHER BOCES		6,142,374.79	320,757.88	6,463,132.67	1,742,532.73	0.00	4,720,599.94
800 EMPLOYEE BENEFITS		3,996,368.00	251,036.00	4,247,404.00	292,536.21	3,037,544.53	917,323.26
950 TRANSFER FROM O & M		325,417.00	0.00	325,417.00	0.00	0.00	325,417.00
960 TRANSFER CHARGE		15,414,614.25	1,434,597.01	16,849,211.26	8,364.19	0.00	16,840,847.07
970 TR CREDs FR SERVICE PROGR		0.00	-4,364.52	-4,364.52	-1,790.12	0.00	-2,574.40
Subtotal of 2 Special Education		34,143,805.04	2,229,796.55	36,373,601.59	4,661,126.45	8,545,722.71	23,166,752.43
3 Itinerent Services							
100 SALARIES		13,204,963.00	-963,264.40	12,241,698.60	2,978,484.48	8,379,439.01	883,775.11
200 EQUIPMENT		222,825.00	-1,300.00	221,525.00	86,869.92	427.91	134,227.17
300 SUPPLIES		40,896.00	1,196.00	42,092.00	10,778.17	5,891.80	25,422.03
400 CONTRACTUAL		451,478.03	-31,234.10	420,243.93	60,954.14	100,863.35	258,426.44

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 11/26/2019

Fiscal Year: 2020

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
490 SCH DIST AND OTHER BOCES		152,834.77	17,193.21	170,027.98	46,671.41	0.00	123,356.57
800 EMPLOYEE BENEFITS		7,419,683.00	-480,211.00	6,939,472.00	480,432.59	4,583,080.62	1,875,958.79
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	3,810.10	1,225,327.10	3,810.10	0.00	1,221,517.00
970 TR CREDITS FR SERVICE PROGR		-11,481,347.59	-1,235,384.98	-12,716,732.57	-2,025.60	0.00	-12,714,706.97
Subtotal of 3 Itinerent Services		11,240,697.21	-2,689,195.17	8,551,502.04	3,665,975.21	13,069,702.69	-8,184,175.86
4 General Instruction							
100 SALARIES		1,809,703.00	40,002.00	1,849,705.00	1,050,571.99	672,561.03	126,571.98
200 EQUIPMENT		7,145.00	34,678.85	41,823.85	36,244.96	0.00	5,578.89
300 SUPPLIES		14,236.00	6,194.00	20,430.00	7,899.59	4,387.28	8,143.13
400 CONTRACTUAL		654,824.00	2,480.50	657,304.50	733,654.90	105,417.97	-181,768.37
490 SCH DIST AND OTHER BOCES		65,798.63	23,278.26	89,076.89	20,811.91	0.00	68,264.98
800 EMPLOYEE BENEFITS		631,127.00	-29,447.00	601,680.00	167,730.57	351,190.94	82,758.49
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	1,930.80	180,010.70	1,596.40	0.00	178,414.30
970 TR CREDITS FR SERVICE PROGR		-15,740.00	-1,483.90	-17,223.90	-1,483.90	0.00	-15,740.00
990 TRANS CREDITS FR OTHER FUND		-1,980.00	0.00	-1,980.00	0.00	0.00	-1,980.00
Subtotal of 4 General Instruction		3,446,220.53	77,637.51	3,523,858.04	2,017,026.42	1,133,557.22	373,274.40
5 Instruction Support							
100 SALARIES		5,831,728.00	213,243.00	6,044,971.00	2,138,024.18	3,549,220.29	357,726.53
200 EQUIPMENT		2,994,845.00	2,498,154.48	5,492,999.48	2,746,701.23	225,195.43	2,521,102.82
300 SUPPLIES		568,874.00	316,538.95	885,412.95	505,899.93	194,284.69	185,228.33
400 CONTRACTUAL		4,183,803.00	890,719.83	5,074,522.83	2,858,690.86	683,369.31	1,532,462.66
490 SCH DIST AND OTHER BOCES		228,831.69	179,366.47	408,198.16	127,797.48	0.00	280,400.68
800 EMPLOYEE BENEFITS		2,793,638.00	109,705.00	2,903,343.00	338,351.57	2,029,357.94	535,633.49
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	158,542.20	1,183,412.64	158,860.64	0.00	1,024,552.00
970 TR CREDITS FR SERVICE PROGR		-2,347,267.00	-199,779.12	-2,547,046.12	-175,519.12	0.00	-2,371,527.00
990 TRANS CREDITS FR OTHER FUND		-76,185.00	-1,747.45	-77,932.45	-1,747.45	0.00	-76,185.00
Subtotal of 5 Instruction Support		15,832,523.13	4,164,743.36	19,997,266.49	8,697,059.32	6,681,427.66	4,618,779.51
6 Other Services							
100 SALARIES		2,232,599.00	0.00	2,232,599.00	920,036.61	1,255,324.68	57,237.71
200 EQUIPMENT		455,195.00	438,317.85	893,512.85	534,399.10	20,692.51	338,421.24
300 SUPPLIES		36,000.00	7,586.00	43,586.00	9,681.04	5,395.83	28,509.13
400 CONTRACTUAL		3,320,372.00	181,494.12	3,501,866.12	1,265,867.31	1,723,151.81	512,847.00
490 SCH DIST AND OTHER BOCES		5,575,370.47	213,033.65	5,788,404.12	3,053,814.52	0.00	2,734,589.60
800 EMPLOYEE BENEFITS		1,017,436.00	0.00	1,017,436.00	143,974.52	674,821.52	198,639.96
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	3,465.68	98,230.68	3,465.68	0.00	94,765.00
970 TR CREDITS FR SERVICE PROGR		-1,652,342.00	-37,870.65	-1,690,212.65	-37,870.65	0.00	-1,652,342.00

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 11/26/2019

Fiscal Year: 2020

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
990 TRANS CREDs FR OTHER FUND		-105,886.00	0.00	-105,886.00	0.00	0.00	-105,886.00
Subtotal of 6 Other Services		11,084,944.47	806,026.65	11,890,971.12	5,893,368.13	3,679,386.35	2,318,216.64
7 Undefined							
100 SALARIES		3,086,796.00	124,446.00	3,211,242.00	1,312,333.74	1,590,872.42	308,035.84
200 EQUIPMENT		28,500.00	19,000.00	47,500.00	6,487.60	15,327.27	25,685.13
300 SUPPLIES		188,450.00	27,558.60	216,008.60	99,280.67	59,408.14	57,319.79
400 CONTRACTUAL		1,811,861.00	-11,982.30	1,799,878.70	978,343.18	517,984.46	303,551.06
490 SCH DIST AND OTHER BOCES		0.00	2,000.00	2,000.00	0.00	2,000.00	0.00
800 EMPLOYEE BENEFITS		1,540,215.00	93,227.00	1,633,442.00	199,497.60	859,175.09	574,769.31
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	2,524.70	1,320,993.70	2,524.70	0.00	1,318,469.00
970 TR CREDs FR SERVICE PROGR		-7,400,787.00	-255,004.00	-7,655,791.00	0.00	0.00	-7,655,791.00
990 TRANS CREDs FR OTHER FUND		-1,014,664.00	4.00	-1,014,660.00	0.00	0.00	-1,014,660.00
Subtotal of 7 Undefined		0.00	1,774.00	1,774.00	2,598,467.49	3,044,767.38	-5,641,460.87
Total GENERAL FUND		93,968,720.38	4,790,271.80	98,758,992.18	31,155,576.03	42,372,110.15	25,231,306.00

7. Board Presentation: Preschool Program and Budget Update (Barbara Martorana)

8. Old Business

9. New Business

1. Resolution to Accept Extraclassroom Activity Funds Financial Report for year ended June 30, 2019. No action plan is required, as there were no findings or questionable costs.

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

EXTRACLASSROOM ACTIVITY FUNDS

FINANCIAL REPORT

For Year Ended June 30, 2019

MENGEL METZGER BARR & CO. LLP

RAYMOND F. WAGER, CPA, P.C. DIVISION

TABLE OF CONTENTS

Independent Auditors' Report	1 - 2
Statement of Cash Receipts and Disbursements for year ended June 30, 2019	3
Notes to Financial Statement	4
Auditors' Findings and Evaluation	5

MENGEL METZGER BARR & CO. LLP

RAYMOND F. WAGER, CPA, P.C. DIVISION

INDEPENDENT AUDITORS' REPORT

To the Board Members
Board of Cooperative Educational Services
Second Supervisory District of Monroe and Orleans Counties

We have audited the accompanying statement of cash receipts and disbursements of the Extraclassroom Activity Funds of the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties for the year ended June 30, 2019 and the related notes to the financial statement.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the BOCES' preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the BOCES' internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Qualified Opinion

Internal accounting controls are limited over the cash receipts from the point of collection to the time of submission to the Central Treasurer. Accordingly, it was impracticable to extend our audit of such receipts beyond the amounts recorded.

Qualified Opinion

In our opinion, except for the possible effects of the matter discussed in the basis for qualified opinion paragraph, the financial statement referred to in the first paragraph presents fairly, in all material respects, the cash receipts and disbursements of the Extraclassroom Activity Funds of the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties for the year ended June 30, 2019, in accordance with the cash basis of accounting as described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. This financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Raymond F. Wager, CPA, PC

Rochester, New York
November 22, 2019

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

Extraclassroom Activity Funds

Statement of Cash Receipts and Disbursements

For Year Ended June 30, 2019

	Cash Balance		Disburse-	Cash Balance
	<u>July 1, 2018</u>	<u>Receipts</u>	<u>ments</u>	<u>June 30, 2019</u>
HOSA	\$ -	\$ 3,787	\$ 3,157	\$ 630
Skills USA	<u>4,734</u>	<u>31,299</u>	<u>33,087</u>	<u>2,946</u>
TOTAL	<u>\$ 4,734</u>	<u>\$ 35,086</u>	<u>\$ 36,244</u>	<u>\$ 3,576</u>

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

SECOND SUPERVISORY DISTRICT OF

MONROE AND ORLEANS COUNTIES

EXTRACLASSROOM ACTIVITY FUNDS

NOTES TO FINANCIAL STATEMENT

June 30, 2019

(Note 1) Accounting Policy:

The transactions of the Extraclassroom Activity Funds are considered part of the reporting entity of the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties. Consequently, the cash balances are included in the financial statements of the BOCES as part of the Trust and Agency Fund.

The accounts of the Extraclassroom Activity Funds of the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties are maintained on a cash basis, and the statement of cash receipts and disbursements reflects only cash received and disbursed. Therefore, receivables and payables, inventories, long-lived assets, and accrued income and expenses, which would be recognized under generally accepted accounting principles, and which may be material in amount, are not recognized in the accompanying financial statement.

(Note 2) Cash and Cash Equivalents:

Cash and cash equivalents is comprised of one checking account. The balance in this account is fully covered by FDIC Insurance.

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

EXTRAClassroom Activity Funds

AUDITORS' FINDINGS AND EVALUATION

We have examined the statement of cash receipts and disbursements of the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties Extraclassroom Activity Funds for the year ended June 30, 2019. As part of our examination, we made a study and evaluation of the system of internal accounting control to the extent we deemed necessary to render our opinion.

There are inherent limitations in considering the potential effectiveness of any system of internal accounting control. Human errors, mistakes of judgment and misunderstanding of instructions limit the effectiveness of any control system. In particular, cash being handled by numerous students and faculty advisors at various functions provides an atmosphere of limited control over those receipts.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the BOCES' financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

Current Year Deficiencies in Internal Control:

There were no findings noted in the current year.

Prior Year Recommendations:

There were no findings noted in the prior year.

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We wish to express our appreciation to all client personnel for the courtesies extended to us during the course of our examination.



Rochester, New York
November 22, 2019

9. New Business

2. Resolution to Accept Single Audit Report for Year Ended June 30, 2019. No action plan is required, as there were no findings or questionable costs.

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

SPENCERPORT, NEW YORK

SINGLE AUDIT REPORT

For Year Ended June 30, 2019

MENGEL METZGER BARR & CO. LLP

RAYMOND F. WAGER, CPA, P.C. DIVISION

CONTENTS

	<u>Page</u>
Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by Uniform Guidance	1 - 3
Schedule of Expenditures of Federal Awards	4
Notes to Schedule of Expenditures of Federal Awards	5
Schedule of Findings and Questioned Costs	6

MENGEL METZGER BARR & CO. LLP

RAYMOND F. WAGER, CPA, P.C. DIVISION

Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards In Accordance with the Uniform Guidance

Independent Auditors' Report

To the Board Members
Board of Cooperative Educational Services
Second Supervisory District of
Monroe and Orleans Counties, New York

Report on Compliance for Each Major Federal Program

We have audited the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, New York's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the BOCES' major federal programs for the year ended June 30, 2019. The Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, New York's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, New York's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, New York's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, New York's compliance.

Opinion on Each Major Federal Program

In our opinion, the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, New York complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control Over Compliance

The management of the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, New York is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, New York's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, New York's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregated remaining fund information of the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, New York as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, New York's basic financial statements. We issued our report thereon dated October 10, 2019, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Raymond F. Wager, CPA, PC

Rochester, New York
December 6, 2019

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SECOND SUPERVISORY DISTRICT OF
MONROE AND ORLEANS COUNTIES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2019**

<u>Grantor / Pass - Through Agency</u>	<u>CFDA</u>	<u>Grantor</u>	<u>Pass-Through Agency</u>	<u>Total</u>
<u>Federal Award Cluster / Program</u>	<u>Number</u>	<u>Number</u>	<u>Number</u>	<u>Expenditures</u>
<u>U.S. Department of Education:</u>				
<u>Direct Programs:</u>				
<u>Student Financial Assistance Program Cluster -</u>				
Federal Pell Grant Program	84.063	N/A	N/A	\$ 235,677
Federal Direct Student Loans	84.268	N/A	N/A	378,016
<i>Total Student Financial Assistance Program Cluster</i>				<u>\$ 613,693</u>
Total Direct Programs				<u>\$ 613,693</u>
<u>Indirect Programs:</u>				
<u>Passed Through NYS Education Department -</u>				
VATEA II - Perkins Grant	84.048	N/A	8000-19-0044	\$ 138,479 *
Education for Homeless Children and Youth	84.196	N/A	0212-19-3012	33,312
WIOA, Title II, ESOL Civics	84.002	N/A	0040-19-3018	84,846 *
Total Indirect Programs				<u>\$ 256,637</u>
Total U.S. Department of Education				<u>\$ 870,330</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS				<u>\$ 870,330</u>

* Major Programs

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

Notes to Schedule of Expenditures of Federal Awards

June 30, 2019

Note 1 - Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal awards programs administered by the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties, an entity as defined in Note 1 to the BOCES basic financial statements. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirement's, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the BOCES, it is not intended to and does not present the financial position or changes in net position.

Note 2 - Basis of Accounting

Expenditures reported on the schedule are reported on the GAAP basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Note 3 - Indirect Costs

Indirect costs are included in the reported expenditures to the extent they are included in the federal financial reports used as the source for the data presented.

Note 4 - Matching Costs

Matching costs, i.e., the Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties share of certain program costs, are not included in the reported expenditures.

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

Schedule of Findings and Questioned Costs

June 30, 2019

I. Summary of the Auditors' Results

Financial Statements

a) Type of auditor's report issued	Unmodified
b) Internal control over financial reporting	
1. Material weaknesses identified	No
2. Significant deficiency(ies) identified	No
c) Noncompliance material to financial statements noted	No

Federal Awards

a) Internal control over major programs	
1. Material weaknesses identified	No
2. Significant deficiency(ies) identified	No
b) Type of auditor's report issued on compliance for major programs	Unmodified
c) Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)	No
d) Identification of major programs	

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
CFDA 84.048	VATEA II – Perkins Grant
CFDA 84.002	WIOA, Title II, ESOL Civics

e) Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
f) Auditee qualifies as low-risk auditee	Yes

II. Financial Statement Findings

There were no current year findings and there were no prior year findings.

III. Federal Award Findings and Questioned Costs

There were no current year findings or questioned costs and there were no prior year findings or questioned costs.

9. New Business
 3. Resolution to Accept Donation of \$5,000 for the Donald F. and Maxine B. Davison Foundation Scholarships

10. Personnel and Staffing
 1. Resolution to Approve Personnel and Staffing Agenda

11. Bids/Lease Purchases

1. Resolution to Accept Cooperative Electrical Repair, Maintenance and Installation Service Bid
2. Resolution to Accept Cooperative Plumbing Repair, Maintenance and Installation Service Bid
3. Resolution to Accept Cooperative HVAC Repair, Maintenance and Installation Service Bid
4. Resolution to Accept Cooperative Food Service Equipment Repair, Maintenance and Installation Service Bid
5. Resolution to Accept Cooperative Electrical, Plumbing, and Building Supplies Bid
- 6 Resolution to Accept Cooperative Lunch Paper and Plastic Supply Bid
7. Resolution to Accept Cooperative Health and Safety Supplies Bid
8. Resolution to Accept Cooperative Multimedia Audiovisual Equipment Bid
9. Resolution to Accept Cardboard Custom Boxes 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

December 18 3:30pm DS Forum (CTE, A-116 conference room – main entrance)

December 18 6:30pm Board Meeting (Board Room)

December 23-31 Recess (No school)

December 24-25 BOCES 2 closed

January 1 BOCES 2 closed

January 1-3 Recess (No school)

January 8 Noon Board Officer Agenda Review

January 8 Noon MCSBA Legislative Committee (Double Tree)

January 8 5:45pm MCSBA Board Presidents Meeting (Double Tree)

January 15 Noon MCSBA Information Exchange Committee (Double Tree)

January 15 6:30pm Board Meeting (Board Room)

January 20 BOCES 2 closed

January 22 Noon MCSBA Labor Relations Committee (Double Tree)

January 29 Noon MCSBA Steering Committee (Double Tree)

February 5 Noon Board Officer Agenda Review

February 5 Noon MCSBA Legislative Committee (Double Tree)

February 8 9am MCSBA Legislative Breakfast (Double Tree)

15. Other Items

16. Adjournment