



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

There will be a Regular Meeting of the Monroe 2-Orleans Board of Cooperative Educational Services on Wednesday, December 20, 2023, at 6:00 pm at the Richard E. TenHaken Educational Services Center, 3599 Big Ridge Road, Spencerport, NY 14559

Anticipated Executive Session immediately following the regular board meeting to discuss Current litigation, collective negotiations and the employment history of a particular person(s).

BOARD MEMBERS

Dennis Laba, President	Trina Lorentz
R. Charles Phillips, Vice President	Gerald Maar
John Abbott	Michael May
Cindy Dawson	Heather Pyke
Kathleen Dillon	

AGENDA

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Agenda Item(s) Modifications
4. Approval of Minutes: November 15, 2023, Regular Meeting Minutes
5. Public Interaction
6. Financial Reports
 1. Resolution to Accept Treasurer's Report
 2. Resolution to Accept WinCap Reports
 3. Internal Claims Exception Log
7. Board Presentation - Safety and Security Update, Safety and Security Coordinator Doug Comanzo
8. Old Business
9. New Business
 1. Resolution to Accept Single Audit Report for Year Ended June 30, 2023.
 2. Resolution to Accept Extra Classroom Activity Funds Financial Report for year ended June 30, 2023
 3. Resolution to Accept Corrective Action Plan for the year ended June 30, 2023
 4. Resolution to Approve the changes to Policy 6463 Title IX and Sex Discrimination
 5. Resolution to Approve CWD Job Training Programs: Paraprofessional and Hospitality and Tourism
 6. Resolution to Accept the \$5,000.00 donation from the Donald F. And Maxine D. Davison Foundation
 7. Resolution to Accept Donation of Eva HandiCare Full Patient Lift from Craigmile Health Solutions

8. Resolution to Accept Donation of 15 Cut Pine Trees from Stokoe Farms
9. Make All the Difference Scholarship Reviewers
10. Personnel and Staffing
 1. Resolution to Approve Personnel and Staffing Agenda
11. Bids/Lease Purchases
 1. Resolution to Accept Cooperative School Lunch Paper and Plastic Supplies bid.
 2. Resolution to Accept Cooperative Food Service Equipment Repair, Maintenance and Installation Service bid
 3. Resolution to Accept Cooperative Plumbing Repair, Maintenance and Installation Service bid
 4. Resolution to Accept Cooperative HVAC Repair, Maintenance and Installation Service bid
 5. Resolution to Accept Cooperative Electrical Repair, Maintenance and Installation Service bid
 6. Resolution to Accept Cooperative Electric Supply bid
 7. Resolution to Accept School Bus Transportation bid
 8. Resolution to Accept FY 2023 - 2024 Instructional Technology State-Wide Licensing Agreements-Add on #1
12. Executive Officer's Reports
 1. Albany D.S. Report
 2. Local Update
13. Committee Reports
 1. Labor Relations Committee
 2. Legislative Committee
 3. Information Exchange
14. Upcoming Meetings/Calendar Events

Dec 20	6:00 pm	Board Meeting (ESC, Board Room)
Dec. 25		Christmas Holiday - BOCES Closed
Dec. 26-29	Recess	(No school)
January 1		New Year's Holiday - BOCES Closed
January 3	Noon	MCSBA Legislative Committee Meeting (DoubleTree)
January 10	4:00 pm	MCSBA Information Exchange Committee Meeting/Social Rochester Museum and Science Center
January 11	Noon	Board Officer Agenda Review (RCC)
January 15		Martin Luther King, Jr. Observance (BOCES Closed)
January 17	Noon	MCSBA Labor Relations Committee Meeting (DoubleTree)
	6:00 pm	Board Meeting (ESC, Board Room)
15. Other Items
16. Executive Session
17. Adjournment

1. Call the Meeting to Order

2. Pledge of Allegiance

3. Agenda Item(s) Modifications

4. Approval of Minutes: November 15, 2023 Regular Meeting Minutes

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

MINUTES

of the Regular Meeting held on Wednesday, November 15, 2023, at 5:00 p.m. at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present

Dennis Laba, President	Trina Lorentz
R. Charles Phillips, Vice President	Gerry Maar
John Abbott	Michael May
Cindy Dawson	
Kathleen Dillon	

Staff Present

Jo Anne Antonacci	
Karen Brown	Marijo Pearson
Stephen Dawe	Steve Roland
Ian Hildreth	Michelle Ryan
Kelly Mutschler	Tom Schulte

1. The meeting was called to order by President Laba at 5:00 pm.
2. Pledge of Allegiance
3. Agenda Modification - There were no agenda modifications
4. Approval of Minutes
Resolved: To Approve the Minutes of the October 18, 2023 Regular Meeting
Moved by J. Abbott, seconded by K. Dillon; passed unanimously
5. There was no public interaction
6. Financial Reports
Resolved: To Accept the Treasurer's Report as presented
Moved by J. Abbott, seconded by G. Maar; passed unanimously

Resolved: To Accept the WinCap Reports as presented
Moved by J. Abbott, seconded by G. Maar; passed unanimously
7. Audit Committee
Resolved: To Accept the Minutes of the October 18, 2023 Audit Committee Meeting
Moved by M. May, seconded by J. Antonacci; passed unanimously
8. Board Presentation - Interim Director for the Department of Exceptional Children Joseph Kelly introduced Special Education Supervisor Heather Malone and Assistant School Business Official Gary Manuse. Ms. Malone and Mr. Manuse provided the board with an update on the

preschool program and budget. The board asked questions and thanked Mr. Kelly, Ms. Malone and Mr. Manuse who then left the meeting at 5:30 pm

9. Old Business

District Superintendent Jo Anne Antonacci provided board members answers and discussion on the Public Inter-district Schools Report

10. New Business

1. Resolved: To Accept Donation of Autobody Parts from Wilbert's Family Enterprises
Moved by G. Maar, seconded by M. May; passed unanimously

2. Resolved: Approve Revision to the Monroe 2-Orleans BOCES Organizational Chart
Moved by M. May, seconded by J. Abbott; passed unanimously

11. Personnel and Staffing

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

2. Resolved: To Certify Lead Evaluator of Teachers
Moved by G. Maar, 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. TOYOTA FORKLIFT TRUCK 2023 or NEWER

Bid #RFB-2079-23

Toyota Lift Northeast \$37,833.00

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

2. FORD E-350 CAB AND CUTAWAY CHASSIS 2023 or NEWER

Bid #RFB-2080-23

Van Bortel Ford, Inc. \$67,750.00

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

13. Executive Officer's Report

Jim Baldwin, Senior Deputy Commissioner has announced his retirement from this position with SED. Jeff Matteson, former District Superintendent of the Tompkins-Seneca-Tioga BOCES has been appointed to fill that position.

The Blue Ribbon Commission and report recommendations have been released. Recommendations include different pathways to graduation. The next step will be to work on recommendations.

District Superintendent Jo Anne Antonacci thanked board members who donated to the Kiwanis Toy Drive and to the Fall Food Drive. Holiday Connections, a month-long opportunity to donate holiday gifts and treats for BOCES families in need, has begun. Jo Anne expressed gratitude for the unwavering generosity of the BOCES community.

Agriculture and Heavy Equipment programs are up and running at Springdale Farm. We will look to schedule a board meeting at the site as well as at the new BOCES 4 Science location in the Spring. New Special Ed Supervisor Lawanda Brown started at Westview this week.

14. Committee Reports

Labor Relations Committee - J. Abbott, K. Dillon - report on Civil Service System

Legislative Committee - K. Dillon, C. Dawson - recap of meetings, preparing for December 6 Advocacy Day via Zoom

Information Exchange - C. Dawson, C. Phillips - Presentation on Artificial Intelligence and how to incorporate it

15. Upcoming Meetings/Calendar Events - the various meetings for the month were listed in the agenda

16. Other Items - There were no other items

17. At 5:44 pm. a motion was made by J. Abbott to adjourn to executive session; seconded by K. Dillon; passed unanimously

Respectfully Submitted


Kelly Mutschler
Clerk of the Board

Members Present

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

Trina Lorentz
Gerald Maar
Michael May

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

17. Adjournment

At 6:00 pm a motion was made by C. Phillips to adjourn the meeting, seconded by K. Dillon; passed unanimously.

Respectfully Submitted,


Jo Anne L. Antonacci
Clerk Pro Tem

5. Public Interaction

6. Financial Reports

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

Monroe 2 - Orleans BOCES
Treasurer's Report
Period Ending October 31, 2023

	GENERAL FUND		SPECIAL AID FUND	
BEGINNING CASH ON HAND		20,977,307.75		867,575.83
RECEIPTS:				
Interest Earned	42,113.39		132.03	
Charges for Services	22,828,955.29		-	
Non-Contract Services	122,583.25		-	
Collected for Other Funds			-	
State, Federal and Local Aid			1,156,952.27	
Transfers from Other Funds	1,115,430.68		-	
Miscellaneous Funds	72,322.12		560.00	
TOTAL RECEIPTS	24,181,404.73	24,181,404.73	1,157,644.30	1,157,644.30
DISBURSEMENTS				
Payroll and Benefits	3,455,866.29		575.00	
Warrants	19,399,666.37		78,060.28	
Transfers to Other Funds	1,300,000.00		1,115,430.68	
Miscellaneous Disbursements	63.43		253.42	
TOTAL DISBURSEMENTS	24,155,596.09	(24,155,596.09)	1,194,319.38	(1,194,319.38)
ENDING CASH ON HAND:		21,003,116.39		830,900.75
GENERAL FUND CHECKING		14,947,941.39	SPECIAL AID CHKG - CHASE	774,692.98
GENERAL FUND CLASS		1,005,251.83	SPECIAL AID CHKG - M&T	56,207.77
PAYROLL CHECKING		94,901.46		
DENTAL/FSA ACCOUNT CASH		351,268.39		
GENERAL FUND CD		1,030,611.45		
CASH- LIABILITY RESERVE		333,012.60		
CASH- UNEMPLOYMENT RES		183,333.97		
CASH- CTE RESERVE		221,413.16		
CASH - INSURANCE RESERVE		302,383.56		
TREASURY INVESTMENTS		2,532,998.58		
		21,003,116.39		830,900.75

MISC SPECIAL REVENUE		
BEGINNING CASH ON HAND		71,394.14
RECEIPTS:		
Interest Earned	127.33	
Component Contributions	-	
Transfers from Other funds	-	
Donations	-	
Miscellaneous Funds	-	
TOTAL RECEIPTS	127.33	127.33
DISBURSEMENTS		
Warrants	-	
Scholarships	-	
Transfers to Other Funds	-	
Miscellaneous Disbursements	-	
TOTAL DISBURSEMENTS	-	-
ENDING CASH ON HAND:		71,521.47
		<hr/>
B4 SCIENCE	-	
GIFT FUND SAVINGS	71,521.47	
		<hr/>
		71,521.47

CAPITAL FUND		
		1,841,330.38
	12,216.95	
	-	
	1,300,000.00	
	-	
	-	
		<hr/>
	1,312,216.95	1,312,216.95
	8,407.50	
	-	
	-	
	-	
		<hr/>
	8,407.50	(8,407.50)
		<hr/>
		3,145,139.83
		<hr/>
		603,662.50
		<hr/>
		2,541,477.33
		<hr/>
		3,145,139.83

----- CUSTODIAL FUNDS -----

	Rochester Area School Health Plan I	Rochester Area School Health Plan II	Rochester Area School Workers' Comp Plan	Wayne Finger Lakes Workers' Comp Plan	TOTAL CUSTODIAL
BEGINNING CASH ON HAND	14,464,454.34	132,166,884.67	36,639,502.04	293,053.02	183,563,894.07
RECEIPTS:					
Interest Earned	19,924.85	471,944.87	74,306.67	-	
Contributions	1,930,712.61	34,123,830.77	2,038,647.50	206,946.97	
Miscellaneous Funds	1,733,556.48	13,313.31	30.09	2,868.40	
TOTAL RECEIPTS	3,684,193.94	34,609,088.95	2,112,984.26	209,815.37	40,616,082.52
DISBURSEMENTS					
Claims	1,896,942.44	30,431,862.57	347,233.21	207,632.79	
Admin and Other Disbursements	1,212,804.51	753,737.08	75,568.80	-	
TOTAL DISBURSEMENTS	3,109,746.95	31,185,599.65	422,802.01	207,632.79	(34,925,781.40)
ENDING CASH ON HAND:	15,038,901.33	135,590,373.97	38,329,684.29	295,235.60	189,254,195.19
RASHP I CHECKING	5,012,156.92				5,012,156.92
RASHP I SAVINGS / INVESTMENTS	3,637,043.79				3,637,043.79
RASHP II CHECKING		13,756,854.00			13,756,854.00
RASHP II SAVINGS / INVESTMENTS		60,933,769.04			60,933,769.04
RASWC CHECKING			5,194,742.52		5,194,742.52
RASWC SAVINGS / INVESTMENTS			17,394,004.31		17,394,004.31
WFL WC CHECKING				295,235.60	295,235.60
TREASURY INVESTMENTS	6,389,700.62	60,899,750.93	15,740,937.46		83,030,389.01
TOTAL CASH	15,038,901.33	135,590,373.97	38,329,684.29	295,235.60	189,254,195.19

Collateral Analysis	M&T Bank	Five Star Bank	Chase Bank
Bank Totals	27,321,102.85	80,805,701.94	16,293,389.97
<i>Collateral:</i>			
FDIC	500,000.00	250,000.00	250,000.00
Additional FDIC through CD Option	-	65,604,203.69	-
Collateral held by Bank	-	-	17,253,152.20
Collateral held by Third Party	28,523,762.95	15,768,032.80	-
	29,023,762.95	81,622,236.49	17,503,152.20
Over / (Under) Collateralized	1,702,660.10	816,534.55	1,209,762.23

Treasurer's Notes:

BOCES final 22-23 state aid payments disbursed to components at the beginning of the month.
CLASS now being utilized by Capital Fund and all Plans to maximize interest (current rate over 5%)

This is to certify that I have received these balances:


 District Clerk

12/15/2023

Date


 Assistant Superintendent for Finance and Operations

12/11/23

Date


 Treasurer

11/17/23

Date

MONROE 2 - ORLEANS BOCES

Revenue Status Report As Of: 11/30/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
0 Administration			12,321,411.00	15,300.00	12,336,711.00	7,293,214.15	5,223,087.69	194,890.84
1 Career Education			11,321,341.00	252,477.39	11,573,818.39	5,679,572.78	5,719,052.03	14,399.51
2 Special Education			33,462,373.41	2,484,029.06	35,946,402.47	17,038,748.24	18,868,732.94	7,891.15
3 Itinerent Services			8,909,962.17	298,472.44	9,208,434.61	4,950,510.59	4,267,057.44	9,233.42
4 General Instruction			3,923,125.59	2,619,003.05	6,542,128.64	3,002,170.43	3,559,928.53	42,301.24
5 Instruction Support			19,762,383.68	6,317,116.05	26,079,499.73	14,048,944.78	11,267,031.77	17,249.14
6 Other Services			14,005,275.82	740,305.47	14,745,581.29	8,989,459.37	5,470,635.95	29,384.76
Total GENERAL FUND			103,705,872.67	12,726,703.46	116,432,576.13	61,002,620.34	54,375,526.35	315,350.06

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

These are estimates to balance the budget

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 11/30/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
0 Administration							
100 SALARIES		1,272,363.00	0.00	1,272,363.00	535,378.62	677,262.62	59,721.76
200 EQUIPMENT		15,650.00	-650.00	15,000.00	944.23	2,453.00	11,602.77
300 SUPPLIES		16,450.00	-50.00	16,400.00	7,176.54	8,347.73	875.73
400 CONTRACTUAL		429,623.00	34,085.00	463,708.00	248,077.98	164,178.19	51,451.83
470 Rental of Facilities		2,487,597.00	0.00	2,487,597.00	850,858.95	1,052,968.46	583,769.59
700 INTEREST ON REVENUE NOTES		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
800 EMPLOYEE BENEFITS		644,854.00	-10,000.00	634,854.00	211,845.02	312,028.03	110,980.95
899 Oth Post Retirement Benft		6,102,956.00	-8,885.00	6,094,071.00	1,644,437.84	0.00	4,449,633.16
910 TRANSFER TO CAPITAL FUND		1,000,000.00	0.00	1,000,000.00	1,000,000.00	0.00	0.00
950 TRANSFER FROM O & M		72,806.00	0.00	72,806.00	0.00	0.00	72,806.00
960 TRANSFER CHARGE		275,112.00	800.00	275,912.00	800.00	0.00	275,112.00
Subtotal of 0 Administration		12,321,411.00	15,300.00	12,336,711.00	4,499,519.18	2,217,238.03	5,619,953.79
1 Career Education							
100 SALARIES		5,199,515.00	-10,688.89	5,188,826.11	1,406,394.66	3,365,456.15	416,975.30
200 EQUIPMENT		182,075.00	276,628.91	458,703.91	332,674.54	126,098.47	-69.10
300 SUPPLIES		522,500.00	67,537.49	590,037.49	239,014.16	181,338.78	169,684.55
400 CONTRACTUAL		463,250.00	163,804.59	627,054.59	386,935.60	195,911.97	44,207.02
490 SCH DIST AND OTHER BOCES		12,075.00	-68.38	12,006.62	2,406.41	0.00	9,600.21
800 EMPLOYEE BENEFITS		2,718,960.00	-250,000.00	2,468,960.00	599,073.05	1,380,226.55	489,660.40
950 TRANSFER FROM O & M		1,563,009.00	0.00	1,563,009.00	0.00	0.00	1,563,009.00
960 TRANSFER CHARGE		660,457.00	482.99	660,939.99	482.99	0.00	660,457.00
970 TR CREDTS FR SERVICE PROGR		0.00	-50.00	-50.00	-80.00	0.00	30.00
990 TRANS CREDTS FR OTHER FUND		-500.00	0.00	-500.00	0.00	0.00	-500.00
Subtotal of 1 Career Education		11,321,341.00	247,646.71	11,568,987.71	2,966,901.41	5,249,031.92	3,353,054.38
2 Special Education							
100 SALARIES		6,100,421.00	695,297.00	6,795,718.00	1,669,386.90	4,408,807.76	717,523.34
200 EQUIPMENT		39,199.00	50,845.60	90,044.60	57,305.25	11,922.75	20,816.60
300 SUPPLIES		47,113.00	12,180.40	59,293.40	12,406.81	8,886.14	38,000.45
400 CONTRACTUAL		830,232.00	1,006,072.00	1,836,304.00	45,680.48	44,793.70	1,745,829.82
490 SCH DIST AND OTHER BOCES		5,305,044.41	1,117,653.48	6,422,697.89	599,113.99	0.00	5,823,583.90
800 EMPLOYEE BENEFITS		3,699,887.00	421,104.06	4,120,991.06	1,075,286.15	2,353,402.06	692,302.85
950 TRANSFER FROM O & M		444,536.00	0.00	444,536.00	0.00	0.00	444,536.00
960 TRANSFER CHARGE		16,995,941.00	55,761.41	17,051,702.41	5,271.60	0.00	17,046,430.81
970 TR CREDTS FR SERVICE PROGR		0.00	-5,724.60	-5,724.60	-5,724.60	0.00	0.00
Subtotal of 2 Special Education		33,462,373.41	3,353,189.35	36,815,562.76	3,458,726.58	6,827,812.41	26,529,023.77
3 Itinerent Services							
100 SALARIES		12,223,522.00	-746,937.00	11,476,585.00	2,771,206.57	7,247,833.86	1,457,544.57
200 EQUIPMENT		97,046.00	211.00	97,257.00	200.00	4,388.99	92,668.01
300 SUPPLIES		51,249.00	500.00	51,749.00	7,861.06	5,904.73	37,983.21

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 11/30/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
400 CONTRACTUAL		604,121.00	425,891.00	1,030,012.00	63,400.46	36,092.61	930,518.93
490 SCH DIST AND OTHER BOCES		130,503.17	71,471.45	201,974.62	9,865.46	0.00	192,109.16
800 EMPLOYEE BENEFITS		6,685,862.00	-163,242.86	6,522,619.14	1,468,099.10	3,373,637.23	1,680,882.81
950 TRANSFER FROM O & M		4,789.00	0.00	4,789.00	0.00	0.00	4,789.00
960 TRANSFER CHARGE		1,416,855.00	67,018.00	1,483,873.00	1,234.00	0.00	1,482,639.00
970 TR CREDTS FR SERVICE PROGR		-12,303,985.00	451,107.48	-11,852,877.52	0.00	0.00	-11,852,877.52
Subtotal of 3 Itinerent Services		8,909,962.17	106,019.07	9,015,981.24	4,321,866.65	10,667,857.42	-5,973,742.83
4 General Instruction							
100 SALARIES		2,016,483.00	23,488.38	2,039,971.38	1,120,715.75	716,025.68	203,229.95
200 EQUIPMENT		5,400.00	5,627.94	11,027.94	1,347.50	5,791.46	3,888.98
300 SUPPLIES		17,528.00	49,836.94	67,364.94	7,709.32	11,696.40	47,959.22
400 CONTRACTUAL		562,373.00	2,569,294.86	3,131,667.86	823,307.28	2,026,857.33	281,503.25
490 SCH DIST AND OTHER BOCES		242,652.59	74,369.97	317,022.56	85,619.15	0.00	231,403.41
800 EMPLOYEE BENEFITS		731,912.00	-9,892.14	722,019.86	280,346.30	314,598.48	127,075.08
950 TRANSFER FROM O & M		194,568.00	0.00	194,568.00	0.00	0.00	194,568.00
960 TRANSFER CHARGE		205,419.00	2,126.85	207,545.85	453.00	0.00	207,092.85
970 TR CREDTS FR SERVICE PROGR		-50,250.00	0.00	-50,250.00	0.00	0.00	-50,250.00
990 TRANS CREDTS FR OTHER FUND		-2,960.00	0.00	-2,960.00	0.00	0.00	-2,960.00
Subtotal of 4 General Instruction		3,923,125.59	2,714,852.80	6,637,978.39	2,319,498.30	3,074,969.35	1,243,510.74
5 Instruction Support							
100 SALARIES		6,135,511.00	311,723.40	6,447,234.40	2,136,135.35	3,738,061.61	573,037.44
200 EQUIPMENT		4,703,236.00	1,810,309.30	6,513,545.30	2,045,933.74	227,646.61	4,239,964.95
300 SUPPLIES		894,870.00	204,810.90	1,099,680.90	445,591.42	326,056.37	328,033.11
400 CONTRACTUAL		5,620,281.00	3,749,200.19	9,369,481.19	4,147,621.72	2,973,316.61	2,248,542.86
490 SCH DIST AND OTHER BOCES		623,219.68	462,297.03	1,085,516.71	229,635.36	0.00	855,881.35
800 EMPLOYEE BENEFITS		2,966,357.00	155,096.02	3,121,453.02	867,448.28	1,806,439.28	447,565.46
950 TRANSFER FROM O & M		826,867.00	2,500.00	829,367.00	0.00	0.00	829,367.00
960 TRANSFER CHARGE		1,147,287.00	-163,696.85	983,590.15	1,763.69	0.00	981,826.46
970 TR CREDTS FR SERVICE PROGR		-3,086,596.00	-158,080.88	-3,244,676.88	-5,600.28	0.00	-3,239,076.60
990 TRANS CREDTS FR OTHER FUND		-68,649.00	0.00	-68,649.00	0.00	0.00	-68,649.00
Subtotal of 5 Instruction Support		19,762,383.68	6,374,159.11	26,136,542.79	9,868,529.28	9,071,520.48	7,196,493.03
6 Other Services							
100 SALARIES		2,600,762.00	16,450.00	2,617,212.00	1,048,923.58	1,460,338.94	107,949.48
200 EQUIPMENT		501,684.00	100,148.81	601,832.81	187,295.28	1,193.50	413,344.03
300 SUPPLIES		34,107.00	16,550.00	50,657.00	7,637.11	11,065.94	31,953.95
400 CONTRACTUAL		3,859,688.00	384,925.65	4,244,613.65	1,216,540.32	1,697,322.86	1,330,750.47
490 SCH DIST AND OTHER BOCES		7,657,101.82	155,129.89	7,812,231.71	853,941.33	0.00	6,958,290.38
800 EMPLOYEE BENEFITS		1,144,493.00	5,665.00	1,150,158.00	383,852.82	695,995.74	70,309.44
950 TRANSFER FROM O & M		130,421.00	0.00	130,421.00	0.00	0.00	130,421.00
960 TRANSFER CHARGE		130,425.00	858.60	131,283.60	858.60	0.00	130,425.00

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 11/30/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
970 TR CRED FR SERVICE PROGR		-1,972,247.00	-849.00	-1,973,096.00	-849.00	0.00	-1,972,247.00
990 TRANS CRED FR OTHER FUND		-81,159.00	0.00	-81,159.00	0.00	0.00	-81,159.00
Subtotal of 6 Other Services		14,005,275.82	678,878.95	14,684,154.77	3,698,200.04	3,865,916.98	7,120,037.75
7 Undefined							
100 SALARIES		3,716,914.00	69,832.93	3,786,746.93	1,566,455.11	1,891,784.61	328,507.21
200 EQUIPMENT		50,375.00	64,032.00	114,407.00	24,015.73	39,461.35	50,929.92
300 SUPPLIES		230,875.00	-12,656.00	218,219.00	105,357.55	69,195.87	43,665.58
400 CONTRACTUAL		2,036,863.00	108,637.75	2,145,500.75	950,246.87	884,769.08	310,484.80
800 EMPLOYEE BENEFITS		1,781,754.00	22,407.32	1,804,161.32	576,764.32	941,835.98	285,561.02
950 TRANSFER FROM O & M		600,828.00	-2,500.00	598,328.00	0.00	0.00	598,328.00
960 TRANSFER CHARGE		1,575,456.00	-735.00	1,574,721.00	1,390.00	0.00	1,573,331.00
970 TR CRED FR SERVICE PROGR		-8,831,698.00	-249,019.00	-9,080,717.00	0.00	0.00	-9,080,717.00
990 TRANS CRED FR OTHER FUND		-1,161,367.00	0.00	-1,161,367.00	0.00	0.00	-1,161,367.00
Subtotal of 7 Undefined		0.00	0.00	0.00	3,224,229.58	3,827,046.89	-7,051,276.47
Total GENERAL FUND		103,705,872.67	13,490,045.99	117,195,918.66	34,357,471.02	44,801,393.48	38,037,054.16

7. Board Presentation - Safety and Security Update, Safety and Security Coordinator Doug Comanzo

Monroe 2 Orleans BOCES Security



December 20, 2023

Douglas Comanzo and
Safety and Security Team

Agenda

- Introduction
- Team
- Security Changes in the past 5 years
- What's next
- Closing



Introduction

- Monroe 2 – Orleans BOCES has Security available Monday – Friday 6:30am – 11:30pm. Saturday and Sunday Building Security Checks
- Security on Call 24/7
- Security on Site at Big Ridge Rd Campus, Buffalo Rd Campus and RTP
- Patrol for Off Site Locations



- 1 – Safety and Security Coordinator
- 1 – Senior Security Worker – Full Time
- 7 – Security Workers – Full Time
- 4 – Per Diem Security Workers – Full Time



2023-2024 BOCES 2 Security Team
(585) 851-9283



Doug Comanzo
Safety and Security Coordinator



Jeff Lootens
Senior Security



Matt Baldassare



Josh Olson



Darius Miller



Ryan Campoli



Adrienne Youngblood



Jeff Miller



Amanda Parmele



Darin Milazzo - Evening



2023-2024 BOCES 2 Security Team
(585) 851-9283



Pete Zambuto - Substitute



Andy Becker - Substitute



Ernie Campoli - Substitute



Meghan Felice - Substitute

Types of Security Work

Big Ridge Rd Campus – CTE / ADL / ECLC / PD Center / ESC

- Presence at Front Door and Rear Gate at CTE for Arrivals and Departures
- Presence at ADL and ECLC for Arrivals and Departures
- Patrol through all Buildings and Programs on Campus
- Patrol off-site Programs and Sites (Springdale Farms, Village Plaza, SAB, Turner Dr, Paul Rd)

CTE Population

- Am Session (Seniors) – 500 Students
- Pm Session (Junior) – 700 Students

4-5 Security on site to respond for calls for service, special attentions, student disruptions. Security maintains a presence for larger functions at the PD Center, which can accommodate up to 700 persons.

Threat Assessments, Contraband, Searches

Escorts



RTP Campus

Exceptional Children – RTP #9

- Administrative Staff, Transportation, HR, Support Services, Nursing
- Genesee Valley BOCES – Nursing Program – Adult Education
- Tutoring – Component Districts High School / Middle School
- New SAB Program

BOCES 4 Science – RTP #2

- Administrative Staff, Kit Processors

RTP maintains a contract with Securitas Security as the primary security on property. BOCES 2 augments with an additional Security Worker



Security Changes the Past 5 Years

Program Changes

Westview Building – Combined two programs, Alternative High School – Originally at 3555 Buffalo Rd and Westside Academy – Originally at Gates – Chili High School into one building.

Ridgecrest Academy – Originally at the Alcott Rd School – Pheonix Academy – Moved to RCSD School #43 then to 3525 Buffalo Rd.

Moved CWD from 3555 Buffalo Rd to the WEMOCO Building at 3589 Big Ridge Rd – Additional Badge Access.

Moved Westside Academy from the Westview Building to 3555 Buffalo Rd.

CTE increasing programs and programs sizes. Junior Class – PM Session increased student numbers by 200-250 students for a total of 700-750 students. This will be repeated next year having a additional 400-500 students on campus.

BOCES 4 Science moved their entire operation from Turner Dr to Builidng #2 at the Rochester Tech Park. Entire space was demolished and rebuilt with new Badge Access and Security Cameras.

Springdale Farms – CTE Off Site Campus to include 2 programs – Heavy Equipment and Agriculture - New Badge Access and Security Cameras.

New Projects

RTP 1st Floor – Moving program from Spencerport Admin Building (SAB) to RTP 1st Floor – New Badge Access and Security Cameras. This will be a temporary space and the search for a new space in ongoing.



Impact Resistant Window Film – Project is underway and are currently having the film applied to identified programs and sites. The concentration of application of window film will be at entrances of programs.



Emergency Alert System – BOCES 2 is working with Rel Comm in updating our Emergency Alert System at BOCES 2 maintained program and sites. The system will include audio and visual notifications throughout our programs. Strobes, message boards, speakers, Desktop notifications, laptop notifications, BOCES 2 Cell phone notifications, Desktop Telephone notifications will be included.



New Projects

Badge Access Update – BOCES 2 is working with Day Automation in updating our Badge Access System. We currently operate under the Continuum Platform that is provided and serviced by Day Automation. The Continuum Platform will no longer be supported by Day Automation and a new Virtual based platform, Avigilon, will be replacing Continuum. I'm awaiting an updated quote for this project.



New Security Vehicle Purchased – Security currently has 3 vehicles assigned. One vehicle is currently out of commission due to Safety Recall.



Thank you



8. Old Business

9. New Business

1. Resolution to Accept Single Audit Report for Year Ended June 30, 2023.

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

SPENCERPORT, NEW YORK

SINGLE AUDIT REPORT

For Year Ended June 30, 2023



BUSINESS
ADVISORS
AND CPAS

TABLE OF CONTENTS

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 OMB 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



BUSINESS
ADVISORS
AND CPAS

**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

Opinion on Each Major Federal Program

We have audited Board of Cooperative Educational Services Second Supervisor District of Monroe and Orleans Counties, New York's compliance with the types of compliance requirements identified as subject to audit 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, 2023. The BOCES' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the BOCES complied, in all material respects, with the 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, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (Government Auditing Standards); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the BOCES and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the BOCES' compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the BOCES' federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the BOCES' compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the BOCES' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the BOCES' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the BOCES' internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances 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 the BOCES' internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on 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 a 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 Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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 aggregate remaining fund information of the BOCES as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the BOCES's basic financial statements. We issued our report thereon, dated October 11, 2023, 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 subject to 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.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
November 27, 2023

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SECOND SUPERVISORY DISTRICT OF
MONROE AND ORLEANS COUNTIES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR YEAR ENDED JUNE 30, 2023**

<u>Grantor / Pass - Through Agency</u>	<u>Assistance Listing Number</u>	<u>Pass-Through Agency Number</u>	<u>Total Expenditures</u>
<u>U.S. Department of Education:</u>			
<u>Student Financial Assistance Program Cluster -</u>			
Federal Pell Grant Program	84.063	N/A	\$ 52,308
Federal Direct Student Loans	84.268	N/A	57,541
<i>Total Student Financial Assistance Program Cluster</i>			\$ 109,849
<u>Passed Through NYS Education Department -</u>			
Perkins IV/CTEIA - Basic Grant	84.048	8000-23-0044	319,540 *
WIOA, Title II, Adult Education & Literacy	84.002	2338-23-6100	452,020
WIOA, Title II, ESOL Civics	84.002	0040-23-3018	181,994
Total U.S. Department of Education			\$ 1,063,403
<u>National Endowment for the Humanities:</u>			
<u>Passed Through Rochester Regional Library Council -</u>			
COVID-19 ARPA Library Program 2021-22	45.310	5855-22-0006	\$ 51
Total National Endowment for the Humanities			\$ 51
<u>U.S. Department of Labor:</u>			
<u>Passed through Rochester Works -</u>			
<u>WIOA Cluster -</u>			
WIOA, Youth Activities	17.259	21-762	\$ 29,516
<i>Total WIOA Cluster</i>			\$ 29,516
Total U.S. Department of Labor			\$ 29,516
<u>U.S. Department of Homeland Security:</u>			
<u>Passed through NYS Department of Homeland Security and Emergency Services -</u>			
Federal Emergency Disaster Assistance	97.036	055-UG01N-00	\$ 277,308
Total U.S. Department of Homeland Security			\$ 277,308
<u>U.S. Department of Health and Human Services:</u>			
<u>Passed through Rochester Works -</u>			
TANF Youth Program	93.558	21-757	\$ 60,662
Total U.S. Department of Health and Human Services			\$ 60,662
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 1,430,940

* Major Program

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

Notes to Schedule of Expenditures of Federal Awards

June 30, 2023

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.

Note 5 - Subrecipients

The Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties did not pass through any awards to subrecipients during the fiscal year.

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

Schedule of Findings and Questioned Costs

June 30, 2023

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>Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.048	Perkins IV/CTEIA – Basic Grant
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

2. Resolution to Accept Extra Classroom Activity Funds
Financial Report for year ended June 30, 2023.

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

EXTRACLASSROOM ACTIVITY FUNDS

FINANCIAL REPORT

For Year Ended June 30, 2023



BUSINESS
ADVISORS
AND CPAS

TABLE OF CONTENTS

Independent Auditors' Report	1 – 2
Statement of Cash Receipts and Disbursements for year ended June 30, 2023	3
Notes to Financial Statement	4
Auditors' Findings and Evaluation	5 - 7



BUSINESS
ADVISORS
AND CPAS

INDEPENDENT AUDITORS' REPORT

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

Qualified and Unmodified Opinions

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, 2023 and the related notes to the financial statement.

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 Board of Cooperative Educational Services Second Supervisory District of Monroe and Orleans Counties for the year ended June 30, 2023, in accordance with the cash basis of accounting as described in Note 1.

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.

Emphasis of Matter – 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.

Responsibility of Management for the Statement of Cash Receipts and Disbursements

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; and for 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 Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
November 27, 2023

**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, 2023

	Cash Balance		Disburse-	Cash Balance
	<u>July 01, 2022</u>	<u>Receipts</u>	<u>ments</u>	<u>June 30, 2023</u>
Skills USA	\$ 2,465	\$ 48,967	\$ 47,552	\$ 3,880
TOTAL	<u>\$ 2,465</u>	<u>\$ 48,967</u>	<u>\$ 47,552</u>	<u>\$ 3,880</u>

(See accompanying notes to financial statement)

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SECOND SUPERVISORY DISTRICT OF
MONROE AND ORLEANS COUNTIES
EXTRACLASSROOM ACTIVITY FUNDS
NOTES TO FINANCIAL STATEMENT

June 30, 2023

(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 Custodial 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, 2023. 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.

Prior Year Deficiency Pending Corrective Action:

Faculty Advisor –

We commend the BOCES for the student involvement in the Skills USA club. However, we noted that the Faculty Advisor is not involved in keeping the separate set of books with the students or preparing payment orders or deposits. Instead, the retired Central Treasurer trained and worked with the students. The new Central Treasurer does not.

In an effort to improve the checks and balances over the Student Activity funds, we recommend the Faculty Advisor work with the Student Treasurer to prepare payment orders with supporting documentation, recount cash receipts and prepare deposits, prepare profit and loss statements for fundraisers, and maintain a separate set of books. In addition, these books should be reconciled with those maintained by the Central Treasurer periodically.

Current Year Deficiencies in Internal Control:

Profit and Loss Statements –

Although we were able to observe profit and loss statements for each fundraiser we tested, we noted three statements (craft vendor sale, valentine sale, and meat sticks) that were not signed by the preparers.

We recommend the Student Treasurer and Faculty Advisor prepare and sign off on all profit and loss statements.

Vending Machine –

During the course of our examination we obtained the reconciliation of inventory sold to cash collected which covered an entire year. An unreconciled variance of \$111 was identified, however, no explanations were provided, and the reconciliation was not signed by the preparer.

We recommend reconciliations be prepared at least quarterly, material variances be investigated and explained, and the Faculty Advisor and Student Treasurer sign off.

Cash Advance –

The Club issued a cash advance to the Faculty Advisor of \$4,400 to pay for various expenses for the Club's Georgia conference trip. During our examination of the documentation for this expense, we noted that while receipts were provided for a majority of the balance spent, \$218 of expenses were not supported by receipts. In addition, a signed payment order was not provided to issue the advance.

To improve internal controls, we recommend the Administration consider requiring that the club develop and approve a budget to clearly identify what expenses the advanced monies will pay. Receipts should be provided to support all cash spent, and payment orders signed by the Faculty Advisor and Student Treasurer should be used to support all disbursements.

Cash Refund –

The Club issued cash refunds to students due to a trip to Sea Breeze that was cancelled. While examining the documentation for this transaction, we noted that the funds were obtained by a cash withdrawal from the bank by the Central Treasurer rather than by a check to the Faculty Advisor. In addition, the amount withdrawn and refunded to students totaled \$1,562 but the club ledger only identifies \$1,496 deposited from students for this trip.

We recommend whenever possible refunds of this nature be made by check from the Club, and that amounts to be refunded are reconciled against the deposits received prior to distribution.

Prior Year Recommendation:

The prior year recommendation has been noted above.

*

*

*

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

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
November 27, 2023

9. New Business

3. Resolution to Accept Corrective Action Plan for the year ended June 30, 2023



**Finance
Office**

Steve Roland
Assistant Superintendent
for Finance and Operations
Tel: (585) 352-2412
Fax: (585) 352-2756
Email:
sroland@monroe2boces.org

December 20, 2023

Mr. Thomas Zuber
Mengel Metzger Barr & Co., LLP
100 Chestnut Street, Suite 1200
Rochester, NY 14604

Tom,

This letter is in response to your recommendations found in the Audit Report for the Monroe 2-Orleans BOCES' Extraclassroom Activities Fund for the year-ending June 30, 2023.

Faculty Advisor

The Career & Technical Education (CTE) Department is exploring options to include other staff in the daily maintenance of funds and record keeping to ensure separate books are maintained and reconciled in the 23-24 school year.

Profit and Loss Statements

CTE will ensure that Profit and Loss statements are prepared and signed by the Faculty Advisor and Student Treasurer.

Vending Machine

The Faculty Advisor and Student Treasurer will prepare a vending machine reconciliation and explain any variances. Additionally, we are exploring options for the soft drink vendor to manage the vending machine operation and send sales commission checks to the Extraclassroom.

Cash Advance

The Faculty Advisor and Club Officers, together with CTE, will create a budget to address covered expenses, seek alternative funding methods to minimize the potential for loss, secure and retain receipts for all approved expenses, and provide properly signed disbursement orders.

Cash Refund

If future refunds are necessary, CTE will ensure any refunds provided to students are properly documented, prior to refund, with sufficient backup to show original receipt(s) reconciled with request for disbursement.

Please let me know if you have questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Roland', with a long horizontal flourish extending to the right.

Steve Roland
Assistant Superintendent
for Finance and Operations

9. New Business

4. Resolution to Approve the changes to Policy 6463 as presented

AD HOC POLICY UPDATE CHART

Various Policies

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

<i>POLICY NUMBER</i>	<i>RATIONALE</i>
6463 - Title IX and Sex Discrimination	Changes to Steve Roland and Karen Brown's titles where applicable.

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

SUBJECT: TITLE IX AND SEX DISCRIMINATION

A. OVERVIEW

Title IX prohibits discrimination on the basis of sex in any education program or activity operated by BOCES that receives federal financial assistance.

The Board is committed to creating and maintaining education programs and activities which are free from sex discrimination and sexual harassment and does not discriminate on the basis of sex in its education programs and activities. This policy addresses complaints of sex discrimination, including sexual harassment, made under federal law, Title IX of the Education Amendments Act of 1972, and its implementing regulations.

This policy provides for the prompt and equitable resolution of complaints of sex discrimination, including sexual harassment complaints filed under Title IX. The investigations will be conducted within a reasonably prompt time frame which provides due process protections to complainant and respondent, impose sanctions when warranted and implement remedies when warranted.

Inquiries about this policy or the application of Title IX may be directed to the BOCES' Title IX Coordinators, who are the ~~Director of~~ *Assistant Superintendent for* Human Resources and the ~~Director of~~ *Assistant Superintendent for* Finance *and Operations*, or to the Assistant Secretary for Civil Rights of the United States Department of Education, or all three.

B. SCOPE AND APPLICATION OF POLICY

This policy applies to any individual student or employee participating in or attempting to participate in a BOCES' education program or activity, provided the student or individual is in the United States.

Other policies, procedures and documents (like the Code of Conduct) address sex-based misconduct and may have different definitions, standards of review, and grievance procedures than this policy. Those policies and procedures must be read in conjunction with this Title IX policy as those policies may cover incidents of sex-based misconduct not addressed by Title IX.

If the Title IX Coordinator reviews the allegations and determines the allegations are proven, the allegations constitute prohibited conduct under Title IX, then the grievance process outlined in this policy would be applied to the investigation and adjudication of all the allegations. Depending on the nature of the allegations, additional grievance procedures may apply.

The dismissal of a complaint under Title IX does not preclude action under another policy, procedure, collective bargaining agreement, or other document.

C. DEFINING SEX DISCRIMINATION INCLUDING SEXUAL HARASSMENT

Title IX prohibits various types of sex discrimination including, but not limited to: sexual harassment; the failure to provide equal athletic opportunity; sex-based discrimination in a science, technology, engineering, and math (STEM) course and/or program; and/or discrimination based on pregnancy.

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

Under Title IX, sexual harassment includes conduct on the basis of sex that satisfies one or more of the following elements:

- a) An employee of BOCES or of a component District conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- b) Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the BOCES' education program or activity;
- c) Sexual assault, meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- d) Dating violence, meaning violence committed by a person:
 1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 2. Where the existence of such a relationship will be determined based on a consideration of the following factors:
 - (a) The length of the relationship;
 - (b) The type of relationship; and
 - (c) The frequency of interaction between the persons involved in the relationship.
- e) Domestic violence, meaning felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
- f) Stalking, meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 1. Fear for his or her safety or the safety of others; or
 2. Suffer substantial emotional distress.

D. TITLE IX COORDINATORS

The Board has designated and authorized the following BOCES employees to serve as its Title IX Coordinators who are responsible for coordinating BOCES efforts to comply with Title IX:

Steve Roland, ~~Director of~~ *Assistant Superintendent for Finance and Operations*
Monroe 2-Orleans BOCES
3599 Big Ridge Road, Spencerport, NY 14559
sroland@monroe2boces.org; 585-352-2413

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

Karen Brown, Esq.
~~Director of~~ *Assistant Superintendent for* Human Resources
Monroe 2-Orleans BOCES
3599 Big Ridge Road, Spencerport, NY 14559
kbrown@monroe2boces.org; 585-352-2420

The Title IX Coordinator may seek the assistance of the Civil Rights Compliance Officer (CRCO(s)) and/or Dignity Act Coordinator(s) (DASA(s)) in investigating, responding to, and remedying complaints of sex discrimination, including sexual harassment.

E. REPORTS OF ALLEGATIONS OF SEX DISCRIMINATION

Any person may report sex discrimination, including sexual harassment, regardless of whether they are the alleged victim. Reports may be made in person, by using the contact information for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. This report may be made during business or non-business hours by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinators.

Reports of sex discrimination may also be made to any BOCES employee. All reports of sex discrimination, including sexual harassment, will be forwarded to the BOCES' Title IX Coordinator. The report will be redirected to the alternate Title IX Coordinator if the Title IX Coordinator is unavailable due to a conflict of interest or other disqualifying reason.

If any employee witnesses or receives an oral or written report of sex discrimination, they must immediately inform the Title IX Coordinator and, if not, subject the employee to possible discipline up to and including termination in accordance with law and collective bargaining agreements. Requests for confidentiality or use of anonymous reporting may limit how the BOCES is able to respond to a report of sexual harassment.

Reporting a sexual discrimination incident is not the same as filing a formal complaint. A formal complaint is a document filed either by a complainant or a parent or legal guardian who has a right to act on behalf of the complainant or by the Title IX Coordinator which alleges sexual discrimination against a respondent and requests that the BOCES investigate the allegations. BOCES will respond to all reports of sexual discrimination, but the Title IX grievance process herein is only followed with the filing of a formal complaint.

The Title IX Coordinator may file and sign a complaint if initiating this process is not clearly unreasonable and the filing is necessary to comply with the obligation not to be deliberately indifferent or the complainant withdrew the complaint out of fear.

F. AFTER A REPORT OF SEXUAL HARASSMENT HAS BEEN MADE

After receiving a report of sexual harassment, the Title IX Coordinator will:

- a) Promptly contact the complainant (and if complainant is a student, notify parent/guardian) to discuss and offer supportive measures;

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

- b) Inform the complainant both of the range of supportive measures available and indicate that these measures are available regardless of whether a formal complaint is filed;
- c) Consider the complainant’s wishes with respect to supportive measures; and
- d) Explain to the complainant the process for filing a formal complaint.
- e) Contact the respondent to discuss and offer and implement supportive measures.

G. FILING AND INVESTIGATING A FORMAL COMPLAINT

A complainant may file a formal complaint with the Title IX Coordinator in person or by mail, email, or by phone. The complainant must be participating in or attempting to participate in the education program or activity of the BOCES at the time of filing the complaint. The filing of a formal complaint initiates the grievance process.

A formal complaint must be signed by the complainant, the complainant parent or legal guardian as appropriate, or the Title IX Coordinator in limited circumstances. Where a parent or legal guardian signs the complaint, the parent or legal guardian does not become the complainant; rather the parent or legal guardian acts on behalf of the complainant. The Title IX Coordinator may sign the formal complaint, but his or her signature does not make him or her a complainant or a party to the complaint. If the formal complaint is signed by the Title IX Coordinator, the Title IX Coordinator is still obligated to comply with the grievance process outlined in this policy.

The complainant, or the complainant parent or legal guardian, must physically or digitally sign the formal complaint, or otherwise indicate that the complainant is the person filing the formal complaint. When a formal complaint is filed, the Title IX Coordinator must send a written notice of allegations to all parties which includes the identities of all known parties.

The formal complaint form may be obtained from the BOCES' Title IX Coordinator or found on the BOCES' website.

1. Consolidation of Formal Complaints

The BOCES may consolidate formal complaints of sexual harassment against more than one respondent, or by more than one complainant against one or more respondent, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

2. Written Notice of Allegations

Upon receipt of a formal complaint, the BOCES will send all known parties written notice of:

- a) The BOCES' grievance process, including any informal resolution process; and
- b) The allegations of sexual harassment which will:
 - 1. Provide sufficient details known at the time and sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

- involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
2. State that the respondent is presumed not to be responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
 3. Inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
 4. Inform the parties that they may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint;
 5. Include notice of any provision in any applicable BOCES policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct* that prohibits knowingly making false statements or knowingly submitting false information during the grievance process; and
 6. Notice of Title IX grievance process.

If, in the course of an investigation, the BOCES decides to investigate allegations about any complainant or respondent that were not included in the initial notice, the BOCES will provide another notice of the additional allegations to the parties whose identities are known.

3. Investigation of a Formal Complaint

The Title IX Coordinator will oversee the BOCES' investigation of all formal complaints. During the investigation of a formal complaint, another BOCES employee may serve as the BOCES' investigator or the Title IX Coordinator provided the Title IX Coordinator is not the decision maker. The BOCES may also outsource all or part of an investigation to appropriate third parties. The outsourcing of all or part of an investigation does not relieve the BOCES from its obligation to comply with law and regulation.

Most investigations will be completed within 90 days after the signing of a formal complaint or after completion of the informal process if unsuccessful.

During the investigation of a formal complaint, the investigator will, as appropriate:

- a) Collect, review, and preserve all evidence including, but not limited to, any relevant documents, videos, electronic communications, and phone records.
- b) Interview all relevant persons including, but not limited to, any complainant, respondent, and witnesses. Interviews of complainant and respondent will be conducted separately. If a student is involved, the BOCES will follow any applicable BOCES' policy, procedure, or other document such as the BOCES' *Code of Conduct* regarding the questioning of students.
- c) Create written documentation of the investigation (such as a letter, memo, or email), which contains the following:

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

1. A list of all documents reviewed, along with a detailed summary of relevant documents;
 2. A list of names of those interviewed, along with a detailed summary of their statements, using initials for students;
 3. A timeline of events; and
 4. A summary of prior relevant incidents, reported or unreported.
- d) Keep any written documentation and associated documents in a secure and confidential location.
 - e) Send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties will have at least ten days to submit a written response, which the investigator will consider prior to completion of the investigative report.
 - f) Require the parties and their advisors to sign an agreement not to disseminate, photograph or copy any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process.
 - g) At least ten days prior to a hearing (if applicable) or other determination regarding responsibility, the investigative report will be sent to each party and the party's advisor, if any, in an electronic format or a hard copy, for their review and written response.
 - h) At the end of the investigation and the ten (10) day period, an investigative report will be created that fairly summarizes all relevant evidence and may make a recommendation but the decision maker is obligated to objectively review the relevant evidence and cannot defer to the recommendation.
 - i) This report will be sent to the decision maker within ten (10) days.

4. Dismissal of a Formal Complaint

a) Dismiss Prior to Formal Complaint

The BOCES must dismiss a formal complaint prior to conducting the investigation under Title IX if the conduct alleged:

- i) Would not constitute sexual harassment even if proven;
- ii) Did not occur in the BOCES' education program or activity; or
- iii) Did not occur against a person in the United States.

b) Dismiss During Complaint

The BOCES may dismiss a formal complaint or any of its allegations under Title IX, if at any time during the investigation or hearing if:

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

- i) A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any of its allegations;
- ii) The respondent is no longer enrolled or employed by the BOCES; or
- iii) Specific circumstances prevent the BOCES from gathering evidence sufficient to reach a determination as to the formal complaint or any of its allegations, such as passage of several years between the allegations and incident or complainant's failure to cooperate.

Upon a dismissal of a formal complaint, the BOCES must promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Any party may appeal the dismissal of the complaint.

The dismissal of a formal complaint under Title IX does not preclude action under another related BOCES' policy, procedure, collective bargaining agreement, or other document such as the BOCES' *Code of Conduct*.

5. Informal Resolutions

Before reaching a determination regarding responsibility, but only after a formal complaint is filed, the BOCES may offer and facilitate the use of an informal resolution process, such as mediation, that does not involve a full investigation and adjudication of the formal complaint.

Most informal resolutions will be completed within twenty (20) days. The 90-day formal complaint time frame begins if the informal process does not resolve the complaint.

The BOCES will not require that parties participate in an informal resolution process. The BOCES will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student, BOCES will not require the waiver of the right to an investigation and adjudication of formal complaints of sexual harassment as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right.

If the use of an informal resolution process, is implemented, the Title IX Coordinator will:

- a) Provide written notice to all known parties which details:
 - 1. The allegations in the formal complaint;
 - 2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
 - 3. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared in the formal resolution process; and
 - 4. Whether the facilitator could be a witness in a proceeding.

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

5. Note the facilitator could be the Title IX Coordinator.
- b) Obtain the parties' voluntary, written consent to the informal resolution process.

H. GRIEVANCE PROCESS FOR FORMAL COMPLAINTS

BOCES will respond to allegations of sexual harassment in a manner that is not deliberately indifferent whenever it has actual knowledge of sexual harassment in an education program or activity of the BOCES.

Imposition of any disciplinary sanctions or other actions that are not supportive measures against the respondent will be implemented only after following the grievance process herein.

The BOCES will conduct the grievance process in a time frame designed to provide all parties with a prompt and equitable resolution pursuant to this policy.

1. Definitions

- a) "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the BOCES who has authority to institute corrective measures on behalf of the BOCES, or for elementary and secondary students notice can be made to any BOCES employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the BOCES with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the BOCES.
- b) "Education Program or Activity" means occurring on BOCES owned or leased premises; any off-campus location that BOCES has substantial control over, this includes work based learning sites; activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of BOCES' programs and activities over which the BOCES has substantial control.
- c) "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual discrimination as defined in this policy.
- d) "Days" means business days, but excludes any weekday during which the BOCES facilities are closed.
- e) "Deliberately Indifferent" means the response is unreasonable in light of the known circumstances.
- f) "Formal complaint" means a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against the respondent and requesting that the BOCES investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the BOCES. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by phone, or by email, by using the contact information required to be listed for the Title IX Coordinator. As used in this paragraph,

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

the phrase "document filed by the complainant" means a document or electronic submission (such as by email or through an online portal provided for this purpose) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.

- g) "Respondent" means an individual who has been reported to be the respondent of conduct that could constitute sexual harassment as defined in this policy.
- h) "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. These measures are designed to restore or preserve equal access to the BOCES' education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the BOCES' educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work or building locations, safe rooms, change in classroom transition rules, mental health services, leaves of absence, increased security and monitoring of certain areas, and other similar measures. The BOCES must maintain as confidential any supportive measures provided, to the extent that maintaining such confidentiality would not impair the ability of the BOCES to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- i) "Relevant" evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true. "Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of the Title IX Grievance Process:
 - Evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless:
 - The evidence is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 - The evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
 - Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege.
 - Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.
- j) Inculpatory evidence implicates or tends to implicate an individual in a crime or wrongdoing. Exculpatory evidence frees or tends to free an individual from blame or accusation.

2. General Requirements for the Investigative and Grievance Process

During the investigation of a formal complaint and throughout the grievance process, the BOCES will ensure that:

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

- a) Complainant and respondent are treated equitably. This includes applying any provisions, rules, or practices incorporated into the BOCES' grievance process, equally to both parties.
- b) All relevant evidence is objectively evaluated, including both inculpatory and exculpatory evidence.
- c) The Title IX Coordinator, investigator and decision-maker involved in the grievance process, or any person designated by the BOCES to facilitate any informal resolution process does not have a conflict of interest or bias for or against complainant or respondent generally or an individual complainant or respondent.
- d) Respondent is presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- e) The grievance process, including any appeals or informal resolutions, is concluded within a reasonably prompt time frame and the process is only temporarily delayed or extended for good cause shown. Good cause includes, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; legal or administrative holidays; law enforcement activities, or the need for language assistance or accommodation of disabilities. Whenever the time frame is temporarily delayed or extended, written notice will be provided to all parties about the delay or extension and the reasons for the action.
- f) The range of possible disciplinary sanctions and remedies that may be implemented by the BOCES following any determination regarding responsibility are described to any known party.
- g) The same standard of evidence is used to determine responsibility in all formal complaints.
- h) The procedures and permissible bases for an appeal are known to the complainant and respondent.
- i) The range of all available supportive measures are explained to the complainant and respondent.
- j) There is no requirement, allowance of, reliance on, or otherwise use of questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.
- k) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests with the BOCES and not with the parties.
- l) The Title IX Coordinator, the investigator, any decision-maker, or any other person participating on behalf the BOCES does not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the BOCES obtains that party's voluntary, written consent to do so for the grievance process. If the party is not an eligible student, as defined in FERPA as a student who has reached 18 years

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

- of age or is attending a post-secondary institution, the BOCES will obtain the voluntary, written consent of a parent.
- m) The parties have an equal opportunity to present relevant witnesses, including fact and expert witnesses, and other relevant inculpatory and exculpatory evidence.
 - n) Credibility determinations are not be based on a person's status as a complainant, respondent, or witness.
 - o) The ability of either party to discuss the allegations under investigation (however to be cautious to avoid a retaliation charge) or to gather and present relevant evidence is not restricted.
 - p) The parties are provided with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for any complainant or respondent in any meeting or grievance proceeding. However, the advisor cannot directly participate in the process and BOCES may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. A meeting or interview will not be delayed more than five (5) days due to the advisor's unavailability.
 - q) Written notice of the date, time, location, participants, and purpose of all hearings (if applicable), investigative interviews, or other meetings, is provided to any party whose participation is invited or expected with sufficient time for the party to prepare to participate.
 - r) The parties are provided with equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the BOCES does not intend to rely on in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
 - s) Any document sent to a minor or legally incompetent person is also sent to the party's parent or legal guardian.
 - t) Any document sent to a party is also sent to the party's advisor, if known.

I. HEARINGS AND DETERMINATION REGARDING RESPONSIBILITY

The BOCES will designate an individual decision-maker or a panel of decision-makers to issue a written determination regarding responsibility. A decision-maker can either be a BOCES employee or, where appropriate, a third-party, but cannot be the same individual as either the Title IX Coordinator or the investigator(s).

A live hearing will be conducted where the formal complaint is filed by a CWD student where the allegations are related to an adult student in the CWD Program. Title IX does not require a live hearing for allegations filed by a student in the kindergarten through 12th program setting. If a live

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

hearing is held, the BOCES will make all evidence subject to the parties' inspection and review available to give each party equal opportunity to refer to this evidence during the hearing, including for purposes of cross-examination.

With or without a live hearing, before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to:

- a) Submit written, relevant questions that a party wants asked of any party or witness within five days after the parties have received the investigative report;
- b) Provide each party with the answers given by any party or witness within five days of receiving the questions;
- c) Allow for additional, limited follow-up questions and responses from each party to occur within three days after the parties have received responses to their initial questions;
- d) Questions and evidence about a complainant's sexual predisposition or prior sexual behavior will not be considered, unless the questions and evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent;
- e) The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant and why; and
- f) The decision maker will not draw an inference about responsibility based on a party's refusal to answer a relevant question and may not rely on the party or third party's statement in reaching a determination of responsibility where the party did not submit to cross-examination.
- g) Independently evaluate the relevant evidence including the evidence summarized in the investigative report and consider all relevant evidence.

The decision-maker(s) will issue a written determination regarding responsibility to the Title IX Coordinator, the District Superintendent (if not the decision maker), and all parties simultaneously within ten days after all follow-up questions have been responded to or after the live hearing (if applicable).

To reach this determination, the decision-maker(s) will use the preponderance of the evidence standard which is the standard of evidence that will be applied in all formal complaints of sexual harassment. This standard is understood to mean that the party with the burden of persuasion must prove that a proposition is more probably true than false meaning a probability of truth greater than 50 percent.

The written notice of the determination regarding responsibility will include:

- a) Identification of the allegations potentially constituting sexual harassment;
- b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

parties and witnesses, site visits, methods used to gather other evidence, and hearings held (if applicable);

- c) Findings of fact supporting the determination;
- d) Conclusions regarding the application of any applicable BOCES' policy, procedure, collective bargaining agreement, or other document such as the BOCES' *Code of Conduct* to the facts;
- e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the BOCES is imposing on the respondent, and whether remedies designed to restore or preserve equal access to the BOCES' education program or activity will be provided by the BOCES to the complainant; and
- f) The procedures and permissible bases for the complainant and respondent to appeal.

J. EMERGENCY REMOVAL AND ADMINISTRATIVE LEAVE

At any point after receiving a report or formal complaint of sexual harassment, and during the process the BOCES may immediately remove the respondent, who is a student, from the BOCES' education program or activity on an emergency basis provided that the BOCES:

- a) Undertakes an individualized safety and risk analysis;
- b) Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal;
- c) Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal; and
- d) Coordinates with home district special education staff when initiating an emergency removal of a student with a disability from an education program or activity as the removal could constitute a change of placement under the IDEA or Section 504.

An employee and a non-student employee may be placed on a paid or unpaid leave in accordance with law and/or collective bargaining agreement.

K. LIVE HEARINGS (IF APPLICABLE)

1) General Rules of Hearings

The live hearing may be conducted with all parties physically present in the same geographic location, or, at BOCES' discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through a virtual video conferencing format that will be recorded. This technology will enable participants simultaneously to see and hear each other. At its discretion, BOCES may delay or adjourn a hearing based on technological errors not within a party's control.

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

All proceedings will be recorded through audio recording or audiovisual recording depending on whether the hearing is conducted in-person or remotely. That recording will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process, or photograph or record the hearing or pieces of evidence themselves. Once signed, this Agreement may not be withdrawn.

2) Continuances or Granting Extensions

BOCES may determine that multiple sessions, an extension or a continuance (i.e. a pause on the current hearing until a later date or time) is needed to complete a hearing. If so, BOCES will notify all participants and accommodate all participants' schedules and complete the hearing as promptly as practicable.

3) Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

1. Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- BOCES may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a “statement” by that party.
- For example, a verbal or written statement constituting part or all of the sexual harassment itself is not a “prior statement” that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint. [See, OCR Blog (May 22, 2020), available at <https://www2.ed.gov/about/offices/list/ocr/blog/20200522.html>].
- BOCES will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation. See 34 C.F.R. § 106.71.
- If a party does not submit to cross-examination, the District Superintendent/designee cannot rely on any prior statements made by that party in reaching a determination regarding responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a “statement” by that party.

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

- The District Superintendent/designee cannot draw an inference about the determination regarding responsibility based solely on a party’s absence from the live hearing or refusal to answer cross examination or other relevant questions. See 34 C.F.R. §106.45(b)(6)(i).
2. *The Decision-maker*
- The decision-maker will consist of the District Superintendent/designee.
 - The hearing officer could be the Title IX Coordinator, provided their rule is limited to controlling order and decorum.
 - The hearing officer will not have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
 - The hearing officer will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
 - The parties will have an opportunity to raise any objections regarding a decision-maker’s actual or perceived conflicts of interest or bias at the commencement of the live hearing.
3. *Advisor of choice*
- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
 - The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
 - The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the BOCES will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party and the advisor may be a BOCES employee.
 - The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
 - The advisor is not prohibited from being a witness in the matter.
 - If a party does not attend the live hearing, the party’s advisor may appear and conduct cross-examination on their behalf. [85 Fed. Reg. 30026, 30340 (May 19, 2020)].
 - If neither a party nor their advisor appear at the hearing, BOCES will provide an advisor to appear on behalf of the non-appearing party. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).
4. *Witnesses*
- Witnesses cannot be compelled to participate in the live hearing, and have the right to participate in the hearing free from retaliation. [See, 85 Fed. Reg. 30026, 30360 (May 19, 2020)].
 - If a witness does not submit to cross-examination, as described below, the District Superintendent/designee cannot rely on any statements made by that witness in reaching a

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing. [85 Fed. Reg. 30026, 30347 (May 19, 2020)].

4) Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- The District Superintendent/designee will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- The District Superintendent/designee will ask questions of the Parties and Witnesses;
- Parties will be given the opportunity for live cross-examination after District Superintendent/designee conducts its initial round of questioning; During the Parties' cross-examination, District Superintendent/designee will have the authority to pause cross-examination at any time for the purposes of asking the District Superintendent/designee's own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the District Superintendent/designee. A Party's waiver of cross-examination does not eliminate the ability of the District Superintendent/designee to use statements made by the Party.

5) Live Cross-Examination Procedure

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live cross-examination, the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, District Superintendent/designee will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by District Superintendent/designee may be deemed irrelevant if they have been asked and answered.

6) Review of Recording

The recording of the hearing will be available for review by the parties within 5 business days of the hearing, unless there are any extenuating circumstances. The recording of the hearing will not be provided to parties or advisors of choice.

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

7) General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-makers shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Witness testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

Parties may call "expert witnesses" for direct and cross-examination. While the expert witness may be allowed to testify and be crossed, the decision-maker may determine the relevance of non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case may be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

Character witnesses in these proceedings will not be allowed to testify, however, the decision-maker may consider whether written character statements will be accepted.

Polygraph tests ("lie detector tests") may be admitted and allowed and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Decision-maker may draw an adverse inference as to that party or witness' credibility.

L. FINALITY OF DETERMINATION REGARDING RESPONSIBILITY

The determination regarding responsibility becomes final either on the date that the BOCES provides the parties with the written determination of the result of an appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

Where a determination regarding responsibility for sexual harassment has been made against the respondent, remedies will be provided to a complainant and disciplinary sanctions may be imposed on a respondent. Remedies will be designed to restore or preserve equal access to the BOCES' education program or activity. Remedies and disciplinary sanctions will be implemented in accordance with applicable laws and regulations, as well as any BOCES policy, procedure, collective bargaining agreement, or other document such as the BOCES' *Code of Conduct*.

The Title IX Coordinator is responsible for the effective implementation of any remedies and/or disciplinary sanctions. The Title IX Coordinator will work with other individuals as necessary to effectively implement remedies and/or disciplinary sanctions.

M. APPEALS

Either party may file an appeal from a determination regarding responsibility or from the BOCES' dismissal of a formal complaint or any of its allegations. Appeals must be submitted in writing to the Title IX Coordinator within ten days of the written notice of the determination regarding responsibility or dismissal of the formal complaint or any of its allegations. The bases on which a party is seeking an appeal should be specifically stated in the party's written appeal.

An appeal may only be based upon one or more of the following bases, but cannot be based on a finding of responsibility:

- a) Procedural irregularity that affected the outcome of the matter;
- b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c) The Title IX Coordinator, investigator, or decision-maker(s) had a conflict of interest or bias for or against complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter;
- d) Facts demonstrate the conclusion was clearly unfounded; and
- e) Sanction is unreasonably severe in light of the offense.

Upon receipt of an appeal, which meets the basis in (a) through (e) above, the BOCES will:

- a) Notify the other party in writing that an appeal has been filed and implement appeal procedures equally for both parties;
- b) Continue supportive measures;
- c) Ensure that any decision-maker for the appeal:
 1. Is not the same person as any decision-maker that reached the initial determination regarding responsibility or dismissal, investigator, or Title IX Coordinator; and
 2. Does not have any conflict of interest or bias for or against complainant or respondent generally or an individual complainant or respondent.

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

- d) Give all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. Parties will have to submit these written statements within 15 days after the parties have been notified of the appeal and will be limited to three written pages;
- e) Issue a written decision describing the result of the appeal and the rationale for the result; and
- f) Provide the written decision and its rationale simultaneously to the Title IX Coordinator, the District Superintendent, and all parties within 20 days after receiving the parties written statements in support of, or challenging, the outcome.

N. PROHIBITION OF RETALIATORY BEHAVIOR (COMMONLY KNOWN AS "WHISTLE-BLOWER" PROTECTION)

BOCES prohibits retaliation against any individual in form of coercion, intimidation, or discrimination, for the purpose of interfering with his or her Title IX rights or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing under Title IX.

Charging an individual with *Code of Conduct* or other applicable violations that do not involve sex discrimination, including sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Charging an individual with a *Code of Conduct* or other applicable violation for making a materially false statement in bad faith during a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

All complaints alleging retaliation will be handled in a manner consistent with the BOCES' policies and procedures regarding the investigation of discrimination and harassment complaints.

O. CONFIDENTIALITY AND PRIVACY

Except where disclosure may be permitted or required by law or regulation, the BOCES cannot guarantee confidentiality but will keep private to the extent possible, any information reported will be disclosed only as necessary to investigate, seek resolution, implement supportive measures, and in compliance with law. The Title IX Coordinator, Investigator, decision maker, and BOCES' staff will provide privacy, but disclose information as necessary to appropriate individuals and authorities. BOCES could disclose information to the other party necessary to provide due process, mandatory child abuse reports, and information to a parent pursuant to FERPA. Supportive measures will be kept confidential to the extent that does not impair the ability of BOCES to implement these measures. Either party may discuss the allegations to gather and present evidence. The complainant cannot remain anonymous once a formal complaint is filed. The nurse and healthcare providers will provide confidentiality, pursuant to law. Privacy and/or confidentiality will be afforded to the following individuals:

- a) Complainant;
- b) Respondent;
- c) Witness; and

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

- d) Person who made the report.

P. TRAINING

- a) All Title IX Coordinators, investigators, decision-makers, or persons who facilitate an informal resolution process will receive training on:
1. The definition of sexual harassment as defined in Title IX;
 2. The scope of the BOCES' education program or activity;
 3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- b) All decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
- c) All investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment. Training materials will be made publicly available on the BOCES' website.

Q. NOTIFICATION

The BOCES will notify students, applicants for admission to BOCES CWD programs, parents or legal guardians of elementary or secondary students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the BOCES of this policy.

Further, the BOCES will prominently publish this policy and the contact information for the Title IX Coordinator(s) on its website and in other publications, including in each handbook or catalog that it makes available to the individuals and entities referenced above.

R. RECORDKEEPING

For a period of seven years, the BOCES will retain the following:

- a) Records of each sexual harassment investigation including any:
1. Determination regarding responsibility;
 2. Audio or audiovisual recording or transcript required under law or regulation;

Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6463 – TITLE IX AND SEX DISCRIMINATION

3. Disciplinary sanctions imposed on the respondent; and
 4. Remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.
- b) Any appeal and its result.
 - c) Any informal resolution and its result.
 - d) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.
 - e) For each response to sexual harassment where the BOCES had actual knowledge of sexual harassment in its education program or activity against a person in the United States, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the BOCES must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the BOCES' education program or activity. If a BOCES does not provide the complainant with supportive measures, then the BOCES must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the BOCES in the future from providing additional explanations or detailing additional measures taken.

20 USC § 1092(f)(6)(A)(v)
20 USC § 1681, et. seq.
34 USC § 12291(a)(8, 10, and 30)
34 CFR Part 106
Education Law § 13
8 NYCRR § 100.2(kk)

Adopted: 4/14/2021

9. New Business

5. Resolution to Approve CWD Job Training Programs:
Paraprofessional and Hospitality and Tourism



Monroe 2-Orleans
Board of Cooperative Educational Services

Jo Anne L. Antonacci, District Superintendent

November 27, 2023



Shawna Gareau-Kurtz
Director
Tel: (585) 349-9100
Fax: (585) 349-9101
sgareau@monroe2boces.org

TO: Monroe 2-Orleans BOCES Board members
RE: CWD Career & Technical Training Program Approval

Dear members of the Board:

The New York State Education Department (NYSED) provides reimbursement funding for all documented contact hours for eligible adult students enrolled in high-school equivalency or English for Speakers of Other Languages (ESOL) classes, through a program called Employment Preparation Education (EPE). Additionally, the WIOA grant funding enables us to provide integrated academic support for approved Career & Technical (CT) training courses.

Approval of either program is predicated on either the existence of an equivalent secondary Career & Technical Education program offered within the same BOCES (e.g. Dental Assisting or Nurse Assisting) or, where there is no secondary equivalency, local board approval (e.g. Residential Construction or Commercial Driver’s License – Class B). Approval of these programs will expand our ability to prepare students for the workforce, meet WIOA enrollment requirements, and increase EPE revenue.

As the Board is the local authority for CWD programs, I am requesting the Board to approve the following adult CT training programs, which will provide industry-recognized credentials to adult English language learners seeking employment opportunities.

Credential Title	Program Hours
Paraprofessional	30
Hospitality & Tourism	48 (total)
• Includes both:	
• Making Connections	4
• Golden Opportunities	4
• Plus 1 or more of the following	
• Certified Breakfast Attendant	40
• Kitchen Cook	40
• Restaurant Server	40
• Certified Guestroom Attendant	40
• Maintenance Employee	40

Course information is included in the attached. Thank you in advance for considering this request.

Sincerely,
Shawna Gareau-Kurtz
Director - CWD

Course Title: Paraprofessional

Program Length:

30 hours classroom instruction

30 hours contextualized English language instruction

60 hours total instruction

Class Dates and Times:

Tuesday & Thursday 2:00 PM-8:30 PM (excluding scheduled holidays)

Instructors:

TBD

Email:

Phone:

Admission Requirements:

- 21 years of age or older
- No US High school diploma (foreign diploma is acceptable)
- Successful completion of Best Plus/Literacy entrance assessment

Expectations:

- Attend all classes at their scheduled time.
- Be prepared to learn.
- Complete all coursework, including written work, projects, and assignments outside of class

Dress Code: Casual Professional

- Long pants are required. Jeans are acceptable.
- Wear clothing that can get dirty.
- No baggy clothing.
- Sneakers or Boots must be worn. No open toed or heeled (above ½ inch) shoes.
- Tops must cover the torso (shoulders, waistline, and chest).
- Clothing with offensive or inappropriate images or language is not allowed.

Equipment Provided:

- All materials provided

Classroom Etiquette:

- ***Cell phones must be turned off during class.*** If there are circumstances requiring a cell phone, please discuss this with the instructor before the class.

- Professional courtesy is expected during class.
- Unprofessional behavior is not accepted and may result in dismissal from the course.
- Adult learners must reference and comply with the code of conduct in the Adult Learner Handbook and Code of Conduct, available at:
<https://www.monroe2boces.org/StudentHandbook.aspx>

Course Description:

This class provides the practical skills and contextualized vocabulary necessary to function as a successful paraprofessional in the classroom. This course prepares students to effectively partner with teachers while also providing essential support to students and families, culminating in opportunities to be employed as a classroom paraprofessional.

Employment Opportunities:

Students seeking employment after the successful completion of this course, may meet the requirements for the following job titles:

- Paraprofessional
- Teacher Aide

For further information, visit:

- U.S (United States). Department of Labor Bureau of Labor Statistics *Occupational Outlook Handbook* <https://www.bls.gov/ooh/>
- O-Net Online and the Bureau of Labor Statistics for details on related positions fare in today's job market: www.onetonline.org
- Dept of Labor Statistics for the Finger Lakes <https://dol.ny.gov/labor-statistics-finger-lakes-region>

Delivery Format

Course is taught through a variety of means to accommodate the various learning styles of adult learners. In class formats will include:

- lecture
- independent work
- class discussions
- hands-on projects
- group projects

Instructional Materials:

- All coursework is provided by instructor

Course Competencies:

This program ensures instruction in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes. Emphasis is placed on developing employability skills in addition to technical skills. Objectives are reviewed at Occupational Advisory Committees to ensure they are current, and that the coursework is qualitatively and quantitatively relevant.

Technical skill competencies and defined content

Module 1 Introduction to Education in the U.S.	<ul style="list-style-type: none"> • Schools in the United States • Roles & Responsibilities in Schools • Professionalism & Ethics in the Schools • Employability Skill Focus: Effective Communication
Module 2 Supporting Child Development	<ul style="list-style-type: none"> • Typical Stages of Development • Interacting with Students in a Developmental Stage • Responding to Student Behaviors • Employability Skill Focus: Collaboration in the Workplace
Module 3 Strengthening Instruction	<ul style="list-style-type: none"> • What Good Instruction Looks Like • The Need for Clear Directions • Working with Diverse Learners • Employability Skill Focus: Role Playing Classroom Scenarios
Module 4 Positive Learning Environments	<ul style="list-style-type: none"> • Creating Positive Learning Spaces • Role of Paras in Classroom Management • Inclusive Strategies • Employability Skill Focus: Relationship Building
Module 5 Professionalism	<ul style="list-style-type: none"> • Deepening Understanding of Professionalism • Role of Paraprofessionals • Codes, Policies & Procedures • Employability Skill Focus: Interview Scenarios
Module 6 Embracing Culture & Diversity	<ul style="list-style-type: none"> • Connecting Across Cultures • Perceptions of Culture • What Culture Means to Me • Employability Skill Focus: Completing Applications

Work-related skill competencies

- Productivity and Accountability
 - Understands & adheres to work expectations for attendance and punctuality.
 - Produces high quality work.

- Flexibility and Adaptability
 - Works effectively in varied roles and responsibilities.
 - Utilizes feedback to improve work performance.
- Initiative and Self-Direction
 - Identifies, prioritizes, and completes tasks without direct oversight.
 - Seeks to learn and develop new knowledge and skills
- Communication Skills
 - Articulates thoughts, ideas, and concerns clearly and effectively through speaking and writing.
- Critical Thinking and Problem Solving
 - Evaluates various ways of solving a problem.
 - Identifies possible options and their outcomes.
 - Asks questions to determine better solutions.
- Collaboration
 - Shows respect for others' ideas, opinions, and racial & cultural diversity.
 - Effectively works as a member of a team.
- Leadership and Responsibility
 - Takes ownership of one's work, performance, and actions.
 - Responds well to supervision and constructive criticism.

Submitting Assignments:

All assignments should be clearly labeled with the adult learner's name and placed in the appropriate designated area. All assignments are to be turned in on the due date. Adult learners may be allowed to make up any late work at the instructor's discretion.

Assessment of Adult Learner Achievement:

Adult learners will be assessed in a variety of ways. Final grades for the class are pass/fail and based on the student's ability to demonstrate the necessary understanding and skills for the industry.

Employability Profile

Adult learners will be assessed on an employability profile, which evaluates the learner's skill competencies on an ongoing basis throughout the course. Adult Learners must meet or exceed expectations on their individual employability profile in all areas to successfully pass the course and receive a certification of completion. Additional coursework, such as OSHA 10, may be required and should also be recorded on the student's employability profile. Final course grades are recorded on transcripts as "pass" or "fail."

Technical Skill Scale

4	Exceed Expectations
3	Meets Expectations
2	Needs Improvement
1	Unsatisfactory

Work-related skills, such as productivity, accountability, and communication are also recorded on a student's employability profile. While a student may not be denied a certificate for achieving an "R" or "N" in one or more of these areas, consistent lack of work-related skills may influence a learner's overall success in the class and in future employment.

Work Related Skill Scale

A	Always demonstrates work-related skill
S	Sometimes demonstrates work-related skill
R	Rarely demonstrates work-related skill
N	Never demonstrates work-related skill

Attendance:

The Monroe 2-Orleans BOCES Center for Workforce Development Adult Education faculty and staff are committed to helping you achieve your goals. Your success is directly linked to your attendance, and we expect students to attend 100% of scheduled instruction (in person and online). Missing 10% or more of instruction can negatively impact your performance and result in an inability to demonstrate the necessary knowledge and skills for satisfactory completion of the course.

An adult learner should make every attempt to communicate a planned or expected absence to their instructor, via email, phone message, or in person. In the case of an excused absence or extenuating circumstances, material or activities missed may be made up at the discretion of the instructor. In many cases, activities that require hands-on practice cannot be made-up.

The following tier system outlines the expectations for student attendance and how CWD intends to respond to repeated absences or tardiness.

- **Tier 1:** Student communicates with teacher prior to missed class and discusses how to make up work, if possible. If work is successfully completed, and the instructor has no concerns about the student's skill competency, no referral or documentation is necessary.
- **Tier 2:** After 3 missed classes or excessive tardiness, the instructor sends a referral to the student advisor to follow up with student and make a plan of action to improve attendance and avoid potential dismissal.
- **Tier 3:** After 5 missed classes or excessive tardiness, the instructor sends a referral to the student advisor. Student advisor meets with student to make a plan of action to

improve attendance and avoid potential dismissal. The plan may include a meeting with the program supervisor and formal notice of probation.

- **Tier 4:** If a student misses a class for any reason after the establishment of an action plan, the student may be dismissed.

Field Trips:

Adult learners may be offered the opportunity to participate in a field trip, job fair, or other off-site experience related to their studies. Adult learners wishing to participate must find their own transportation to and from the event.

Occupational Advisory Committees (OAC)

Occupational Advisory Committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being met. These annual committees review the appropriateness of the type of instruction, content, and materials offered within each program to assure that students gain competency with specific skills required for successful completion of the program and future employment.

Equal Educational Opportunity

It is the policy of this BOCES to provide, through a positive and effective program, equal educational opportunities for all adult learners in admittance to and/or participation in educational courses, programs or activities; school services; and extracurricular events regardless of age, sex, race, religion, color, national origin, disability, creed, marital status, veteran status, military status, sexual orientation, prior criminal offense, domestic violence victim status, gender identity, gender expression, or genetic status.

Special Accommodations:

If an adult learner has a physical, or mental need or limitation, the adult learner should speak with his/her instructor immediately, at least 72 hours before the requested accommodation.

The instructor may need to consult with the CWD Director and/or the ADA Compliance Officer to determine the Americans with Disabilities Act/Section 504 of the Rehabilitation Acts' applicability and engage in the interactive process to determine the reasonableness of the accommodation, if any requested accommodation is reasonable. The ADA Compliance Officer is the Director of Human Resources, 3599 Big Ridge Road, Spencerport, NY 14559, 352-2420.

Course Title: Hospitality & Tourism

Program Length:

48 hours classroom instruction (2 4-hour courses, plus 1 40-hour course)

48 hours contextualized English language instruction

96 hours total instruction

Class Dates and Times:

Tuesday & Thursday 2:00 PM-8:30 PM (excluding scheduled holidays)

Instructors:

TBD

Email:

Phone:

Admission Requirements:

- 21 years of age or older
- No US High school diploma (foreign diploma is acceptable)
- Successful completion of Best Plus/Literacy entrance assessment

Expectations:

- Attend all classes at their scheduled time.
- Be prepared to learn.
- Complete all coursework, including written work, projects, and assignments outside of class

Dress Code: Casual Professional

- Long pants are required. Jeans are acceptable.
- Wear clothing that can get dirty.
- No baggy clothing.
- Sneakers or Boots must be worn. No open toed or heeled (above ½ inch) shoes.
- Tops must cover the torso (shoulders, waistline, and chest).
- Clothing with offensive or inappropriate images or language is not allowed.

Equipment Provided:

- All materials provided

Classroom Etiquette:

- ***Cell phones must be turned off during class.*** If there are circumstances requiring a cell phone, please discuss this with the instructor before the class.

- Professional courtesy is expected during class.
- Unprofessional behavior is not accepted and may result in dismissal from the course.
- Adult learners must reference and comply with the code of conduct in the Adult Learner Handbook and Code of Conduct, available at:
<https://www.monroe2boces.org/StudentHandbook.aspx>

Course Description:

This course delves into the intricacies of hospitality within the hospitality industry, focusing on the renowned Guest Service Gold Training program through the American Hotel and Lodging Association (AHLI). Participants will gain expertise in delivering guest experiences through modules covering communication skills, problem resolution, and cultural competence. Practical simulations and case studies enhance the learning experience, preparing individuals to provide top-notch service in diverse situations. Once an adult learner completes two 4-hour customer service courses (Making Connections & Golden Opportunities), they can choose one or two 40-hour tracks for their certification. Options include Certified Breakfast Attendant, Kitchen Cook, Maintenance Employee, Restaurant Server, Certified Guestroom Attendant. Program completers will be equipped with the Gold Standard in guest service, positioning them for success in the dynamic world of hotel hospitality.

Employment Opportunities:

Students seeking employment after the successful completion of this course, may meet the requirements for the following job titles:

- Certified Breakfast Attendant
- Kitchen Cook
- Maintenance Employee
- Restaurant Server
- Certified Guestroom Attendant

For further information, visit:

- U.S (United States). Department of Labor Bureau of Labor Statistics *Occupational Outlook Handbook* <https://www.bls.gov/ooh/>
- O-Net Online and the Bureau of Labor Statistics for details on related positions fare in today's job market: www.onetonline.org
- Dept of Labor Statistics for the Finger Lakes <https://dol.ny.gov/labor-statistics-finger-lakes-region>

Delivery Format

Course is taught through a variety of means to accommodate the various learning styles of adult learners. In class formats will include:

- lecture
- independent work
- lab work in an commercial kitchen

- hands-on projects
- group projects

Instructional Materials:

- All coursework is provided by instructor

Course Competencies:

This program ensures instruction in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes. Emphasis is placed on developing employability skills in addition to technical skills. Objectives are reviewed at Occupational Advisory Committees to ensure they are current, and that the coursework is qualitatively and quantitatively relevant.

Technical Skill competencies

- See track-specific competencies

Work-related skill competencies

- Productivity and Accountability
 - Understands & adheres to work expectations for attendance and punctuality.
 - Produces high quality work.
- Flexibility and Adaptability
 - Works effectively in varied roles and responsibilities.
 - Utilizes feedback to improve work performance.
- Initiative and Self-Direction
 - Identifies, prioritizes, and completes tasks without direct oversight.
 - Seeks to learn and develop new knowledge and skills
- Communication Skills
 - Articulates thoughts, ideas, and concerns clearly and effectively through speaking and writing.
- Critical Thinking and Problem Solving
 - Evaluates various ways of solving a problem.
 - Identifies possible options and their outcomes.
 - Asks questions to determine better solutions.
- Collaboration
 - Shows respect for others' ideas, opinions, and racial & cultural diversity.
 - Effectively works as a member of a team.
- Leadership and Responsibility
 - Takes ownership of one's work, performance, and actions.
 - Responds well to supervision and constructive criticism.

Submitting Assignments:

All assignments should be clearly labeled with the adult learner’s name and placed in the appropriate designated area. All assignments are to be turned in on the due date. Adult learners may be allowed to make up any late work at the instructor’s discretion.

Assessment of Adult Learner Achievement:

Adult learners will be assessed in a variety of ways. Final grades for the class are pass/fail and based on the student’s ability to demonstrate the necessary understanding and skills for the industry.

Employability Profile

Adult learners will be assessed on an employability profile, which evaluates the learner’s skill competencies on an ongoing basis throughout the course. Adult Learners must meet or exceed expectations on their individual employability profile in all areas to successfully pass the course and receive a certification of completion. Additional coursework, such as OSHA 10, may be required and should also be recorded on the student’s employability profile. Final course grades are recorded on transcripts as “pass” or “fail.”

Technical Skill Scale

4	Exceed Expectations
3	Meets Expectations
2	Needs Improvement
1	Unsatisfactory

Work-related skills, such as productivity, accountability, and communication are also recorded on a student’s employability profile. While a student may not be denied a certificate for achieving an "R" or "N" in one or more of these areas, consistent lack of work-related skills may influence a learner’s overall success in the class and in future employment.

Work Related Skill Scale

A	Always demonstrates work-related skill
S	Sometimes demonstrates work-related skill
R	Rarely demonstrates work-related skill
N	Never demonstrates work-related skill

Attendance:

The Monroe 2-Orleans BOCES Center for Workforce Development Adult Education faculty and staff are committed to helping you achieve your goals. Your success is directly linked to your attendance, and we expect students to attend 100% of scheduled instruction (in person and online). Missing 10% or more of instruction can negatively impact your performance and result in an inability to demonstrate the necessary knowledge and skills for satisfactory completion of the course.

An adult learner should make every attempt to communicate a planned or expected absence to their instructor, via email, phone message, or in person. In the case of an excused absence or extenuating circumstances, material or activities missed may be made up at the discretion of the instructor. In many cases, activities that require hands-on practice cannot be made-up.

The following tier system outlines the expectations for student attendance and how CWD intends to respond to repeated absences or tardiness.

- **Tier 1:** Student communicates with teacher prior to missed class and discusses how to make up work, if possible. If work is successfully completed, and the instructor has no concerns about the student's skill competency, no referral or documentation is necessary.
- **Tier 2:** After 3 missed classes or excessive tardiness, the instructor sends a referral to the student advisor to follow up with student and make a plan of action to improve attendance and avoid potential dismissal.
- **Tier 3:** After 5 missed classes or excessive tardiness, the instructor sends a referral to the student advisor. Student advisor meets with student to make a plan of action to improve attendance and avoid potential dismissal. The plan may include a meeting with the program supervisor and formal notice of probation.
- **Tier 4:** If a student misses a class for any reason after the establishment of an action plan, the student may be dismissed.

Field Trips:

Adult learners may be offered the opportunity to participate in a field trip, job fair, or other off-site experience related to their studies. Adult learners wishing to participate must find their own transportation to and from the event.

Occupational Advisory Committees (OAC)

Occupational Advisory Committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being met. These annual committees review the appropriateness of the type of instruction, content, and materials offered within each program to assure that students gain competency with specific skills required for successful completion of the program and future employment.

Equal Educational Opportunity



It is the policy of this BOCES to provide, through a positive and effective program, equal educational opportunities for all adult learners in admittance to and/or participation in educational courses, programs or activities; school services; and extracurricular events regardless of age, sex, race, religion, color, national origin, disability, creed, marital status, veteran status, military status, sexual orientation, prior criminal offense, domestic violence victim status, gender identity, gender expression, or genetic status.

Special Accommodations:

If an adult learner has a physical, or mental need or limitation, the adult learner should speak with his/her instructor immediately, at least 72 hours before the requested accommodation.

The instructor may need to consult with the CWD Director and/or the ADA Compliance Officer to determine the Americans with Disabilities Act/Section 504 of the Rehabilitation Acts' applicability and engage in the interactive process to determine the reasonableness of the accommodation, if any requested accommodation is reasonable. The ADA Compliance Officer is the Director of Human Resources, 3599 Big Ridge Road, Spencerport, NY 14559, 352-2420.

9. New Business

6. Resolution to Accept the \$5,000.00 donation from the Donald F. And Maxine D. Davison Foundation

GIFTS AND DONATIONS

Donor Information:

Company or Individual Name: The Donald & Maxine B. Davison Foundation If Company, Contact Person:
Patrick R. George, Trustee

Address: 471 Reed Road Churchville, New York 14428-9333

Phone Number: E-Mail: davisonfoundation@outlook.com

Description of item(s) to be donated; if additional space is need, please add additional page and check here:

Scholarship donation (\$5000 check #965) for 2024 students in Digital Visual Communications, Nurse Assisting, and/or Advanced Manufacturing

Is Item(s) in Working Condition: N/A If not, please explain:

When can BOCES 2 Staff view the item: Check received December 11, 2023

Your signature indicates your offer to donate the above item(s). Only the Board may accept gifts of either money or merchandise. Any gifts or grants donated and accepted will be by official action through Board resolution. The Board will not accept gifts that place encumbrances on future boards or result in unreasonable additional or hidden costs. The Board will not accept a gift which constitutes a conflict of interest and/or gives the appearance of impropriety. All gifts, grants, and/or bequests shall become the sole property of the BOCES. The District Superintendent or designee will acknowledge, in writing, the receipt of the gift or donation on behalf of the Board, but does not assign a value for tax purposes.

Signature of Donor: _____ Date: _____

To Be Completed By BOCES 2 Staff:

Staff Member Name: Jill Slavny Dept: CTE Phone Ext: x2470

Name of Staff Member to be notified upon Board Approval: Jill Slavny/Lori Radford Supervisor Name and Review: _____

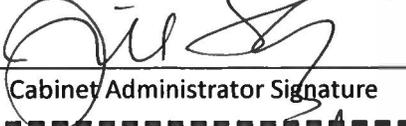
Proposed Use of Donated Item:

Two students will be awarded this scholarship for the 2023/2024 school year in the amount of \$2500 each per scholarship requirements.

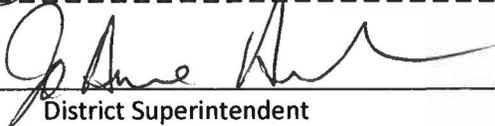
How will the Item Reduce Costs or Benefit the Program:

Two students will benefit from this Scholarship opportunity from the above listed programs.

Board Date: 12/20/23


Cabinet Administrator Signature

12/11/2023
Date


District Superintendent

12/12/23
Date

Board Action: Accept

Board Action: Reject

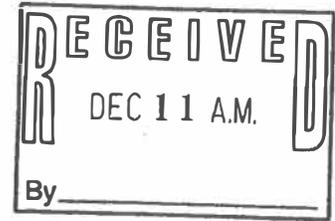
TRUSTEES:

Michael A. Baum
Timothy L. Baum
Patrick R. George
Todd D. Green



December 4, 2023

Monroe 2-Orleans BOCES
Jill Slavny
3599 Big Ridge Road
Spencerport, NY 14559



Re: Gift for Scholarship

Dear Jill,

On behalf of the trustees of The Donald F. and Maxine B. Davison Foundation I am pleased to enclose a check payable to Monroe 2-Orleans BOCES in the amount of \$5,000 to be used for scholarships.

Importantly, a scholarship to a student should not be greater than \$2,500.

The ideal scholarship recipient is a student in the communications, engineering or nursing fields who has demonstrated a strong will/desire to work hard to achieve his/her academic goals.

The Foundation would be most appreciative to receive written confirmation of your receipt of this gift, at the address provided below.

It is not the intention of the Trustees that this money be used to create a permanent fund.

Deposit check within 30 days of receipt.

With kind regards,



Michael A. Baum
Trustee

Enclosure: Check #965

9. New Business

7. Resolution to Accept the Donation of Eva HandiCare Full Patient Lift from Craigmile Health Solutions



GIFTS AND DONATIONS

Donor Information:

Company or Individual Name:
Craigmile Helath Solutions LLC

If Company, Contact Person: Chris Craigmile

Address: 119 co rt 6, Phoenix, NY 13135

Phone Number: 3159555422

E-Mail: chris@craigmilehelath.com

Description of item(s) to be donated; if additional space is need, please add additional page and check here:
Eva HandiCare Full Patient Lift <https://www.handicare.com/en/product/eva600ee/>

Is Item(s) in Working Condition: Yes If not, please explain:

When can BOCES 2 Staff view the item: 12/4/23

Your signature indicates your offer to donate the above item(s). Only the Board may accept gifts of either money or merchandise. Any gifts or grants donated and accepted will be by official action through Board resolution. The Board will not accept gifts that place encumbrances an future boards or result in unreasonable additional or hidden costs. The Board will not accept a gift which constitutes a conflict of interest and/or gives the appearance of impropriety. All gifts, grants, and/or bequests shall become the sole property of the BOCES. The District Superintendent or designee will acknowledge, in writing, the receipt of the gift or donation on behalf of the Board, but does not assign a value for tax purposes.

Signature of Donor: Digitally signed by Christopher Craigmile Date: 11/28/23
Det #2023. 11.28.12: 19: 34 -05'00'

To Be Completed By BOCES 2 Staff:

Staff Member Name: Christopher Joyce Dept: EC OT/PT Phone Ext: 585-261-0232

Name of Staff Member to be notified upon Board Approval: Christopher Joyce + Amy Piatek Supervisor Name and Review: _____

Proposed Use of Donated Item:

Electric lift to aid in safe transfers of students requiring mechanical lift. Intended by donor to be used in high school medically fragile program.

How will the Item Reduce Costs or Benefit the Program:

~~Power lifts cost a couple thousand dollars and are better for staff and students to use than manual lifts.~~

Board Date: _____
 12/13/22
Cabinet Administrator Signature Date

 12/14/2023
District Superintendent Date

Board Action: Accept Board Action: Reject

9. New Business

8. Resolution to Accept Donation of 15 Cut Pine Trees from Stokoe Farms

GIFTS AND DONATIONS

Donor Information:

Company or Individual Name: Stokoe Farms If Company, Contact Person: _____
Suzanne Stokoe

Address: 1516 S. Rd. Scottsville, NY 14546

Phone Number: (585) 889-0770 E-Mail: info@Stokoefarms.com

Description of item(s) to be donated; if additional space is needed, please add additional page and check here:
14 Christmas trees.

Is Item(s) in Working Condition: _____ If not, please explain: _____

When can BOCES 2 Staff view the item: 12/10/23

Your signature indicates your offer to donate the above Item(s). Only the Board may accept gifts of either money, trusts, or merchandise. Any gifts or grants donated and accepted will be by official action through Board resolution. The Board will not accept gifts that place encumbrances on future boards or result in unreasonable, additional or hidden costs. The Board will not accept a gift which constitutes a conflict of interest and/or gives the appearance of impropriety. All gifts, grants, and/or bequests shall become the sole property of the BOCES. The District Superintendent or designee will acknowledge, in writing, the receipt of the gift or donation on behalf of the Board, but does not assign a value for tax purposes.

Signature of Donor: _____ Date: 12/10/2023

To Be Completed By BOCES 2 Staff:

Staff Member Name: Shannon Moser Dept: Exceptional Children Phone Ext: 617-2589

Name of staff member to be notified upon Board approval: Shannon Moser

Supervisor name and review: Lawanda Brown

Proposed use of donated item:
Students will decorate trees based on cultural themes and display outside of building.

How will the item reduce costs or benefit the program:
This will support student engagement in culturally inclusive celebrations, and community enrichment.

Board Date: 12/20/23

[Signature]
Cabinet Administrator Signature

12/15/23
Date

[Signature]
District Superintendent

12/15/2023
Date

Board Action: Accept Board Action: Reject

9. New Business
8. Make All the Difference Scholarship Reviewers

10. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

11. Bids/Lease Purchases

1. Resolution to Accept Cooperative School Lunch Paper and Plastic Supplies bid.
2. Resolution to Accept Cooperative Food Service Equipment Repair, Maintenance and Installation Service bid.
3. Resolution to Accept Cooperative Plumbing Repair, Maintenance and Installation Service bid.
4. Resolution to Accept Cooperative HVAC Repair, Maintenance and Installation Service bid.
5. Resolution to Accept Cooperative Electrical Repair, Maintenance and Installation Service bid.
6. Resolution to Accept Cooperative Electric Supply bid.
7. Resolution to Accept School Bus Transportation bid.
8. Resolution to Accept FY 2023 - 2024 Instructional Technology State-Wide Licensing Agreements-Add on #1.

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

BID RECOMMENDATION

COOPERATIVE SCHOOL LUNCH PAPER AND PLASTIC SUPPLIES

Bid #RFB-2073-23 was opened on November 8, 2023, at 2:00 p.m. My recommendation for the award of this contract is as follows:

Regional Distributors, Inc. \$1,151.60

Bids obtained: 26 Bids returned: 4

Bid Analysis

The bid for Cooperative School Lunch Paper and Plastic Supplies has been recommended for award to the lowest responsive and responsible bidder that meets all the required specifications. The bid for Cooperative Lunch Paper and Plastic Supplies can be utilized by BOCES 2 Departments.

Funds to be provided from BOCES 2 Departments for the 2024 calendar year.

November 21, 2023
Date



Director of Procurement

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

BID RECOMMENDATION

COOPERATIVE FOOD SERVICE EQUIPMENT REPAIR,
MAINTENANCE AND INSTALLATION SERVICE

Bid #RFB-2078-23 was opened on November 8, 2023, at 2:00 p.m. My recommendation for the award of this contract is as follows:

Wolf Mechanical Services, LLC \$12,580.00
(refrigerated)

Monroe Piping and Sheet Metal \$13,690.00
(non-refrigerated)

Bids obtained: 11 Bids received: 3

Bid Analysis

The bid for Cooperative Food Service Equipment Repair, Maintenance and Installation Service has been recommended for award to the lowest responsive and responsible bidders that met all required specifications. The bid for Cooperative Food Service Equipment Repair, Maintenance and Installation Service will be used for repair, maintenance and installation of the CTE food service equipment.

Funds to be provided from the 2023-2024 & 2024-2025 CTE Budget.

November 13, 2023
Date



Director of Procurement

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

BID RECOMMENDATION

COOPERATIVE PLUMBING REPAIR,
MAINTENANCE AND INSTALLATION SERVICE

Bid #RFB-2077-23 was opened on November 8, 2023, at 2:00 p.m. My recommendation for the award of this contract is as follows:

Monroe Piping & Sheet Metal, LLC \$31,304.00

Bids obtained: 8 Bids received: 4

Bid Analysis

The bid for Cooperative Plumbing Repair, Maintenance and Installation Service has been recommended for award to the lowest responsive and responsible bidder that met all required specifications. The bid for Cooperative Plumbing Repair, Maintenance and Installation Service will be used for overflow work by the Operation and Maintenance Department.

Funds to be provided from the 2023-2024 & 2024-2025 O & M budget.

November 9, 2023

Date

Wendy Vergamini

Director of Procurement

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

BID RECOMMENDATION

COOPERATIVE HVAC REPAIR,
MAINTENANCE AND INSTALLATION SERVICE

Bid #RFB-2075-23 was opened on November 8, 2023, at 2:00 p.m. My recommendation for the award of this contract is as follows:

Wolf Mechanical Service \$28,420.00

Bids obtained: 15

Bids received: 5

Bid Analysis

The bid for Cooperative HVAC Repair, Maintenance and Installation Service has been recommended for award to the lowest responsive and responsible bidder that met all required specifications. The bid for Cooperative HVAC Repair, Maintenance and Installation Service will be used for overflow work by the Operation and Maintenance Department.

Funds to be provided from the 2023-2024 & 2024-2025 O & M budget

November 9, 2023

Date

Wendy Vergamini

Director of Procurement

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

BID RECOMMENDATION

COOPERATIVE ELECTRICAL REPAIR,
MAINTENANCE AND INSTALLATION SERVICE

Bid #RFB-2076-23 was opened on November 8, 2023, at 2:00 p.m. My recommendation for the award of this contract is as follows:

Rath Electric, Inc. \$28,434.28

Bids obtained: 7

Bids received: 1

Bid Analysis

The bid for Cooperative Electrical Repair, Maintenance and Installation Service has been recommended for award to the lowest responsive and responsible bidder that met all required specifications. The bid for Cooperative Electrical Repair, Maintenance and Installation Service will be used for overflow work by the Operation and Maintenance Department.

Funds to be provided from the 2023-2024 & 2024-2025 O & M budget.

November 8, 2023
Date



Director of Procurement

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

BID RECOMMENDATION

COOPERATIVE ELECTRIC SUPPLY

Bid #RFB-2074-23 was opened on November 8, 2023, at 2:00 p.m. My recommendation for the award of this contract is as follows:

Energy Cooperative of America Actual Usage

Bids obtained: 17 Bids received: 2

Bid Analysis

Energy Cooperative of America submitted a bid meeting all specifications with the lowest adder to the variable supply cost. This method was chosen for its potential for the lowest prices and minimal risk of price escalation.

Funds to be provided from the 2023-2024 & 2024-2025 O & M budget.

November 27, 2023

Date

Wendy Vergamini

Director of Procurement

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Second Supervisory District of Monroe 2 and Orleans Counties
3599 Big Ridge Road, Spencerport, NY 14559**

BID RECOMMENDATION

SCHOOL BUS TRANSPORTATION

Bid #RFB-2081-23 was opened on Friday, November 17, 2023, at 2:00 p.m. My recommendation for the award of this contract is as follows:

Vendor: Ontario Bus Inc.

- 20 Passenger Bus: Fixed Rate: Rate/Hour \$69 and Rate/Mile \$4.45
- Wheelchair Bus: Fixed Rate: Rate/Hour \$69 and Rate/Mile \$4.45
- 32 Passenger Bus: Fixed Rate: Rate/Hour \$76 and Rate/Mile \$4.95
- 66 Passenger Bus: Fixed Rate: Rate/Hour \$76 and Rate/Mile \$5.45

Bids obtained: 7

Bids submitted: 1

BID ANALYSIS

The bid for School Bus Transportation has been recommended for award to the lowest responsive and responsible bidder that met all the required bid specifications. The School Bus Transportation bid will be utilized by the CTE Department to assist with field trips, workplace visits and clinical assignments as needed.

Funds to be provided from the 2023-24 CTE budget.

November 29, 2023
Date

Wendy Vergamini
Director of Procurement

Memo To: NYSITCC Members
From: David Brace, Manager – Operations, Technology Services, Erie 1 BOCES
Date: November 15, 2023
Subject: FY 2023 – 2024 Instructional Technology State-Wide Licensing Agreements – Add On #1

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

STEAM

Amplify - *mClass Dibels, Boost Reading & Boost Lectura*

CMC Neptune – *Navigate*

imagiLabs - *imagi Edu, imagiCharm*

Imagine Learning - *Robotify*

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

Local Impact - *Local Civics*

Robo Wunderkind

Tequipment - *Copernicus, Elenco (Snap Circuits), Fork Farms, Full Spectrum Laser, iBlocks, iRobot, Lu Interactive, KUBO, Maplewoodshop, Spectrum Carts, Strawbees*

Please return the completed resolutions to David Brace as soon as possible.

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

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

BOARD RESOLUTION

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2023 – 2024 fiscal year, for Amplify, CMC Neptune, imagiLabs, Imagine Learning, Kognity US, Inc., Local Impact, Robo Wunderkind, Tequipment, and,

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

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

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

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

CERTIFICATION

It is hereby certified that the above motion was approved by the Monroe 2-Orleans BOCES Board at its meeting, duly noticed, held on December 20, 2023.

Dated _____, 2023

Board Clerk

12. Executive Officer's Reports

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

13. Committee Reports

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

14. Upcoming Meetings/Calendar Events

Dec 20	6:00 pm	Board Meeting (ESC, Board Room)
Dec. 25		Christmas Holiday - BOCES Closed
Dec. 26-29		Recess (No school)
January 1		New Year's Holiday - BOCES Closed
January 3	Noon	MCSBA Legislative Committee Meeting (DoubleTree)
January 10	4:00 pm	MCSBA Information Exchange Committee Meeting/Social Rochester Museum and Science Center
January 11	Noon	Board Officer Agenda Review (RCC)
January 15		Martin Luther King, Jr. Observance (BOCES Closed)
January 17	Noon	MCSBA Labor Relations Committee Meeting (DoubleTree)
	6:00 pm	Board Meeting (ESC, Board Room)

15. Other Items

16. Executive Session

17. Adjournment