

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

There will be a Regular Meeting of the Board of Cooperative Educational Services on Wednesday, September 16, 2020 at 6:30 p.m. at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559, Professional Development Center.

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

BOARD MEMBERS

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

Gerald Maar
Michael May
Constance Rockow
Elizabeth VenVertloh

AGENDA

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Agenda Item(s) Modifications
4. Approval of Minutes: August 19, 2020 Regular Meeting Minutes
5. Public Interaction
6. Financial Reports
 1. Resolution to Accept Treasurer's Report
 2. Resolution to Accept WinCap Report
 3. Internal Claims Exception Log
7. Old Business
 1. Capital Project Update (Campus Construction)
8. Board Presentation: Human Resources Report (Karen Brown)
9. New Business
 1. First Reading Policy Series 5000
 2. First Reading Policy #6110 – Comprehensive Student Attendance Policy
 3. Annual Update on School Safety and the Educational Climate (SSEC) (Tim Dobbartin)
 4. Resolution to declare funds in the amount of \$390,404 from the 2016 Capital Project as excess funds to be used towards the 2019 Capital Project
 5. Discussion on Monroe County School Boards Association Topics
 6. Resolution to approve the appointment of Lorraine Bennett as Registrar of Attendance at Westside Academy for the 2020-2021 school year
 7. Discussion on 3585 Big Ridge Road Property
 8. Resolution to approve transfer of ownership of desks from Monroe Community College

10. Personnel and Staffing
 1. Resolution to Approve Personnel and Staffing Agenda
11. Bids/Lease Purchases
 1. Resolution to Accept Disposal Service Bid Award
 2. Resolution to Accept Cooperative Audio-Visual Equipment Install Service Bid Award
 3. Resolution to Accept Cooperative COVID-19 Pandemic Supplies Bid Award
12. Executive Officer's Reports
 1. Albany D.S. Report
 2. Local Update
13. Committee Reports
 - Labor Relations Committee (J. Abbott/J. Heise)
 - Legislation Committee (K. Dillon/D. Laba)
 - Information Exchange Committee (R. Charles Phillips/L. VenVertloh)
14. Upcoming Meetings/Calendar Events
 - September 16 6:30pm Board Meeting (ESC, PDC)
 - September 23 Noon MCSBA Information Exchange Committee (Double Tree)
 - September 24 8-Noon MCSBA Fall Law Conference (Double Tree)
 - September 25 8-3:30 NYSSBA Board Officer's Academy
 - September 30 Noon MCSBA Labor Relations Committee (Double Tree)

 - October 7 Noon MCSBA Legislative Committee (Double Tree)
 - October 7 5:45pm MCSBA Executive Committee (Shadow Lake Golf Club)
 - October 12 BOCES 2 closed
 - October 14 1:30pm Board Officer Agenda Review
 - October 14 Noon MCSBA Information Exchange Committee (Double Tree)
 - October 17 7:30am MCSBA Finance Conference (Double Tree)
 - October 20-22 and October 27-29 NYSSBA Annual Convention (Virtual)
 - October 21 4pm MCSBA Labor Relations Committee Meeting (Double Tree)
 - October 21 5:30pm Audit Committee / 6:30pm Board Meeting (ESC, PDC)
15. Other Items
16. Anticipated Executive Session to discuss the employment history of a particular person(s).
17. Adjournment

1. Call the Meeting to Order

2. Pledge of Allegiance

3. Agenda Item(s) Modifications

4. Approval of Minutes: August 19, 2020 Regular Meeting Minutes

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

Minutes of the Regular Meeting of the Board of Cooperative Educational Services, Second Supervisory District of Monroe and Orleans Counties, held on Wednesday, August 19, 2020 at 6:30 p.m. at the Richard E. Ten Haken Educational Services Center, Spencerport, New York 14559.

Members Present:

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

Gerald Maar
Michael May
Constance Rockow
Elizabeth VenVertloh

Staff Present:

Jo Anne Antonacci
Karen Brown, Esq.
Tom Burke
Virginia Critchley
Steve Dawe
Tim Dobbartin

Ian Hildreth
Dr. Marijo Pearson
Steve Roland
Dr. Michelle Ryan
Lynda VanCoske, Esq.

Guests:

Kelly Mutschler
Joseph Pallatto (Campus Construction)

1. Call the Meeting to Order
The meeting was called to order by President Laba at 6:30 p.m.
2. Pledge of Allegiance
3. Agenda/Items(s) Modifications
There were no changes to the agenda. On behalf of the entire board, Board President Laba expressed thanks and gratitude to District Superintendent Antonacci for the immense effort she has put forth, and continues to put forth, towards assisting students, staff, and families throughout the COVID-19 pandemic. He also welcomed Kelly Mutschler who attended the board meeting. Kelly officially starts working at Monroe 2-Orleans BOCES on August 24, 2020, and will replace Ginger Critchley who will be retiring at the end of September.
4. Approval of Minutes
Resolved: To approve the July 7, 2020 Reorganizational-Regular Meeting Minutes as presented.

Motion by K. Dillon, seconded by M. May; passed unanimously.
5. Public Interaction
There was no public interaction.

6. Financial Reports

The Treasurer's Report, WINCAP Report, Internal Claims Exception Log, Bi-Annual Educational Foundation Fund Activity Statement, and Extra Class Report were in the board packet.

Resolved: To approve the Treasurer's Report as presented.

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

Resolved: To approve the WINCAP Report as presented.

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

7. Audit Committee Update

1. The July 7, 2020 Audit Committee Meeting Minutes were in the board packet.

8. Old Business

1. Joseph Pallatto from Campus Construction gave a capital project update. He left the meeting at 6:40 p.m.

2. Resolved: To approve the Revised Monroe 2-Orleans BOCES Faculty/Students Calendar for 2020-2021 School Year as presented.

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

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

10. New Business

1. Resolved to Approve COVID-19 Resolution as presented.

WHEREAS, on March 16, 2020, the New York State Governor declared, under Executive Order 202.4, all schools within New York State to be closed to students no later than March 18, 2020 for a period of two weeks, ending on April 1, 2020, in response to the COVID19 public health emergency; and

WHEREAS, various subsequent executive orders were issued by the New York State Governor resulting in the closure of schools to students for the remainder of the 2019-2020 school year; and

WHEREAS, on or about July 13, 2020, the New York State Department of Health issued interim guidance for in-person instruction at Pre-K to Grade 12 schools during the COVID-19 public health emergency for the 2020-2021 school year; and

WHEREAS, on or about July 16, 2020, the New York State Education Department released reopening guidance for schools for the 2020-2021 school year.

NOW, THEREFORE, the Monroe 2-Orleans BOCES Board resolves as follows:

1. In an effort to comply with reopening requirements, the Board hereby temporarily suspends any Board policy or administrative regulation/procedure that conflicts with any

current or future federal, state, or local law, regulation, executive order, and/or state or federal guidance released for the purpose of reopening of schools.

2. The District Superintendent is authorized to follow the federal, state, or local laws, regulations, executive orders, and/or State or federal guidance over conflicting Board policies and to take such action as necessary and proper for the purpose of reopening the BOCES and maintaining the BOCES and instruction during the 2020-2021 school year.

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

L. VanCoske gave an update about the COVID-19 Resolution.

2. First Reading of Policy Series 4000

Resolved: To waive Second Reading for Policy Series 4000 as presented.

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

Resolved: To approve the Second Reading for Policy Series 4000 as presented.

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

L. VanCoske left the meeting at 6:55 p.m.

3. Resolution to Approve CTE Equipment Reserve Fund Contribution of \$100,000.00

Resolved: That based upon the recommendation of the District Superintendent, the Monroe 2-Orleans BOCES Board authorizes a contribution to the previously established Career and Technical Education (CTE) Equipment Reserve Fund in the amount of \$100,000.00 from 2019-20 school year expenditures as presented.

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

4. Resolution to Approve Expenditures from Retirement Contribution Reserve Fund of \$871,817.73

Resolved: That based upon the recommendation of the District Superintendent, the Monroe 2-Orleans BOCES Board authorizes expenditures from the previously established Retirement Contribution Reserve Fund in the amount of \$871,817.73 from the 2019-20 school year as presented.

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

5. Resolution to Approve Teachers' Retirement Contribution Reserve Sub-Fund Contribution of \$441,502.00

Resolved: That based upon the recommendation of the District Superintendent, the Monroe 2-Orleans BOCES Board authorizes a contribution to the previously established Teachers' Retirement Contribution Reserve Sub-Fund in the amount of \$441,502.00 from 2019-20 school year expenditures as presented.

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

6. Resolution to Approve Retirement Contribution Reserve Fund Contribution of \$1,000,000.00.

Resolved: That based upon the recommendation of the District Superintendent, the Monroe 2-Orleans BOCES Board authorizes a contribution to the previously established Retirement Contribution Reserve Fund in the amount of \$1,000,000.00 from 2019-20 school year expenditures as presented.

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

7. Resolved: To Approve CaTS Lease Amendment and Modification as presented.

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

8. Resolved: To Approve Rochester City School District Lease as presented.

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

9. Resolution to Approve Professional Learning Plan for 2020-22

Resolved: To approve the 2020-2022 Professional Learning Plan as presented.

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

10. T. Dobbertin gave an overview of the 2019-20 School Year Student Attendance.

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

12. There was a discussion on the New York State School Boards Association (NYSSBA) Annual Convention that will be held virtually for 2020 due to the COVID-19 pandemic. Those board members wishing to participate should notify G. Critchley prior to September 13, 2020.

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

D. Laba volunteered to be the voting delegate for the NYSSBA Convention. K. Dillon volunteered to be the alternate voting delegate.

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

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

11. Personnel and Staffing

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

Motion by G. Maar, seconded by K. Dillon; passed unanimously.

2. Resolved: To approve Substitute, Per Diem and Hourly Pay Rates for 2020-21 as presented.

That the Board approved the following substitute/per diem/hourly pay rates effective July 1, 2020:

Cleaner substitute	\$13.00/hour
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Clerical substitute	\$13.00/hour	
Clerical substitute who is a BOCES 2 retiree	\$15.00/hour	
College Co-op student	\$15.00/hour	
Interpreter substitute	\$32.45/hour	
Interpreter substitute – RID certified	\$34.61/hour	
Job Training Specialist substitute	\$14.50/hour	
Licensed Practical Nurse substitute	\$20.01/hour	
Notetaker substitute	\$13.00/hour	
Registered Nurse substitute	\$30.05/hour	
Sign Skills Coach substitute	\$14.62/hour	
Student Behavioral Assistant substitute	\$14.50/hour	
Student Behavioral Assistant substitute who is a BOCES 2 retiree	\$16.50/hour	
Student Helper	\$11.80/hour	
Teacher substitute per diem	Uncertified teacher	\$90/day
	Certified teacher	\$110/day
Teacher Aide substitute	\$13.00/hour	
Teacher Aide substitute who is a BOCES 2 retiree	\$15.00/hour	
Tutor	\$18.20/hour	

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

12. Bids/Lease Purchases

1. Resolved: To accept Monroe 2-Orleans BOCES lease purchase of copier equipment as presented.

WHEREAS, the Monroe 2-Orleans BOCES desires to secure for its use the equipment listed below; and

WHEREAS, MONROE 2-ORLEANS BOCES is willing to arrange for the installment purchase of the Equipment (which includes an equipment lease purchase) for the price and on the terms listed below.

NOW, THEREFORE, be it resolved as follows:

MONROE 2-ORLEANS BOCES is authorized to enter into an agreement (the "Installment Purchase Agreement") with Eastern\Xerox.

The Purchasing Agent is authorized to approve the final form and terms of and to execute, on behalf of MONROE 2-ORLEANS BOCES, such agreements, documents, schedules, addendum, certificates, letters and instruments as may be necessary to complete the installment purchase transaction described below.

This resolution shall take effect when adopted.

DESCRIPTION OF EQUIPMENT

2-C405DN

PURCHASE PRICE and TERMS

Installment Purchase of \$3,601.20 with annual payments for 5 years with 0% finance charge.

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

2. Resolved: To accept Erie 1 Instructional Technology State Wide Licensing Agreements – Add on #1 as presented.

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2020 – 2021 fiscal year, for TEQ, WeVideo, SeeSaw Learning, Neuron Fuel/Tynker, and,

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

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

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

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

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

3. Resolved: To Accept Monroe 2-Orleans BOCES participation in Cooperative bid with Wayne Finger Lakes BOCES for Bid #2021-21 Master Lease Purchase Agreement for the Acquisition or Refinance of Equipment as presented.

WHEREAS, The Board of Monroe 2-Orleans BOCES desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for a Master Lease Purchase Agreement for the Acquisition or Refinance of Equipment. And...

WHEREAS, The Board of Monroe 2-Orleans BOCES is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint Master Lease Purchase Agreement Bid as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Monroe 2-Orleans BOCES has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Monroe 2-Orleans BOCES and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Monroe 2-Orleans BOCES and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

NOW, THEREFORE, BE IT RESOLVED, That The Board of Monroe 2-Orleans BOCES hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for Master Lease Purchase Agreement for the Acquisition or Refinance of Equipment The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

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

13. Executive Officer's Report

District Superintendent Jo Anne Antonacci expressed many thanks to Executive Cabinet members, Operations and Maintenance Director Tom Burke, and Communications Manager Steve Dawe and CaTS for providing countless hours towards the Re-Opening Plan, communications to staff, families, and the public as well as the attention to detail in sanitizing/cleaning BOCES 2 offices and facilities. T. Burke left the meeting at 7:15 p.m.

Chancellor Betty Rosa resigned from Board of Regents to become the Interim Commissioner. Vice Chancellor Andrew Brown is currently assuming the duties of the Chancellor.

The District Superintendents met at the Capital Region BOCES in Albany for the August DS Meetings; some District Superintendents participated remotely. The next meeting will be late

September.

Genesee Valley Educational Partnership District Superintendent Kevin MacDonald is the District Superintendent Chairperson for the next two years.

The BOCES 2 Purchasing Department conducted a bid for participating school districts on numerous PPE products.

District Superintendent Antonacci and the Mid-West JMT District Superintendents are on the Finger Lakes Region Re-opening Task Force. She is also chairing the Health and Medical sub-committee. Being involved with the Task Force has been a tremendous support for our schools and region.

J. Antonacci shared from Monroe County School Boards Association their recognition of George Howard for his years of service as well as welcomed Lisa VenVertloh as a new board member.

All parent/staff forum pertaining to the re-opening of schools have been completed.

Ongoing questions regarding COVID-19 can be directed to BOCES 2 COVID coordinator at Monroe2BOCES.org or the COVID phone line 585-352-2430.

J. Antonacci continues to hold weekly virtual meetings with Monroe County Council of School Superintendents as well as with component districts.

14. Committee Reports

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

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

Information Exchange Committee (R. Charles Phillips/L. VenVertloh) – There were no updates.

15. Upcoming Meetings/Events

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

16. Other Items

Resolved to approve the 2020-21 Monroe 2-Orleans BOCES building-level emergency response plan for Ridgecrest Academy as presented.

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

There was no need for an Executive Session.

17. Adjournment

At 7:35 p.m., a motion was made by D. Laba to adjourn the meeting, seconded by J. Heise; passed unanimously.

Respectfully submitted,

Virginia M. Critchley
Clerk of the Board

5. Public Interaction

6. Financial Reports

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

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

Period Ending July 30, 2020

<u>GENERAL FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	13,228,641.44	<u>13,228,641.44</u>
RECEIPTS:	CHARGES FOR SERVICES	5,120,099.46	
	NON-CONTRACT CHARGES	449,209.69	
	INTEREST EARNED	378.67	
	TRANSFERS FROM SPECIAL AID	0.00	
	TRANSFERS FROM TRUST AND AGENCY	0.00	
	TRANSFERS FROM UNEMPLOYMENT	0.00	
	STATE AID DUE DISTRICTS	0.00	
	MISCELLANEOUS RECEIPTS	235,009.46	
	TOTAL RECEIPTS:	5,804,697.28	<u>5,804,697.28</u>
DISBURSEMENTS:	PAYROLL	1,609,026.87	
	WARRANTS	3,590,761.83	
	TRANSFERS TO:		
	- Special Aid	0.00	
	- Trust & Agency	1,241,055.06	
	- Unemployment Reserve	0.00	
	- Capital	0.00	
	RAN PAYMENT	0.00	
	MISCELLANEOUS DISBURSEMENTS	2,412,085.90	
	TOTAL DISBURSEMENT:	8,852,929.66	<u>(8,852,929.66)</u>
	GENERAL FUND CHECKING	9,952,713.54	
	GENERAL FUND SAVINGS	227,695.52	
CASH	ENDING BALANCE:	10,180,409.06	<u>10,180,409.06</u>

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

Period Ending July 30, 2020

<u>SPECIAL AID FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	1,692,779.43	<u>1,692,779.43</u>
RECEIPTS:	INTEREST EARNED	14.29	
	TRANSFER FROM GENERAL	0.00	
	TRANSFER FROM TRUST AND AGENCY	0.00	
	STATE, FEDERAL & LOCAL SOURCES	0.00	
	MISCELLANEOUS RECEIPTS	6,212.20	
	TOTAL RECEIPTS:	6,226.49	<u>6,226.49</u>
DISBURSEMENTS:	WARRANTS	39,255.92	
	TRANSFER TO TRUST & AGENCY	0.00	
	TRANSFER TO GENERAL	0.00	
	MISCELLANEOUS DISBURSEMENTS	24.72	
	TOTAL DISBURSEMENTS:	39,280.64	<u>(39,280.64)</u>
CASH	ENDING BALANCE:	1,659,725.28	<u>1,659,725.28</u>

<u>RISK RETENTION FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	1,583,525.07	<u>1,583,525.07</u>
RECEIPTS:	INTEREST EARNED	134.41	
	TRANSFER FROM GENERAL	0.00	
	MISCELLANEOUS RECEIPTS	0.00	
	TOTAL RECEIPTS:	134.41	<u>134.41</u>
DISBURSEMENTS:	WARRANTS	0.00	
	CD-INVESTMENTS	0.00	
	TRANSFER TO GENERAL	0.00	
	TRANSFER TO TRUST & AGENCY	0.00	
	TOTAL DISBURSEMENTS:	0.00	<u>0.00</u>
	CASH- LIABILITY RESERVE	19,334.12	
	CASH- UNEMPLOYMENT RESERVE	278,467.55	
	CD-LIABILITY RESERVE	1,159,299.38	
	CD-UNEMPLOYMENT RESERVE	126,558.43	
CASH	ENDING BALANCE:	1,583,659.48	<u>1,583,659.48</u>

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

Period Ending July 30, 2020

<u>TRUST AND AGENCY FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE:	163,887,644.84	<u>163,887,644.84</u>
RECEIPTS:	INTEREST EARNED	218.35	
	PAYROLL	1,064,209.98	
	TRANSFER FROM GENERAL	1,241,055.06	
	TRANSFER FROM SPECIAL AID	0.00	
	RASHP I	2,019,666.66	
	RASHP II	17,174,630.82	
	MISCELLANEOUS RECEIPTS	3,333,643.97	
	TOTAL RECEIPTS:	24,833,424.84	<u>24,833,424.84</u>
DISBURSEMENTS:	WARRANTS	2,272,063.56	
	PAYROLL	1,064,709.98	
	RASHP I	1,482,738.87	
	RASHP II	18,974,522.72	
	TRANSFER TO GENERAL FUND	0.00	
	TRANSFER TO SPECIAL AID	0.00	
	MISCELLANEOUS DISBURSEMENTS	1,042,585.93	
	TOTAL DISBURSEMENTS:	24,836,621.06	<u>(24,836,621.06)</u>
	CASH-CHECKING	919,656.45	
	CASH-PAYROLL	12,267.47	
	CASH-RASWC	2,564,105.37	
	CASH-WC WFL	250,752.03	
	CASH-FSA	40,311.45	
	CASH-RASHP I	5,157,993.12	
	CASH-RASHP II	80,802,114.52	
	CASH-SELF FUNDED DENTAL	398,561.31	
	CASH-STUDENT ACCIDENT	3,889.73	
	CASH-GIFT FUNDS	92,917.00	
	CASH-EDUCATIONAL TRUST FUND	0.00	
	CASH-JOHN T. KLOCK SCHOLARSHIP	2,834.44	
	MONEY MARKET / INVESTMENTS - RASHP II	38,541,428.89	
	MONEY MARKET - RASHP II - M&T	460,929.83	
	CERTIFICATE OF DEPOSIT-RASWC	21,957,673.18	
	CERTIFICATE OF DEPOSIT/SAVINGS - RASHP	12,679,013.83	
	CERTIFICATE OF DEPOSIT - RASHP II	0.00	
CASH	ENDING BALANCE:	163,884,448.62	<u>163,884,448.62</u>

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

Period Ending July 30, 2020

<u>CAPITAL FUND</u>		<u>MONTHLY</u>	
CASH	BEGINNING BALANCE	3,759,286.73	<u>3,759,286.73</u>
RECEIPTS:	INTEREST EARNED	149.40	
	TRANSFER FROM GENERAL	0.00	
	COMPONENT REVENUE	0.00	
	MISCELLANEOUS REVENUE	0.00	
	TOTAL RECEIPTS	149.40	<u>149.40</u>
DISBURSEMENTS:	WARRANTS	57,034.95	
	MISCELLANEOUS DISBURSEMENTS	0.00	
	TRANSFER TO:		
	- General Fund	0.00	
	- Equipment Reserve	0.00	
	TOTAL DISBURSEMENTS	57,034.95	<u>(57,034.95)</u>
	CAPITAL FUND CHECKING	2,800,537.06	
	CAPITAL FUND SAVINGS	109,146.04	
	CAPITAL FUND CTE EQUIPMENT RESERVE	792,718.08	
CASH	ENDING BALANCE:	3,702,401.18	<u>3,702,401.18</u>

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 08/31/2020

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance	Available Balance
0 Administration								
100 SALARIES		1,146,030.00	0.00	1,146,030.00	177,730.97	938,692.81	29,606.22	29,606.22
200 EQUIPMENT		15,650.00	0.00	15,650.00	0.00	1,312.34	14,337.66	14,337.66
300 SUPPLIES		19,550.00	0.00	19,550.00	2,058.61	10,299.29	7,192.10	7,192.10
400 CONTRACTUAL		2,618,415.00	5,000.00	2,623,415.00	328,481.51	1,109,481.01	1,185,452.48	1,180,097.48
700 INTEREST ON REVENUE NOTES		15,000.00	-445.80	14,554.20	0.00	0.00	14,554.20	14,554.20
800 EMPLOYEE BENEFITS		579,927.00	-4,554.20	575,372.80	32,288.64	134,630.73	408,453.43	408,453.43
899 Oth Post Retirement Benft		5,652,488.00	0.00	5,652,488.00	2,500.00	0.00	5,649,988.00	5,649,988.00
910 TRANSFER TO CAPITAL FUND		500,000.00	0.00	500,000.00	0.00	0.00	500,000.00	500,000.00
950 TRANSFER FROM O & M		66,746.00	0.00	66,746.00	0.00	0.00	66,746.00	66,746.00
960 TRANSFER CHARGE		257,217.00	0.00	257,217.00	0.00	0.00	257,217.00	257,217.00
Subtotal of 0 Administration		10,871,023.00	0.00	10,871,023.00	543,059.73	2,194,416.18	8,133,547.09	8,128,192.09
1 Career Education								
100 SALARIES		3,861,872.00	0.00	3,861,872.00	124,202.27	3,596,989.49	140,680.24	140,680.24
200 EQUIPMENT		35,000.00	306,427.83	341,427.83	98,502.92	234,839.87	8,085.04	8,085.04
300 SUPPLIES		354,750.00	4,870.48	359,620.48	55,987.81	117,682.07	185,950.60	185,717.08
400 CONTRACTUAL		291,250.00	12,792.96	304,042.96	29,155.38	87,291.68	187,595.90	184,945.90
490 SCH DIST AND OTHER BOCES		18,120.00	-18,120.00	0.00	0.00	0.00	0.00	0.00
800 EMPLOYEE BENEFITS		1,809,119.00	0.00	1,809,119.00	23,663.88	599,972.37	1,185,482.75	1,185,482.75
950 TRANSFER FROM O & M		1,294,189.00	0.00	1,294,189.00	0.00	0.00	1,294,189.00	1,294,189.00
960 TRANSFER CHARGE		553,852.00	0.00	553,852.00	0.00	0.00	553,852.00	553,852.00
990 TRANS CREDTS FR OTHER FUND		-6,000.00	0.00	-6,000.00	0.00	0.00	-6,000.00	-6,000.00
Subtotal of 1 Career Education		8,212,152.00	305,971.27	8,518,123.27	331,512.26	4,636,775.48	3,549,835.53	3,546,952.01
2 Special Education								
100 SALARIES		6,859,672.00	0.00	6,859,672.00	91,844.22	6,548,452.84	219,374.94	219,374.94
200 EQUIPMENT		78,014.00	95,795.14	173,809.14	0.00	120,738.44	53,070.70	53,070.70
300 SUPPLIES		141,931.00	-16,603.00	125,328.00	6,893.51	20,040.22	98,394.27	98,394.27
400 CONTRACTUAL		1,472,937.00	44,391.44	1,517,328.44	81,147.58	153,383.50	1,282,797.36	1,251,097.36
490 SCH DIST AND OTHER BOCES		5,920,930.00	552,981.04	6,473,911.04	0.00	0.00	6,473,911.04	6,473,911.04
800 EMPLOYEE BENEFITS		3,563,530.00	-60,716.00	3,502,814.00	22,749.38	1,044,346.18	2,435,718.44	2,435,718.44
950 TRANSFER FROM O & M		335,806.00	0.00	335,806.00	0.00	0.00	335,806.00	335,806.00
960 TRANSFER CHARGE		16,023,321.00	0.00	16,023,321.00	0.00	0.00	16,023,321.00	16,023,321.00
Subtotal of 2 Special Education		34,396,141.00	615,848.62	35,011,989.62	202,634.69	7,886,961.18	26,922,393.75	26,890,693.75
3 Itinerent Services								
100 SALARIES		12,240,392.00	0.00	12,240,392.00	91,265.70	11,159,382.15	989,744.15	989,744.15
200 EQUIPMENT		206,415.00	16,424.86	222,839.86	0.00	19,544.11	203,295.75	203,295.75
300 SUPPLIES		43,601.00	-1,000.00	42,601.00	2,277.66	7,207.39	33,115.95	33,115.95
400 CONTRACTUAL		802,831.00	-11,973.86	790,857.14	5,836.17	34,680.22	750,340.75	675,340.75
490 SCH DIST AND OTHER BOCES		50,903.00	-28,124.14	22,778.86	0.00	0.00	22,778.86	22,778.86
800 EMPLOYEE BENEFITS		6,176,059.00	0.00	6,176,059.00	25,516.51	1,732,198.91	4,418,343.58	4,418,343.58

* Includes a pending Budget Transfer Request

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 08/31/2020

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance	Available Balance
950 TRANSFER FROM O & M		7,938.00	0.00	7,938.00	0.00	0.00	7,938.00	7,938.00
960 TRANSFER CHARGE		1,209,309.00	0.00	1,209,309.00	0.00	0.00	1,209,309.00	1,209,309.00
970 TR CREDITS FR SERVICE PROGR		-11,766,756.00	0.00	-11,766,756.00	0.00	0.00	-11,766,756.00	-11,766,756.00
Subtotal of 3 Itinerent Services		8,970,692.00	-24,673.14	8,946,018.86	124,896.04	12,953,012.78	-4,131,889.96	-4,206,889.96
4 General Instruction								
100 SALARIES		1,868,356.00	434,103.00	2,302,459.00	421,670.68	970,606.91	910,181.41	910,181.41
200 EQUIPMENT		5,600.00	2,818.50	8,418.50	0.00	1,618.50	6,800.00	6,800.00
300 SUPPLIES		11,375.00	5,820.00	17,195.00	3.92	3,249.75	13,941.33	13,941.33
400 CONTRACTUAL		684,335.00	110,113.05	794,448.05	109,478.31	127,770.14	557,199.60	556,516.60
490 SCH DIST AND OTHER BOCES		69,747.00	-23,413.23	46,333.77	0.00	0.00	46,333.77	46,333.77
800 EMPLOYEE BENEFITS		722,170.00	107,721.00	829,891.00	72,174.76	162,433.04	595,283.20	595,283.20
950 TRANSFER FROM O & M		127,696.00	0.00	127,696.00	0.00	0.00	127,696.00	127,696.00
960 TRANSFER CHARGE		178,964.00	0.00	178,964.00	0.00	0.00	178,964.00	178,964.00
970 TR CREDITS FR SERVICE PROGR		-16,290.00	0.00	-16,290.00	0.00	0.00	-16,290.00	-16,290.00
990 TRANS CREDITS FR OTHER FUND		-2,025.00	0.00	-2,025.00	0.00	0.00	-2,025.00	-2,025.00
Subtotal of 4 General Instruction		3,649,928.00	637,162.32	4,287,090.32	603,327.67	1,265,678.34	2,418,084.31	2,417,401.31
5 Instruction Support								
100 SALARIES		6,032,367.00	-16,980.20	6,015,386.80	563,196.07	4,979,574.16	472,616.57	472,616.57
200 EQUIPMENT		3,116,595.00	3,119,800.67	6,236,395.67	536,843.20	2,992,029.61	2,707,522.86	2,698,706.96
300 SUPPLIES		737,361.00	79,958.99	817,319.99	113,878.05	138,491.89	564,950.05	564,950.05
400 CONTRACTUAL		4,673,400.00	511,526.81	5,184,926.81	1,920,872.38	1,011,253.51	2,252,800.92	2,231,048.72
490 SCH DIST AND OTHER BOCES		358,709.00	21,794.75	380,503.75	34,605.00	0.00	345,898.75	345,898.75
800 EMPLOYEE BENEFITS		2,819,990.00	-14,189.80	2,805,800.20	91,199.85	770,031.71	1,944,568.64	1,944,568.64
950 TRANSFER FROM O & M		647,258.00	0.00	647,258.00	0.00	0.00	647,258.00	647,258.00
960 TRANSFER CHARGE		1,045,444.00	0.00	1,045,444.00	0.00	0.00	1,045,444.00	1,045,444.00
970 TR CREDITS FR SERVICE PROGR		-2,695,110.00	0.00	-2,695,110.00	0.00	0.00	-2,695,110.00	-2,695,110.00
990 TRANS CREDITS FR OTHER FUND		-80,302.00	0.00	-80,302.00	0.00	0.00	-80,302.00	-80,302.00
Subtotal of 5 Instruction Support		16,655,712.00	3,701,911.22	20,357,623.22	3,260,594.55	9,891,380.88	7,205,647.79	7,175,079.69
6 Other Services								
100 SALARIES		2,321,226.00	0.00	2,321,226.00	323,956.72	1,846,261.13	151,008.15	151,008.15
200 EQUIPMENT		435,385.00	71,261.59	506,646.59	52,671.91	44,724.00	409,250.68	409,250.68
300 SUPPLIES		39,875.00	3,036.18	42,911.18	1,677.17	9,330.46	31,903.55	31,903.55
400 CONTRACTUAL		3,471,936.00	94,416.83	3,566,352.83	360,473.65	2,276,386.55	929,492.63	915,451.38
490 SCH DIST AND OTHER BOCES		6,106,003.00	-2,148,494.71	3,957,508.29	78,888.93	0.00	3,878,619.36	3,878,619.36
800 EMPLOYEE BENEFITS		1,084,227.00	-4,000.00	1,080,227.00	50,231.65	277,712.61	752,282.74	752,282.74
950 TRANSFER FROM O & M		117,445.00	0.00	117,445.00	0.00	0.00	117,445.00	117,445.00
960 TRANSFER CHARGE		98,636.00	0.00	98,636.00	0.00	0.00	98,636.00	98,636.00
970 TR CREDITS FR SERVICE PROGR		-1,699,387.00	0.00	-1,699,387.00	0.00	0.00	-1,699,387.00	-1,699,387.00
990 TRANS CREDITS FR OTHER FUND		-105,190.00	0.00	-105,190.00	0.00	0.00	-105,190.00	-105,190.00
Subtotal of 6 Other Services		11,870,156.00	-1,983,780.11	9,886,375.89	867,900.03	4,454,414.75	4,564,061.11	4,550,019.86

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 08/31/2020

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance	Available Balance
7 Undefined								
100 SALARIES		3,076,171.00	0.00	3,076,171.00	389,641.55	2,260,212.36	426,317.09	426,317.09
200 EQUIPMENT		58,500.00	66,265.62	124,765.62	4,582.03	37,303.61	82,879.98	78,680.04
300 SUPPLIES		223,280.00	76,397.68	299,677.68	70,414.51	174,922.98	54,340.19	54,340.19
400 CONTRACTUAL		1,920,437.00	-84,773.56	1,835,663.44	309,271.94	1,001,049.12	525,342.38	492,733.38
800 EMPLOYEE BENEFITS		1,457,658.00	0.00	1,457,658.00	62,927.01	344,166.83	1,050,564.16	1,050,564.16
950 TRANSFER FROM O & M		566,322.00	0.00	566,322.00	0.00	0.00	566,322.00	566,322.00
960 TRANSFER CHARGE		1,363,283.00	0.00	1,363,283.00	0.00	0.00	1,363,283.00	1,363,283.00
970 TR CREDITS FR SERVICE PROGR		-7,715,883.00	0.00	-7,715,883.00	0.00	0.00	-7,715,883.00	-7,715,883.00
990 TRANS CREDITS FR OTHER FUND		-949,768.00	0.00	-949,768.00	0.00	0.00	-949,768.00	-949,768.00
Subtotal of 7 Undefined		0.00	57,889.74	57,889.74	836,837.04	3,817,654.90	-4,596,602.20	-4,633,411.14
Total GENERAL FUND		94,625,804.00	3,310,329.92	97,936,133.92	6,770,762.01	47,100,294.49	44,065,077.42	43,868,037.61

7. Old Business

1. Capital Project Update (Campus Construction)

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

9. New Business

1. First Reading Policy Series 5000

VARIOUS POLICY UPDATES CHART

5000 Series

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

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

POLICY NUMBER	RATIONALE
5110 Code of Ethics for All BOCES Personnel	Review
5111 Oaths of Allegiance/Office	Reviewed by Ginger Critchley and Karen Brown - revisions made to reflect current practice.
5112 Employment of Relatives of Board Members	Review
5113 Nepotism	Review
5120 Equal Employment Opportunity	Updated the non-discrimination wording on Page 1 to be consistent with law.
5121 Sexual Harassment of BOCES Personnel	Updated language on Page 7 under the State Human Rights Law section to be consistent with law and for clarity.
5130 Performance Review	Review
5131 Annual Professional Performance Review (APPR)	Review
5132 Testing Misconduct and Mandatory Reporting Requirements	Review
5140 Health Examinations	Review

VARIOUS POLICY UPDATES CHART

5000 Series

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POLICY NUMBER	RATIONALE
5141 Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)	Sent to Dr. Sara Marques, Barb Swanson, and Cindy Lawrence - no suggested changes.
5142 Cardiac Automated External Defibrillators (AEDS) in Public School Facilities	Changed "Board" to "BOCES Board" in first paragraph. Changed "School" and "School District" to BOCES in second paragraph. Sent to Tom Burke for review - no suggested changes.
5150 Recruitment, Selection and Appointment of Personnel	Review
5151 Temporary and Part-Time Employees	Changed "No Child Left Behind Act" to "Every Student Succeeds Act" to be consistent with current law.
5152 Job Descriptions	Review
5153 Incidental Teaching	Review
5154 Summer Employment	Review
5160 Alcohol, Drugs and Other Substances (School Personnel)	Updated wording in second paragraph on Page 1 to be consistent with the Code of Conduct. Changed "Data" to "Information" in third paragraph on Page 1 for consistency.
5161 Drug-Free Workplace	Review
5170 Complaints and Grievances by Employees	Review

VARIOUS POLICY UPDATES CHART

5000 Series

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POLICY NUMBER	RATIONALE
5180 Resignation or Retirement	Added "in accordance with law" in first paragraph.
5210 Professional Growth/Staff Development	Removed sentence on Page 1 to reflect current practice.
5211 Mileage Reimbursement	Review
5215 Cellular Phones	Review
5220 Employee Personnel Records and Release of Information	Review
5240 Professional Staff Consulting Activities	Review
5241 Outside Employment For BOCES Employees	Review
5260 Staff Use of Computerized Information Resources	Sent to Ray Miller - no suggested changes.
5310 Health Insurance	Review
5320 Workers Compensation	Review
5330 Family and Medical Leave Act	Review

VARIOUS POLICY UPDATES CHART

5000 Series

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<i>POLICY NUMBER</i>	<i>RATIONALE</i>
5340 Employee Assistance Program	Review
5350 Defense and Indemnification of Board Members and Employees	Review

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5110 – CODE OF ETHICS FOR ALL BOCES PERSONNEL

Definitions

- a) "BOCES" shall mean the Board of Cooperative Educational Services for the Second Supervisory District of Monroe and Orleans Counties.
- b) "Municipal Officer or Employee" hereinafter referred to as "employee" means a Board member or employee of the BOCES, paid or unpaid, including members of any administrative board, commission, agency, or committee thereof.
- c) "Interest" means a direct or indirect pecuniary or material benefit accruing to a BOCES member or employee as the result of a contract with the BOCES.

Purpose

- a) Pursuant to the authority of Section 806 of the General Municipal Law, the BOCES adopts this code of ethics setting forth for the guidance of its employees, the standards of conduct reasonably expected of them.
- b) This code of ethics is in addition to the rules regarding prohibited conflicts of interest contained in Article 18 of the General Municipal Law; and the provisions of any other general or special law governing conflicts of interest and/or ethical conduct of employees.

Standards of Conduct

Every employee of the BOCES shall be subject to the following standards of conduct:

- a) Gifts - No employee shall directly or indirectly solicit any gift or accept or receive any gift having a value of \$75.00 (seventy-five dollars) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the officer or employee, or could reasonably be expected to influence the officer or employee in the performance of his/her official duties or was intended as a reward for any official action on his/her part.
- b) Confidential Information - No employee shall disclose confidential information acquired in the course of official duties, except when permitted or required by law, or use such information to further personal interest.
- c) Representation before the BOCES - No employee shall receive, or enter into any agreement, express or implied, for compensation for services to be rendered in any matter before the BOCES.
- d) Representation before any agency for a contingent fee - No employee shall receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the BOCES, whereby compensation is to be dependent or contingent upon any action by the BOCES with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of services rendered.

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5110 – CODE OF ETHICS FOR ALL BOCES PERSONNEL

- e) Disclosure of interest in resolution - An employee who participates in the discussion of or gives official opinion to the Board on any resolution before such Board shall publicly disclose in the minutes of a public Board meeting the nature and extent of any direct or indirect financial or other private interest in such resolution.
- f) Investments in conflict with official duties - No employee shall invest or hold any investment, directly or indirectly, in any financial, business, or commercial, venture, or other private transaction, which creates a conflict of interest with official duties or work assignments.
- g) Private employment - No employee shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict of interest with or impairs the proper discharge of official duties or work assignments.
- h) Future employment - No employee after termination of service or employment with the BOCES, shall appear before any board or agency or committee of the BOCES in relation to any matter in which the officer or employee personally participated during the period of his or her service or employment, or which was under his/her active consideration unless required to do so.
- i) Employment of Board Members - No member of the Board shall apply for a position as a paid employee of the BOCES and neither the Board nor any employee of the BOCES shall consider any application from any such Board member unless that Board member shall have resigned as such member prior to the submission thereof.
- j) Medicaid Compliance – All staff members responsible for provision and documentation of services that are eligible for Medicaid reimbursement shall comply with the Board-approved Medicaid Compliance policy.

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former officer of any claim, account, demand, or suit against the BOCES, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Distribution/Posting of Code of Ethics

Each employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment.

The District Superintendent shall also cause a copy of Article 18 of the General Municipal Law to be kept posted in each building in the BOCES in a place conspicuous to its employees. Failure to distribute any such copy of this code of ethics or failure of any employee to receive such copy, as well as failure to post any such copy of General Municipal Law, Article 18, shall have no effect on the duty of compliance with such code or Article 18, nor with the enforcement of provisions thereof.

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5110 – CODE OF ETHICS FOR ALL BOCES PERSONNEL

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

General Municipal Law, Article 18

Policy References:

Refer also to Policy #1340 -- Obligations of Board Members.

Adopted: 7/13/1999

Revised: 4/15/2009

Revised: 10/19/2011

Reviewed: 9/17/2014

Revised: 9/20/2017

Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5111 – OATHS OF ALLEGIANCE/OFFICE

Each person serving as a Board member, as an officer of the ~~BOCES Board~~ or ~~employed in any capacity as an elected officer of the BOCES~~ must sign an Oath of ~~Allegiance and/or Oath of~~ Office prior to beginning service with the BOCES and in some instances ~~as required by law~~ annually. This oath must be filed with the Clerk of the BOCES.

~~for Employees must sign an Oath of Allegiance prior to beginning service with the BOCES. and need be taken only once during the time the person is employed in the same public agency.~~

Education Law Section 3002

Civil Service Law Section 62

Adopted: 7/13/1999
Reviewed: 4/15/2009
Reviewed: 10/19/2011
Revised: 5/9/2012
Revised: 9/17/2014
Reviewed: 9/20/2017
Revised: _____ 2020

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5112 – EMPLOYMENT OF RELATIVES OF BOARD MEMBERS

The appointment of any member of the BOCES staff who is related by bloodline or legal process (including marriage) to any member of the Board shall be subject to the consent of two-thirds of the members of the Board to be determined at a Board meeting and to be entered upon the proceedings of the Board.

This provision shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the taking of office of any member of the Board, or who has been regularly employed by the Board prior to the inception of such relationship or relationships.

Education Law Section 3016

General Municipal Law Sections 800-809

Adopted: 7/13/1999

Reviewed: 4/15/2009

Revised: 10/19/2011

Reviewed: 9/17/2014

Reviewed: 9/20/2017

Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5113 - NEPOTISM

Without specific exception by the Board, no person will be appointed, promoted, transferred, assigned, or otherwise employed in any position in which he/she would supervise or receive supervision from a member of his/her immediate family.

For the purpose of this policy, immediate family means: spouse, parent, grandparent, grandchild, father, step-father, mother, step-mother, mother-in-law, father-in-law, child, step-child, son-in-law, daughter-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, or domestic partner.

For the purpose of this policy, supervise means: the authority to recommend or approve the immediate family member's appointment, promotion, salary, evaluation, termination, or other similar personnel actions.

Adopted: 1/15/2014
Reviewed: 9/17/2014
Reviewed: 9/20/2017
Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5120 – EQUAL EMPLOYMENT OPPORTUNITY

The Board, in recognition of its educational mission, its social concern, its responsibility for the personal development of individuals, and its concern for the rights of the individual, does hereby express and establish this Policy of Equal Employment Opportunity.

It is the policy of the Board to provide equal opportunity in employment for all qualified persons and to promote the full realization of equal employment opportunity through a positive, continuing program for the BOCES as a whole and for each constituent division of this BOCES.

In hiring, discharging or recruiting, the BOCES shall not discriminate against an individual on the basis 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.

All newly hired employees will be required to complete the Employment Eligibility Verification Form (Form I-9) and present documents that establish their identity and eligibility to work in the United States.

Administration shall establish grievance procedures that provide for the prompt and equitable resolution of complaints alleging discrimination. Those intending to file a grievance due to alleged discrimination must follow the grievance procedure outlined in Regulation 5170.

References:

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

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

Section 504 of the Rehabilitation Act of 1973 29 United States Code Section 794 et seq.

The Americans with Disabilities Act, 42 United States Code Section 12101 et seq. - Prohibits discrimination on the basis of disability.

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

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

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5120 – EQUAL EMPLOYMENT OPPORTUNITY

Age Discrimination in Employment Act, 29 United States Code Section 621

Military Law Sections 242 and 243

Policy References:

Refer also to Policy #1440 -- Non-Discrimination.

Regulation #5170 -- Complaints and grievances by employees.

Adopted: 7/13/1999

Revised: 3/17/2010

Reviewed: 10/19/2011

Revised: 9/17/2014

Revised: 8/19/2015

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Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5121 – SEXUAL HARASSMENT OF BOCES PERSONNEL

Monroe 2-Orleans BOCES is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment. Employees are urged to report sexual harassment by filing a complaint internally with Monroe 2-Orleans BOCES. Employees can also file a complaint with a government agency or in court under federal or state anti-discrimination laws.

1. This Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors, vendors, subcontractors, consultants, volunteers, parents, and persons conducting business with Monroe 2-Orleans BOCES, whether on or off BOCES-owned or leased premises. For purposes of this Policy, the terms “employee” and “employees” refer to this collective group.
2. Sexual harassment will not be tolerated. Any employee who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action in accordance with law and any applicable collective bargaining agreement (e.g., counseling, suspension, termination).
3. No employee covered by this Policy shall be subject to adverse action because the employee reports or provides information related to an incident of sexual harassment, or otherwise assists in any investigation of a sexual harassment complaint. Monroe 2-Orleans BOCES will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Monroe 2-Orleans BOCES who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination in accordance with law and any applicable collective bargaining agreement. All employees who believe they have been subject to such retaliation shall inform their supervisor or the Director of Human Resources. All employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of this Policy, is unlawful, and may subject Monroe 2-Orleans BOCES to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level including managers, administrators, directors, and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized.
5. Monroe 2-Orleans BOCES will conduct a prompt and thorough investigation that ensures due process for all parties, whenever Monroe 2-Orleans BOCES receives a complaint about sexual harassment, or is otherwise informed of possible sexual harassment occurring. Monroe 2-Orleans BOCES will keep the investigation confidential to the extent possible. All employees are required to cooperate with any internal investigation of sexual harassment.

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6. All employees are required to report any harassment or behaviors that violate this Policy. Monroe 2-Orleans BOCES will provide a complaint form for the employees to report the harassment and file complaints.
7. Administrators, supervisors, directors, and managers are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Director of Human Resources.
8. This Policy shall be provided to all employees upon hiring and will be posted electronically to the Employee Portal.

Sexual Harassment Defined

Sexual harassment is a form of sex discrimination and is unlawful under federal and state law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment includes sexual violence.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or acts of physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit statements, derogatory statements or sexually discriminatory remarks made by an employee which are offensive or objectionable to the recipient and interfere with the recipient's job performance.

Sexual harassment also occurs when a person in a position of authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed shall report the conduct to correct any violation of this Policy. Any harassing conduct, even a single incident, can be addressed under this Policy.

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Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually suggestive gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects all employees. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, visitor, parent, or volunteer.

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Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur while employees are traveling for business or at employer sponsored events or functions. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if that conduct occurs away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal and state law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Monroe 2-Orleans BOCES cannot prevent or remedy sexual harassment without knowledge of the conduct. Any employee who has been subjected to behavior that may constitute sexual harassment shall report such behavior to a supervisor, manager or the Director of Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment shall report such behavior to a supervisor, manager or the Director of Human Resources.

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Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy (hereinafter referred to as “Complaint Form”), and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form.

Employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors, directors, administrators, and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to their supervisor and the Director of Human Resources.

In addition to potentially being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors, directors, administrators, and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors, directors, administrators, and managers will be subject to discipline for engaging in any form of retaliation in accordance with the law and any applicable collective bargaining agreement.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced in a timely manner and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers, will be accorded “due process” in accordance with applicable law and collective bargaining agreement to protect their rights to a fair and impartial investigation.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Director of Human Resources or a designee will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, the individual will be encouraged to complete the Complaint Form in

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writing. If he or she refuses, the Director of Human Resources or a designee will prepare a Complaint Form based on the verbal reporting.

- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve the materials.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Search BOCES-owned items such as desks, lockers, rooms, cabinets, and computers.
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination. Implement any corrective actions as deemed necessary in accordance with law and applicable collective bargaining agreement.
- Inform the individual who reported the behavior of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Monroe 2-Orleans BOCES but is also prohibited by state and federal law.

Aside from the internal investigation process at Monroe 2-Orleans BOCES, employees may also choose to pursue legal remedies with the governmental entities outlined below. While a private attorney is not required to file a complaint with a governmental agency, employees may seek the legal advice of an attorney.

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In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one three (3) years** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Filing a complaint with the Monroe 2-Orleans BOCES does not extend ~~you're~~ the time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

~~You are not required~~ *There is no requirement* to retain an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate the complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate

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the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime and you may contact the local police department.

NYS Labor Law § 201-g
42 United States Code (U.S.C.) § 2000e et seq.
NYS Executive Law §§ 296 and 297

Adopted: 7/13/1999
Revised: 4/15/2009
Revised: 10/19/2011
Revised: 9/17/2014
Reviewed: 9/20/2017
Revised 10/9/2018 pending Board adoption at 10/17/2018 BOE meeting.
Adopted: 10/17/2018
Revised: _____ 2020

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Policy #5130 – PERFORMANCE REVIEW

The administration shall undertake a continuous program of supervision and evaluation of all personnel in the BOCES. The primary purposes of this evaluation are to:

- 1). Promote improved performance;
- 2). Make decisions about the occupancy of positions;
- 3). Encourage and promote self-evaluation by personnel; and
- 4). Provide basis for evaluative judgments by school administrators.

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

Adopted: 7/13/1999
Reviewed: 4/15/2009
Revised: 10/19/2011
Reviewed: 9/17/2014
Reviewed: 9/20/2017
Reviewed: _____ 2020

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Policy #5131 – ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR)

Board is committed to supporting the development of effective certificated staff and administrators. To this end, the Board shall provide for the evaluation of all professional staff. Plans for Annual Professional Performance Review (APPR) of certificated staff and Administrators shall be developed in accordance with applicable laws, Commissioner's Regulations, and Rules of the Board of Regents. The APPR including improvement plans and the appeals process is listed in the APPR Plan on the BOCES website.

APPR Ratings

For those certificated staff and Administrators subject to Education Law 3012-d, the APPR will result in a single composite effectiveness score and final quality rating of "highly effective," "effective," "developing," or "ineffective." The composite score will be determined based on current laws, Commissioner's Regulations, and Rules of the Board of Regents.

Disclosure of APPR Data

The Commissioner is required to disclose professional performance review data for teachers and principals on the New York State Education Department (NYSED) website and in any other manner to make such data widely available to the public. However, the release of such aggregate data may not include personally identifiable information for any teacher or principal. Such public disclosure of final quality ratings and composite effectiveness scores will be suitable for research, analysis and comparison of APPR data for teachers and principals across the state.

BOCES will release to parents/legal guardians the final quality ratings and composite effectiveness scores for teachers and principals to which their student is currently assigned in accordance with the Commissioner regulations.

Annual professional performance reviews of individual certificated staff and Administrators shall not be subject to disclosure under the Freedom of Information Law (FOIL).

Education Law Section 3012-d
Public Officers Law Sections 87 and 89
8 NYCRR Sections 30-2 and 100.2(o)

Adopted: 9/18/2013

Revised: 9/17/2014

Revised: 9/20/2017

Reviewed: _____ 2020

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**Policy #5132 – TESTING MISCONDUCT AND MANDATORY REPORTING
REQUIREMENTS**

BOCES employees are expressly prohibited from: engaging in testing misconduct, as that term is described in the Regulations of the Commissioner of Education; assisting in the engagement of, or soliciting another to engage in testing misconduct; and/or the knowing failure to report testing misconduct. BOCES' employees will report to the State Education Department any known incident of testing misconduct by a certified educator or any known conduct by a non-certified individual involved in the handling, administration or scoring of the state assessments in violation of New York State law. Such report will be made in accordance with directions and procedures established by the Commissioner. An employee who reports misconduct to the State Education Department is protected from retaliation and adverse action for making the report. Any certificated employee who takes adverse action in retaliation will be the subject of a Part 83 referral.

Employees in positions with required instructional or administrative certification, these action(s) or inaction(s) will be deemed to raise a reasonable question of moral character under Part 83 of the Commissioner's Regulations and may subject the employee to disciplinary actions.

Employees in positions with no certification required, these actions or inactions will be deemed to raise a reasonable question of moral character and may subject the employee to disciplinary action.

8 NYCRR Section 102.4

Adopted: 9/17/2014

Reviewed: 9/20/2017

Reviewed: _____ 2020

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Policy #5140 – HEALTH EXAMINATIONS

The Board reserves the right to request a health examination at any time during employment, at BOCES expense, in order to determine the physical and mental capacity of an employee to perform his/her duties.

Physical and/or mental examination(s) of any employee may be required when, in the judgment of the school physician, and/or the District Superintendent or designee, such examination is deemed necessary.

The final acceptance or rejection of a medical report with reference to the health of an employee lies within the discretion of BOCES. The decision of the physician designated by the Board as the determining physician shall take precedence over all other medical advice.

Education Law Section 913

Bus Drivers: 8 New York Code of Rules and Regulations (NYCRR) Section 156.3(2)

Rules and Regulations of the Commissioner of Motor Vehicles Section 5.09-b

Cafeteria Workers: State Sanitary Code

Adopted: 7/13/1999

Revised: 4/15/2009

Revised: 10/19/2011

Revised: 9/17/2014

Reviewed: 9/20/2017

Reviewed: _____ 2020

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Policy #5141 – HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The Board recognizes the public concern over the spread of acquired immune deficiency syndrome (AIDS) and the admission of students and employment of staff who suffer from this disease or who have Human Immunodeficiency Virus (HIV) infection. The Board also recognizes the rights of those individuals so afflicted, be they students or staff, to continue education or employment where possible, their right to privacy, their right to a Free and Appropriate Public Education (FAPE), their right to be afforded the same rights and privileges offered other staff and students, and the rights of those non-affected to a safe environment.

The Board recognizes current medical advice which indicates that most individuals infected with AIDS or who have HIV infection pose no risk of transmission of the virus to others in the school setting. BOCES further recognizes current medical advice which indicates that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS can be transmitted by casual contact.

No individual shall be denied access to any program or activity on the basis of HIV/AIDS status. When restrictions are required, the BOCES will use only those restrictions deemed necessary to protect the safety or health of students and employees, including the infected individual and the BOCES shall assist the individual by making reasonable accommodations. To the extent permitted by law, any restrictions shall be discussed with the students or employees' physician and with the BOCES' legal counsel.

No employee shall be discriminated against or subject to disciplinary action based solely on their HIV/AIDS status. If the BOCES determines that an employee is no longer able to perform job-related duties, the BOCES shall assist the employee in procuring applicable work-related benefits. The BOCES will evaluate the relevant circumstances and determine whether modification of the employee's job duties/employment is necessary. To the extent permitted by law, the evaluation of relevant circumstances will include a medical examination to determine the employee's fitness to perform job duties. (BOCES may require a medical examination provided an HIV/AIDS test is not performed without informed consent.)

If the individual is a student, such evaluation will involve, to the extent permitted by law, consultation with the student's home school district, parents, and the appropriate medical authorities. If the student's medical condition interferes with his/her ability to benefit from instruction, the evaluation will involve a referral to the Committee on Special Education if the student is classified as disabled or to the multi-disciplinary team (required by Section 504 of the Rehabilitation Act) if the student is not classified as disabled.

Any information obtained pursuant to a release form or by court order is confidential and shall not be released to a third party, except to:

- a. The protected individual or a person with the capacity to consent has completed and signed a Health Department Authorization for Release form;

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Policy #5141 – HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

- b. A court order has been issued; or
- c. The person to whom the information has been furnished is authorized under the state law to receive the information without a release form (e.g., physicians providing care to the individual, agencies monitoring care, insurance companies for reimbursement purposes).

To assure confidentiality, any documents identifying the HIV status of a protected individual shall be maintained in a locked file, separate from the individual's regular file. Access to this file will only be granted to those persons named on the release form or court order.

Any staff member who receives HIV-related information, pursuant to a release form or court order, shall be bound by the confidentiality provisions in Public Health Law Article 27-F. Any breach of such confidentiality shall be subject to conditions contained therein and which may include criminal penalties of a misdemeanor or a \$5,000 penalty or both, in addition to disciplinary procedures as established by BOCES.

Any staff member who acquires HIV/AIDS information through means other than an authorized release form or a court order is not legally bound by the confidentiality requirements in Article 27-F. However, such information should be treated as confidential.

If the disclosure is made by the HIV infected individual or his/her parent or guardian, the staff person may encourage (but not require) that a consent form be completed. Such action should be based on the health and/or educational needs of the infected individual only.

The Board is also committed to an educational program designed to inform students, parents and personnel regarding health generally, which will include AIDS, its communicability and the limited danger it poses to the general public and those who have only casual contact with AIDS victims.

Staff members will be informed of and have access to the Exposure Control Plan and receive training in infection control procedures. (See Policy #4560).

Confidentiality: Public Health Law, Article 27-F

Policy References:

This Policy is also found at #6451.

Adopted: 7/13/1999

Revised: 4/15/2009

Revised: 10/19/2011

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Reviewed: 9/20/2017

Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy

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Policy #5142 – CARDIAC AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) IN PUBLIC SCHOOL FACILITIES

The **BOCES** Board shall provide and maintain on-site in each instructional school facility functional cardiac automated external defibrillator (AED) equipment for use during emergencies. An instructional school facility means a building or other facility maintained by the BOCES where instruction is provided to students pursuant to its curriculum.

AED equipment will be on-site and at least one staff person who is trained in accordance with Public Health Law in the operation and use of an AED will be present. ~~School~~ **BOCES**-sponsored or ~~school~~ **BOCES**-approved curricular or extracurricular events or activities means events or activities of the ~~School-District~~ **BOCES** that are, respectively, associated with its instructional curriculum or otherwise offered to its students.

At a school-sponsored competitive athletic event held at a site other than a BOCES facility, and/or a school-sponsored athletic contest held at a site other than BOCES, BOCES must ensure an AED is provided on-site by the sponsoring or host district and that at least one staff person is trained, in accordance with Public Health Law, in the operation and use of the AED and is present during such event. A school-sponsored competitive athletic event means an extra class interscholastic athletic activity of instruction, practice and competition for students in grades 7 through 12. A school-sponsored athletic contest means an extra class intramural athletic activity of instruction, practice and competition for students in grades 4 through 12.

BOCES will register as a “public access defibrillator provider” pursuant to Public Health Law 3000-b and identify an emergency health care provider (‘EHCP’) and participate in a collaborative agreement with the EHCP. The District Superintendent is delegated the responsibility to draft regulations which provide written protocols & procedures as embodied in the collaborative agreement with the EHCP.

Pursuant to Public Health Law Sections 3000-a and 3000-b, the BOCES (as a public access defibrillation provider), or any employee or other agent of the BOCES who, in accordance with the provisions of law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured, shall not be liable for damages for injury or death unless caused by gross negligence.

Education Law Section 917

Public Health Law Sections 3000-a and 3000-b

8 New York Code of Rules and Regulations (NYCRR) Section 136.4

Adopted: 11/19/2002

Revised: 10/19/2011

Revised: 9/17/2014

Reviewed: 9/20/2017

Revised: _____ 2020

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Policy # 5150 – RECRUITMENT, SELECTION AND APPOINTMENT OF PERSONNEL

The Board encourages employment of the individual best qualified to fill a given position and to actively seek outstanding personnel. The Board encourages recruitment of employees with a wide variety of training and education.

It shall be the duty of the District Superintendent to see that persons recommended for employment meet all qualifications established by law, and by the BOCES, for the position for which recommendation is made.

Assignments of personnel shall be at the direction of the District Superintendent or his/her designee. The employees shall be responsible for familiarizing themselves with the policies and administrative plans of BOCES in order to promote better understanding. Suggestions for improvement of policies and procedures shall be considered part of the responsibility of each employee within the scope of the employee's employment. Instructional and non-instructional personnel will be considered by the Board upon the recommendation of the District Superintendent.

All assignments and transfers shall be made in accordance with the provisions of law, BOCES policies, and the employee's negotiated agreement.

Certified Personnel

All professional employees shall be appointed in accordance with Section 3014 of the Education Law. Probationary appointments shall be made in accordance with the law.

Certified personnel shall possess the required certification prior to the assumption of duties unless an exception to certification applies. It is the responsibility of the individual to provide proof of certification and to keep all certification information updated in conformance with all rules and regulations.

Civil Service Employees

All non-instructional employees are subject to the regulations of the Monroe County Civil Service Commission. A passing grade on the appropriate examination must be obtained in order to qualify for permanent appointment to a competitive position.

All non-instructional appointments are probationary for the maximum period established by the local Civil Service Commission (or the amount set in a collective bargaining agreement) from date of appointment from an open competitive list and every original appointment to a position in a non-competitive exempt or labor class.

Permanent Appointment

After completion of the statutory probationary period, the District Superintendent/Designee shall recommend to the Board for permanent appointment those persons whom he/she has found to be qualified, competent and able.

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Policy # 5150 – RECRUITMENT, SELECTION AND APPOINTMENT OF PERSONNEL

Education Law Sections 3001, 3001-a, 3004, 3006, 3008, 3013, and 3014

8 New York Code of Rules and Regulations (NYCRR) Parts 30 and 80

Civil Service Law Section 63

Adopted: 1/31/2006

Revised: 4/15/2009

Revised: 10/19/2011

Revised: 9/17/2014

Revised: 10/21/2015

Reviewed: 9/20/2017

Reviewed: _____ 2020

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Series 5000 – Personnel
Policy #5151 – TEMPORARY AND PART-TIME EMPLOYEES

The District Superintendent is authorized to fill vacant positions on a temporary basis when such positions are necessary for the maintenance or continuity of a program or service.

Part-Time Employees

Individuals may be employed on a part-time basis to meet the education needs of the BOCES upon the recommendation of the District Superintendent.

Regular part-time classified (Civil Service) employees working 50% or more per week will accrue seniority on a full-time basis of employment.

All part-time employees may participate in the appropriate New York State Retirement System.

Regular Substitute Teachers

Regular substitute teachers are appointed to fill vacated encumbered positions.

Substitutes may participate in the New York State Teachers' Retirement System.

Whenever possible, substitutes should be certified and prepared by experience and background to fill the position. Non-certified substitutes may be employed in accordance with the incidental teaching standards, consistent with the ~~No Child Left Behind Act~~ *Every Student Succeeds Act* and in accordance with state and federal regulations.

Per Diem Substitutes Teachers

Per diem substitutes are employed on a short-term basis and shall be compensated at a per diem rate to be established by Board. Substitutes are paid only for days worked. Per Diem substitutes are not eligible for fringe benefits, but are eligible to participate in the New York State Teachers' Retirement System. Whenever possible, substitutes should be certified and prepared by experience and background for the positions they fill. Non-certified substitutes may be employed in accordance with incidental teaching standards, consistent with federal and state laws. Substitutes may be employed more than 40 days during a school year without certification provided certain parameters are met.

Student Teachers

In recognition of the need for pre-service learning experiences for potential teachers, state certification requirements, and the reciprocal benefits derived by BOCES professional personnel, the Board encourages the utilization of student teachers, as per regulation.

8 New York Code of Rules and Regulations (NYCRR) Section 80.36 Education Law Section 3023.

Adopted: 7/13/1999

Revised: 4/15/2009

Revised: 10/19/2011

Revised: 9/17/2014

Revised: 9/20/2017

Revised: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5152 – JOB DESCRIPTIONS

Job descriptions for all BOCES positions shall be developed and maintained by the administration, in compliance with applicable law and regulations.

Adopted: 7/13/1999
Revised: 4/15/2009
Reviewed: 10/19/2011
Reviewed: 9/17/2014
Reviewed: 9/20/2017
Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5153 – INCIDENTAL TEACHING

The District Superintendent may assign a teacher to teach a subject not covered by his/her certification for up to five classroom hours per week, pursuant to the following regulations:

- a) The District Superintendent shall make a finding that the teacher being assigned to teach a subject on an incidental basis has sufficient teaching experience and knowledge of the subject matter to teach such subject in a competent manner.
- b) By October 1 of each year the District Superintendent shall submit to the Board at a public meeting a list of all teachers assigned to teach on an incidental basis, including the courses they have been assigned to teach and their certification area. In the event an incidental teaching assignment is made after October 1, the District Superintendent shall report the assignment to the Board at the next regularly scheduled Board meeting. The list of incidental teaching assignments for the current school year shall be submitted to the State Education Department.

Parents/guardians shall be informed by letter if their child is affected by an incidental teaching assignment. The notice will include information regarding a process through which parents/guardians may appeal such assignment.

8 New York Code of Rules and Regulations (NYCRR) Section 80.2(c)(7)

Adopted: 7/13/1999
Revised: 4/15/2009
Revised: 10/19/2011
Reviewed: 9/23/2014
Reviewed: 9/20/2017
Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5154 – SUMMER EMPLOYMENT

Staff members may be employed for the summer by the Board upon the recommendation of the District Superintendent. Such staff members will be employed to achieve specific purposes or activities as determined by the Director or Administrator of the program area involved. These staff members are employed on a temporary basis and no seniority or tenure rights shall accrue as a result of summer employment.

Compensation for such employees shall be determined each year, depending on the type and length of work involved.

Adopted: 7/13/1999
Revised: 4/15/2009
Reviewed: 10/19/2011
Revised: 9/17/2014
Reviewed: 9/20/2017
Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy**Series 5000 – Personnel****Policy #5160 – ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)**

The Board encourages cooperation with other community agencies and groups in preventing drug and alcohol abuse. Provision shall be made for instructing employees in alcohol, and drug abuse and prevention. All laws pertaining to drug and alcohol use and possession shall be honored by students, adults, and adult students while on BOCES premises or at BOCES-sponsored activities, regardless of the location of the activity.

The Board prohibits the manufacture, distribution, dispersing, consumption, sharing and/or selling, *being* under the influence, use and/or possession of illegal drugs, counterfeit and designer drugs, legal substances that mimic the effect of illegal substances, inappropriate use of over the counter and prescription drugs, drug paraphernalia, vaporizers, THC, dabs and dab pens, and/or alcoholic beverages or alcohol powder in the workplace, or when the effects of such drugs may impair an employee's job performance.

Information about any drug and alcohol counseling and/or rehabilitation programs shall be made available to employees. *Data Information* will also include the range of penalties, (consistent with local, state and federal law), up to and including termination of employment and referral for prosecution that will be imposed on employees who have transgressed the terms of this policy.

Alcoholic beverages, misuse of over the counter and prescription drugs, illegal drugs, legal substances that mimic the effect of illegal substances, counterfeit and designer drugs are prohibited on BOCES premises and at all BOCES-sponsored activities where students are present, regardless of the location of the activity.

Additionally, confidentiality shall be insured as required by state and federal law.

The District Superintendent shall annually review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Drug and Alcohol-Free Education and Prevention Program

In support of BOCES' interest in the health and well-being of BOCES' students and employees, and its commitment to a drug and alcohol-free learning and work environment, provision shall be made for a "Drug and Alcohol-Free Education and Prevention Program" for students and employees. (Refer also to Policy #7113 -- Prevention Instruction.)

Education Law Sections 913, 1711(5) (e), and 3020-a
Civil Service Law Section 75
Drug-Free Schools and Communities Act
Amendment of 1989
(Public Law 101-226)
20 United States Code (U.S.C.) Section 3171 et seq.

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5160 – ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)

Policy References:

Refer also to Policy #7113 – (Prevention Instruction.)

Refer also to Policy #6220 -- Alcohol, Drugs and Other Substances (Students)

Adopted: 7/13/1999

Revised: 5/13/2009

Revised: 10/19/2011

Revised: 9/17/2014

Revised: 9/20/2017

Revised: 10/16/2019

Revised: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5161 – DRUG-FREE WORKPLACE

The Board affirms that all programs in the Monroe 2-Orleans BOCES that receive federal funds shall guarantee that their workplaces are free of controlled substances. "Controlled substance" means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 Code of Federal Regulations (CFR) 1308.11-1308.15. An acknowledgment form shall be signed by the District Superintendent indicating that BOCES is in full compliance with the Drug-Free Workplace Act. This policy shall guarantee that not only federally funded programs, but the entire BOCES is free of controlled substances.

The Board directs the administration to develop regulations to comply with this policy, and further supports such actions and activities of the administration as shall be required to maintain a drug-free workplace.

In addition to complying with Federal legislation regarding the use of drugs, BOCES prohibits any employee acting within the scope of his/her employment from being under the influence, manufacturing, distributing, dispensing, dispersing, consuming, sharing and/or selling, use and/or possession of illegal drugs, a legal substance that mimics the effects of an illegal substance, using or having in his or her possession or distributing in any way alcohol, counterfeit or designer drugs, inappropriate use of over the counter and prescription drugs and/or drug paraphernalia on BOCES property or at BOCES-sponsored activities, regardless of the location of the activity.

Drug-Free Workplace Act 20 United States Code (U.S.C.) Section 3171

Adopted: 7/13/1999

Revised: 5/13/2009

Revised: 10/19/2011

Revised: 9/17/2014

Revised: 9/20/2017

Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5170 – COMPLAINTS AND GRIEVANCES BY EMPLOYEES

In accordance with the provisions of General Municipal Law and the collective bargaining agreements, all BOCES personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. BOCES shall provide at least two procedural stages and an appellate stage for the settlement of any grievance.

Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. The District Superintendent or his/her designee is responsible for implementing regulations for the redress of complaints or grievances through proper administrative channels.

Civil Rights Compliance Officer

Additionally, the BOCES shall ensure compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA). The District Superintendent shall designate a BOCES employee as the Title IX/Section 504/ADA Coordinator (i.e., the A Civil Rights Compliance Officer), and regulations and procedures shall be implemented to resolve complaints of discrimination based on gender or disability.

Prior to the beginning of each school year, the BOCES shall issue an appropriate public announcement which advises students, parents/guardians, employees and the general public of BOCES' established grievance procedures for resolving complaints of discrimination based on gender or disability. Included in such announcement will be the name, address and telephone number of the Civil Rights Compliance Officer.

The Civil Rights Compliance Officer shall also be responsible for handling complaints and grievances regarding discrimination based on 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.

References:

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

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

Section 504 of the Rehabilitation Act of 1973, 29 United States Code (U.S.C.) Section 794 et seq.

The Americans With Disabilities Act, 42 United States Code (U.S.C.) Section 12101 et seq. - Prohibits discrimination on the basis of sex.

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

New York State Executive Law Section 290 et seq. - Prohibits discrimination on the basis of age, race, creed, color, national origin, sex, disability or marital status.

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Series 5000 – Personnel

Policy #5170 – COMPLAINTS AND GRIEVANCES BY EMPLOYEES

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

Military Law Sections 242 and 243

Policy References:

Refer also to Policy #1440 -- Non-Discrimination.

Adopted: 7/13/1999

Revised: 5/13/2009

Reviewed: 10/19/2011

Reviewed: 9/17/2014

Revised: 9/20/2017

Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5180 – RESIGNATION OR RETIREMENT

Each certified staff member who leaves service voluntarily shall submit a letter of resignation, including the effective date, to the District Superintendent through the immediate supervisor. A minimum of thirty (30) days' notice prior to the effective termination date is required *in accordance with law* for all voluntary separations. However, it is expected that, whenever possible, certified personnel will submit resignations well in advance of the required thirty (30) day notice to facilitate the recruitment and appointment of a replacement.

For classified employees, a minimum notice of ten (10) working days is required for voluntary separation.

In accordance with BOCES policy and/or contract in effect at the time, those staff members contemplating retirement should notify the District Superintendent well in advance of the expected retirement date.

Executive Law Sections 3012, 3019-a, and 3031

Adopted: 7/13/1999

Revised: 5/13/2009

Review: 10/19/2011

Reviewed: 9/17/2014

Reviewed: 9/20/2017

Revised: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5210 – PROFESSIONAL GROWTH/STAFF DEVELOPMENT

It is the policy of the board that attention be given to in-service, pre-service, and other staff development programs which are believed to be of benefit to BOCES. The District Superintendent, in consultation with the appropriate administrative staff and/or teacher committees, is directed to arrange in-service programs and other staff development opportunities which will provide for the selection of subjects pertinent to the curriculum in the schools. These programs are designed to build from these subjects those topics or courses for in-service or staff development which will help employees acquire new methods of performing their job responsibilities or help staff improve on those techniques which are already being used in the schools, with the object of improving professional competencies.

It is recommended that administration develop meaningful in-service and/or staff development programs which will achieve the following:

- a) Contribute to the instructional program of the schools;
- b) Contribute to improved education for students;
- c) Achieve state mandates;
- d) Enhance the professional competencies and/or instructional abilities of staff members.

The Board, therefore, encourages all employees to improve their competencies beyond that which they may obtain through the regular performance of their assigned duties. Opportunities should be provided for:

- a) Planned in-service programs, courses, seminars, and workshops offered both within BOCES and outside the organization.
- b) Visits to other classrooms and schools, as well as attendance at professional meetings, for the purpose of improving instruction and/or educational services.
- c) Orientation/re-orientation of staff members to program and/or organizational changes as well as BOCES expectations.

Attendance at such professional development programs must be directly linked to the duties and responsibilities comprising the job description of the employee. ~~Consequently, employees are encouraged to participate in the planning of staff development programs designed to meet their specific needs.~~

Members of the staff are also encouraged to continue their formal education as well as to attend their respective work-related workshops, conferences and meetings.

Funds for participating at such conferences, conventions, and other similar professional development programs will be budgeted for by the Board on an annual basis. Reimbursement to BOCES staff for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for conference attendance and expense reimbursement, provided that such attendance has received prior authorization and appropriate

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Series 5000 – Personnel

Policy #5210 – PROFESSIONAL GROWTH/STAFF DEVELOPMENT

receipts have been provided, where applicable, for expenses incurred.

The Board recognizes that some conferences are held in high cost cities and that some conferences have designated certain hotels as conference hotels. The board believes that:

- In the interest of efficiency, the employee should stay in conference hotels that provide quick and ready access to convention and meeting halls and other conference events.
- The employee should not be required to subsidize the cost of his or her attendance at the conference.
- The BOCES will pay for one completed phone call home up to fifteen minutes on a cellular phone or if necessary to use a non-cell phone up to \$10.00 for each night the employee is away from home on BOCES business. This applies to staff who have elected the option of not using the BOCES cellular phone for personal use. Additional calls may be allowed in extenuating circumstances where documentation is provided.
- A means of travel within and around a convention city when the employee is in that city for an extended period of time as long as such travel does not interfere with the employee participating in the conference schedule shall be considered an expense of the employee's attendance at the conference.

The BOCES will not reimburse the following types of expenses:

- Those of a purely personal nature.
- Sales or other taxes from which the BOCES is exempt unless those taxes are paid on meal purchases.
- Alcoholic beverages

Employees who use their personal vehicles for approved conference travel will be reimbursed at the IRS mileage rate in effect on the date of travel, less applicable commute miles.

Employees attending conferences and traveling on other BOCES business are representatives of the BOCES and are expected to conduct themselves in a professional and appropriate manner.

The District Superintendent or his/her designee has authority to approve release time and expense for staff members' attendance at professional training conferences, study councils, in-service courses, workshops, summer study grants, school visitations, professional organizations and the like within budgetary constraints.

A Request for Conference Attendance form must be submitted by the employee and

Monroe 2-Orleans BOCES Policy

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Policy #5210 – PROFESSIONAL GROWTH/STAFF DEVELOPMENT

approved by the designated administrator(s) and District Superintendent prior to the employee's attendance at such conference or other professional development program.

For purposes of this policy, members of the BOCES Board and other non-employees authorized to travel and attend conferences on behalf of the BOCES shall be covered as if they were employees.

Education Law Section 1604(27)
General Municipal Law Section 77-b and 77-c
See also Policy 1560

Adopted: 7/13/99

Revised: 5/13/2009

Revised: 10/19/2011

Revised: 9/17/2014

Reviewed: 9/20/2017

Revised: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5211 – MILEAGE REIMBURSEMENT

Board members and employees are entitled to mileage reimbursement for approved BOCES-related travel when using a privately-owned vehicle. BOCES will reimburse mileage at the standard IRS rate at the time of travel. All travel shall be by the most cost-effective route and should not include any personal travel or union business.

BOCES cannot reimburse for commute miles. Employees are responsible for their daily commute regardless of where they begin or end their day, provided travel is within the component region of Monroe 2-Orleans BOCES, Monroe 1 BOCES and the City of Rochester.

Mileage expenses shall be submitted online using the web-based mileage reimbursement system. Employees are to complete all areas of the online form and submit for supervisor's approval prior to reimbursement. Parking and toll expenses will be reimbursed upon online submission of receipts or other approved documentation as required.

Exceptions to this policy must be approved by the District Superintendent or designee.

Adopted: 5/13/2009
Reviewed: 10/19/2011
Revised: 2/13/2013
Revised: 9/17/2014
Revised: 6/21/2017
Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5215 – CELLULAR PHONES

The BOCES supports the appropriate use of cellular telephones as a means to improve efficiency, reduce costs or enhance the safety and security of students, staff, visitors and facilities. A BOCES-owned cellular telephone will be issued to an employee when required by that employee's job responsibilities and as determined by the District Superintendent or his/her designee.

BOCES retains the right to cancel cellular telephone service and recover issued cellular telephones at any time.

The Director of Finance shall establish a reimbursement rate and process that ensures that BOCES does not subsidize personal calls and that BOCES costs do not increase as a result of personal use of cellular telephones. At least once per year, the cellular telephone plan will be evaluated for its effectiveness.

Adopted: 6/20/07

Revised: 4/15/2009

Revised: 10/19/2011

Revised: 9/17/2014

Reviewed: 9/20/2017

Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5220 – EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION

Personnel Records

All personnel records shall be maintained in the official BOCES records retention system established for that purpose. These records will be under the control and responsibility of the Records Access Clerk. These records shall contain all pertinent information concerning the individual: employment history, evaluation reports, payroll information, certification status, and other necessary information.

Release of Personnel Information

All steps should be taken to protect the privacy of employees of the BOCES. To ensure the individual's privacy, confidential information shall not be shared with a third party except in the following situations:

- a) When members of the Board need information from the employee's personnel record to aid them in performing their legal responsibilities such as matters regarding appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies. Examination of this information shall be conducted only at executive sessions of the Board.
- b) When the employee grants permission.
- c) When served with a subpoena or other legal document requiring release of the information.

BOCES personnel who violate this policy by releasing information will be subject to disciplinary action.

Release of Information Concerning Former Employees

The BOCES shall not release information concerning the employment records, personnel file or past performance of a former employee, unless such information is required to be disclosed by law. Only the initial and final dates of employment and the position held shall be provided through a written response to a written request. The former employee may authorize the release of any additional information.

8 New York Code of Rules and Regulations (NYCRR) Part 84 Public Officers Law Section 87

Adopted: 7/13/1999

Revised: 5/13/2009

Revised: 10/19/2011

Reviewed: 9/17/2014

Reviewed: 9/20/2017

Reviewed: _____ 2020

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Policy #5240 – PROFESSIONAL STAFF CONSULTING ACTIVITIES

The Board acknowledges that a professional employee may be invited to speak, lead a seminar, act as a consultant or become involved in other professional activities outside of the BOCES. The employee may be excused from his/her BOCES duties at the discretion of the District Superintendent or his/her designee and may be required to request a personal/vacation day.

Adopted: 7/13/1999

Revised: 5/13/2009

Reviewed: 10/19/2011

Revised: 9/17/2014

Reviewed: 9/20/2017

Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5241 – OUTSIDE EMPLOYMENT FOR BOCES EMPLOYEES

The first obligation of all Monroe 2-Orleans BOCES employees is to the BOCES. However, the BOCES does not prohibit other employment as long as it does not interfere with work performance as long as the employee is not on a medical leave, and as long as the employee is not on an FMLA leave.

Adopted: 1/31/2006

Revised: 5/13/2009

Reviewed: 10/19/2011

Reviewed: 9/17/2014

Reviewed: 9/20/2017

Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy**Series 5000 – Personnel****Policy #5260 – STAFF USE OF COMPUTERIZED INFORMATION RESOURCES**

The Board will provide staff with access to various computerized information resources through BOCES Computer System (hereinafter referred to as, "BCS") consisting of software, hardware, computer networks, electronic communication systems, electronic mail, so-called "on-line services," "Internet," portable computing devices, portable media, and removable media devices. It may also include the opportunity for some staff to have independent access to the BCS from their home or other remote locations. All use of the BCS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

The Board encourages staff to make use of the BCS to explore educational topics, conduct research and contact others in the educational world. The BOCES anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the District Superintendent or his/her designee(s) to provide staff with training in the proper and effective use of the BCS.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the BCS. Employees are expected to communicate in a professional manner consistent with applicable BOCES policies and regulations governing the behavior of school staff. The BCS, including electronic mail, portable media, removable media, and portable computing devices, are not to be utilized to share confidential information about students or other employees.

This policy does not attempt to articulate all required and/or acceptable uses of the BCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct and use as well as proscribed behavior.

BOCES staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

Staff members who engage in unacceptable use may lose access to the BCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of BOCES.

Privacy Rights

Staff data files, electronic storage areas, and all aspects of the BCS shall remain BOCES property, subject to BOCES control and inspection. A staff member designated by the District Superintendent may access all such files and communications to insure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information on the BCS will be private.

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5260 – STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

Implementation

Administrative regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable staff conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of the BCS.

Adopted: 7/13/1999

Revised: 5/13/2009

Revised: 10/19/2011

Revised: 9/17/2014

Reviewed: 9/20/2017

Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5310 – HEALTH INSURANCE

Health insurance for certificated and classified support staffs shall be in accordance with their respective negotiated agreements or in the Classified Staff Handbook.

Continuation of Medical Insurance Coverage at Termination of Employment

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their dependents are eligible to continue their insurance coverage under conditions specified in Federal regulation.

Payments for Health Insurance Premiums by Individuals

Health insurance premiums due BOCES from employees, former employees or retirees being covered under a BOCES plan, are due on or before the 30th of the month prior to which the premium is to be applied.

Paying health insurance premiums for retirees from public funds could be considered an illegal gift of public moneys and therefore coverage will be subject to termination for those not paying their premium by the 30th of the month in which the premium is due.

Consolidated Omnibus Budget Reconciliation Act of 1985

Adopted: 7/13/1999
Revised: 5/13/2009
Reviewed: 10/19/2011
Revised: 9/17/2014
Reviewed: 9/20/2017
Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5320 – WORKERS COMPENSATION

Employees injured in the performance of their duties are covered by Workers' Compensation Insurance. Employees shall report work-related injuries immediately to their immediate supervisor. Delay in reporting, if necessary, must be justified to the satisfaction of the BOCES and/or the insurance agency.

Reimbursement for Workers' Compensation Insurance benefits shall be in accordance with their respective negotiated agreements and law.

Education Law Section 2503(10)

Adopted: 7/13/1999
Revised: 5/13/2009
Reviewed: 10/19/2011
Reviewed: 9/17/2014
Reviewed: 9/20/2017
Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5330 – FAMILY AND MEDICAL LEAVE ACT

The Board, in accordance with the Family and Medical Leave Act of 1993 (as amended) (FMLA), gives "eligible" employees of the BOCES the right to take unpaid leave for a period of up to twelve (12) or twenty-six (26) workweeks in a twelve-month period as determined by the BOCES.

The BOCES uses a twelve month look forward period as its method for calculating the leave year period for the commencement of the FMLA leave period. In certain cases, FMLA leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

Employees are "eligible" if they have been employed by the BOCES for at least twelve (12) months and for at least 1,250 hours of service during the previous twelve-month period. Full-time teachers are deemed to meet the 1,250 hour test after one year of service. However, a break in employment within seven years should not interrupt the twelve (12) month requirement and should be counted toward fulfilling this prerequisite. The law covers both full-time and part-time employees.

Qualified employees may be granted leave for one (1) or more of the following reasons:

- a) The birth of a child and care for the infant;
- b) Adoption of a child and care for the infant;
- c) The placement with the employee of a child in foster care;
- d) To care for a spouse, child or parent who has a "serious health condition" as defined by the FMLA;
- e) A "serious health condition" of the employee;
- f) Military Caregiver; or
- g) Qualified Exigency Leave/call to Active Duty.

Administration will develop regulations related to this policy.

Adopted: 7/13/1999
Revised: 3/17/2010
Reviewed: 10/19/2011
Revised: 9/17/2014
Reviewed: 9/20/2017
Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5340 – EMPLOYEE ASSISTANCE PROGRAM

The Board has an interest in the health and well-being of its employees and their dependents. Therefore, the Board provides for a free and strictly confidential counseling service to staff members eligible to receive other fringe benefits. The service will be in the form of an Employee Assistance Program offered through a bona fide confidential counseling service.

Adopted: 7/13/1999
Revised: 5/13/2009
Reviewed: 10/19/2011
Revised: 9/17/2014
Reviewed: 9/20/2017
Reviewed: _____ 2020

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5350 – DEFENSE AND INDEMNIFICATION OF BOARD MEMBERS AND EMPLOYEES

Liability Protection Pursuant to Education Law

The Board recognizes its statutory obligation to indemnify BOCES employees (and in certain circumstances, Board members and volunteers) pursuant to the provisions of Sections 3023, 3028 and 3811 of the Education Law. For the purposes of this policy, the term “employee” shall be as defined in the applicable statute(s).

BOCES shall not be subject to the duty to defend unless the employee, within the time prescribed by statute, delivers appropriate notice of the claim to the BOCES.

a) For purposes of Education Law Section 3811, the employee must give written notice within five (5) days after service of process upon him/her. The statute mandates only written notice of the claim to the BOCES; however, submission of relevant legal documents by the employee to the BOCES is also encouraged.

b) For purposes of Education Law Sections 3023 and 3028, the employee must deliver the original or a copy of the relevant legal documents to the BOCES within ten (10) days after service of process upon him/her.

BOCES will provide legal defense and/or indemnification for all damages, costs, and reasonable expenses incurred in the defense of an action or proceeding if authorized pursuant to statute and provided that the alleged action or omission which occurred or allegedly occurred is covered by the appropriate statute(s). Furthermore, BOCES will not be required to provide indemnification protection and/or legal defense unless the employee was, at the time of the alleged incident, acting in the discharge of his/her duties within the scope of his/her employment or authorized volunteer duties and/or under the direction of the Board.

Public Officers Law Section 18

The BOCES hereby also confers the benefits of Section 18 of the New York State Public Officers Law upon the “employees” of BOCES, as defined in Section 18 of the Public Officers Law; and BOCES assumes the liability for the costs incurred in accordance with the provisions of Section 18. The benefits accorded to BOCES employees under Section 18 of the Public Officers Law shall supplement and be available in addition to defense or indemnification protection conferred by other enactments or provisions of law.

The term “employees” shall include members of the Board; the District Superintendent; BOCES officers; BOCES employees; volunteers expressly authorized to participate in a BOCES sponsored volunteer program; or any other person holding a position by election, appointment or employment in the service of BOCES, whether or not compensated. The term “employee” shall also include a former employee, his/her estate or judicially appointed representative.

Pursuant to the provisions of Section 18 of the Public Officers Law, and upon compliance by the employee with the requirements of this statute, BOCES shall provide for the defense of the employee in any civil action or proceeding, state or federal, arising out of any alleged act or

Monroe 2-Orleans BOCES Policy**Series 5000 – Personnel****Policy #5350 – DEFENSE AND INDEMNIFICATION OF BOARD MEMBERS AND EMPLOYEES**

omission which occurred or allegedly occurred while the employee was acting within the scope of his/her public employment or duties. Furthermore, BOCES shall indemnify and save harmless its employees in the amount of any judgment obtained against such employees in a state or federal court, or in the amount of any settlement of a claim, provided that the act or omission from which such judgment or claim arose occurred while the employee was acting within the scope of his/her public employment or duties. However, in the case of a settlement, the duty to indemnify and save harmless shall be conditioned upon the approval of the amount of the settlement by the BOCES.

The duty to defend and/or indemnify and save harmless, in accordance with Section 18 of the Public Officers Law, shall be conditioned upon the delivery by the employee to the BOCES attorney or to the District Superintendent a written request to provide for his/her defense, together with the original or a copy of any summons, complaint, process, notice, demand or pleading within ten (10) days after he/she is served with such document. Pursuant to Section 18, the full cooperation of the employee in the defense of such action or proceeding and in the defense of any action or proceeding against BOCES based upon the same act or omission, and in the prosecution of any appeal, shall also be required as a condition for BOCES' duty to defend and/or indemnify and save harmless to exist.

Exceptions to Liability Coverage

Indemnification coverage and/or provision of legal defense by BOCES will not apply unless the actionable claim is of the type covered by the statute(s) and/or is not otherwise exempt from coverage pursuant to law. Additionally, indemnification coverage and/or the duty to provide a defense shall not arise where such action or proceeding is brought by or on behalf of BOCES.

Public Officers Law Section 18

Education Law Sections 1709(26) and (34-b), 2560, 3023, 3028, and 3811

General Municipal Law Sections 6-n and 52

Adopted: 7/13/1999

Revised: 5/13/2009

Reviewed: 10/19/2011

Revised: 9/17/2014

Reviewed: 9/20/2017

Reviewed: _____ 2020

9. New Business

2. First Reading Policy #6110 – Comprehensive Student Attendance Policy

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

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

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

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

The BOCES will:

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

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

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

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

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

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

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

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

Upon the student's return, all absences must be documented by a signed written note from the parent indicating the date, time and reason for the absence. For a student enrolled in a CTE program, the student absence can be documented either by a signed written note from the parent, or an email from the parent to CTE attendance at www.monroe2boces.org indicating the date, time, and reason for the student's absence.

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

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

Student Attendance Recordkeeping/Data Collection

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

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

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

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

a) For students in non-departmentalized programs (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance at least once per school day, provided that students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance a second time upon the student's return from lunch. For purposes of Annual Professional Performance Review Plan and Teacher Student Data Linkages (TSDL) classroom attendance for all students in grades K-12 will be recorded on a subject by subject basis for Teacher of Record determinations.

b) For students in grades nine through twelve or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction, or approved cooperative program.

c) For remote instruction, attendance will be taken by visually seeing the student remotely through video, unless an extenuating circumstance exists which prevents the visual connection.

Student Attendance/Course Credit

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

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

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

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

Attendance Incentives

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

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Disciplinary Consequences

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

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

Intervention Strategy Process

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

Appeal Process

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

Building Review of Attendance Records

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

Community Awareness

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

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

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

Policy Cross References:

- » 6110R - Comprehensive Student Attendance
- » 6110R.1 - Student Absences and Excuses

Adopted: 6/18/2002
Revised: 10/21/2009
Revised: 5/12/2010
Revised: 6/15/2011
Revised: 5/9/2012
Revised: 8/15/2012

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Series 6000 – Students

Policy #6110 – COMPREHENSIVE STUDENT ATTENDANCE POLICY

Revised: 5/15/2013

Revised: 9/18/2013

Reviewed: 5/14/14

Reviewed: 5/13/2015

Reviewed: 8/19/2015

Revised: 6/15/2016

Reviewed: 5/10/2017

Revised: 5/09/2018

Revised: 5/15/2019

Revised: 10/16/2019

Revised: 5/13/2020

Revised: _____ 2020

9. New Business

3. Annual Update on School Safety and the Educational Climate (SSEC)
(Tim Dobberty)

9. New Business

4. Resolution to declare funds in the amount of \$390,404 from the 2016 Capital Project as excess funds to be used towards the 2019 Capital Project




Monroe 2–Orleans
Board of Cooperative Educational Services
Jo Anne L. Antonacci, District Superintendent

**Finance
Office**

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

September 10, 2020

To: Jo Anne Antonacci
From: Steve Roland 
Re: Capital Project – Excess Funds

We have closed our 2016 Capital Project; all SED reports have been filed. There is \$390,404 in excess funds that can be carried over to our current 2019 Capital Project.

I recommend that we bring this to the Board for a resolution declaring the above amount as excess funds. Please let me know if you have any questions.

9. New Business

5. Discussion on Monroe County School Boards Association Topics

9. New Business

6. Resolution to approve the appointment of Lorraine Bennett as Registrar of Attendance at Westside Academy for the 2020-2021 school year

9. New Business

7. Discussion on 3585 Big Ridge Road Property

9. New Business

8. Resolution to approve transfer of ownership of desks from Monroe Community College

10. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

11. Bids/Lease Purchases

1. Resolution to Accept Disposal Service Bid Award
2. Resolution to Accept Cooperative Audio-Visual Equipment Install Service Bid Award
3. Resolution to Accept Cooperative COVID-19 Pandemic Supplies Bid Award

12. Executive Officer's Reports
 1. Albany D.S. Report
 2. Local Update

13. Committee Reports

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

14. Upcoming Meetings/Calendar Events

September 16 6:30pm Board Meeting (ESC, PDC)

September 23 Noon MCSBA Information Exchange Committee (Double Tree)

September 24 8-Noon MCSBA Fall Law Conference (Double Tree)

September 25 8-3:30 NYSSBA Board Officer's Academy

September 30 Noon MCSBA Labor Relations Committee (Double Tree)

October 7 Noon MCSBA Legislative Committee (Double Tree)

October 7 5:45pm MCSBA Executive Committee (Shadow Lake Golf Club)

October 12 BOCES 2 closed

October 14 1:30pm Board Officer Agenda Review

October 14 Noon MCSBA Information Exchange Committee (Double Tree)

October 17 7:30am MCSBA Finance Conference (Double Tree)

October 20-22 and October 27-29 NYSSBA Annual Convention (Virtual)

October 21 4pm MCSBA Labor Relations Committee Meeting (Double Tree)

October 21 5:30pm Audit Committee / 6:30pm Board Meeting (ESC, PDC)

15. Other Items

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

17. Adjournment