



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

There will be a Regular Meeting of the Monroe 2-Orleans Board of Cooperative Educational Services on Wednesday, September 17, 2025, at 6:00 pm at the Richard E. TenHaken Educational Services Center, 3599 Big Ridge Road, Spencerport, NY 14559

Anticipated Executive Session immediately following the regular board meeting to discuss matters regarding the district wide safety plan which will imperil the public safety if disclosed.

BOARD MEMBERS

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

Gerald Maar
Michael May
Stephanie Merkley
James Musshafen
Xavier Williams - Student Board Member

AGENDA

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Agenda Item(s) Modifications
4. Approval of Minutes: August 20, 2025, Regular Meeting Minutes
5. Introduction and Oath – Student Representative to the Board – Xavier Williams
6. S.H.I.N.E. Awards
7. Public Interaction
8. Financial Reports
 1. Resolution to Accept Treasurer's Report
 2. Resolution to Accept WinCap Report
 3. Internal Claims Log
9. Board Presentation
 1. Human Resources Annual Update; Assistant Superintendent for Human Resources Karen Brown, Esq.
 2. Operations and Maintenance Annual Update; Director of Operations and Maintenance Travis Sleight
10. Old Business
11. New Business
 1. First Reading Policy Series 3000

2. Resolution to Approve 2025 Regional Summer School Lease Amendments for Greece CSD and Gates CSD
3. Resolution to Approve 2025 Extended School Year Lease Amendment for Spencerport CSD
4. Resolution to Authorize the use of DPAs Negotiated by the RIC ROC and its Attorneys
5. Resolution to Approve Donation of Scrap Metal from SPX, Inc.
6. Annual Update on School Safety and the Educational Climate (SSEC) (Tom Schulte)
7. Review of NYSSBA Convention Proposed Resolutions
12. Personnel and Staffing
 1. Resolution to Approve Personnel and Staffing Agenda
13. Bids/Lease Purchases - None
14. Student Representative Report
15. Executive Officer's Reports
 1. Albany D.S. Report
 2. Local Update
16. Upcoming Meetings/Calendar Events
 - Sept 17 Noon MCSBA District Operations Committee, Strathallan
 - 5:30 pm CTE Open House
 - 6:00 pm Board Meeting, ESC Board Room
 - Sept 23 6:30 pm Gates Chili Board Meeting
 - Sept 25 8:00 am MCSBA School Law Conference, Country Club of Rochester
 - Oct 1 Noon MCSBA Legislative Committee, Strathallan
 - Oct 6 7:00 pm Wheatland-Chili Board Meeting
 - Oct 8 Noon MCSBA Information Exchange, Strathallan
 - 5:30 pm MCSBA Executive Committee, Strathallan
 - Oct 9 Noon Board Officer Agenda Review, TBD
 - Oct 15 Noon MCSBA District Operations, Strathallan
 - 6:00 pm Board Meeting
17. Other Items
18. *Executive Session for the purpose of discussing a particular matter (s) regarding the district wide school safety plan which will imperil public safety if disclosed*
19. Adjournment

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Agenda Item(s) Modifications - None

4. Approval of Minutes: August 20, 2025, Regular Meeting Minutes

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

MINUTES

of the Regular Meeting held on Wednesday, August 20, 2025, at 6:00 p.m. at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559

Members Present

Dennis Laba, President
John Abbott
Kathy Dillon

Gerald Maar
Michael May
James Musshafen

Absent: Christa Bowling, R. Charles
Phillips, Stephanie Merkley

Staff Present

Thomas K. Putnam
Karen Brown
Steve Dawe
Ian Hildreth

Kelly Mutschler
Steve Roland
Thomas Schulte
Jill Slavny

Guests: Krystal Eichas, Amy Piatek

1. The meeting was called to order by President Laba at 6:00 pm.
2. Pledge of Allegiance
3. Agenda Modification - 11.5 Addendum to Personnel and Staffing Agenda
4. Approval of Minutes
Resolved: To Approve the Minutes of the July 9, 2025, Regular Meeting and the July 29, 2025 Special Meeting
Moved by M. May, seconded by J. Abbott; passed unanimously
5. Public Interaction
6. Financial Reports
 1. Resolved: To Accept the Treasurer's Report as presented
Moved by J. Abbott, seconded by G. Maar; passed unanimously
 2. Resolved: To Accept the Win Cap Reports as presented
Moved by J. Musshafen, seconded by J. Abbott; passed unanimously
7. Audit Committee
 1. Resolved: To Approve the Minutes of the July 9, 2025, Audit Committee Meeting
Moved by M. May, seconded by J. Abbott; passed unanimously
8. Board Presentation – In the absence of Safety and Security Coordinator Douglas Comanzo, Assistant Superintendent for Finance and Operations provided the annual Safety and Security Update to the board. The board had no questions and thanked Mr. Roland for the information.

9. Old Business

Resolved: To Approve the 2025-26 District-Wide School Safety Plan (S.A.V.E.)
Moved by G. Maar, seconded by J. Abbott; passed unanimously

10. New Business

1. Resolved: To Waive the Second Reading and Approve Updates to Policy Series 1000 and 2000 as presented.
Moved by M. May, seconded by G. Maar ; passed unanimously;
2. Resolved: To Approve CTE Equipment Reserve Fund Contribution of \$ 95,000
3. Resolved: To Approve Insurance Reserve Fund Contribution of \$ 300,000
4. Resolved: To Approve Liability Reserve Fund Contribution of \$ 100,000
5. Resolved: To Approve Retirement Contribution Reserve Fund Contribution of \$500,000
Items 10.2-10.5 were moved together by J. Abbott, seconded by M. May; passed unanimously;
6. Resolved: To Designate D. Labaas the Voting Delegate and K. Dillon as the Alternate for New York State School Board Association (NYSSBA) Convention
Moved by J. Abbott, seconded by G. Maar; passed unanimously;
7. Resolved: To Approve 2025-26 Professional Learning Plan as presented
Moved by J. Abbott, seconded by J. Musshafen; passed unanimously;
8. Resolved: To Approve Second Amendment to Lease with Tech Park Owner, LLC
Moved by G. Maar, seconded by M. May; passed unanimously
9. Resolved: To Accept a Accept Donation of Blood Drawing Supplies from Rochester Clinical Research
Moved by seconded by ; passed unanimously
10. Resolved: Accept Donation of 2008 Blue Bird Vision Bus – VIN# 1BAKBCKAF246734
Items 10.9-10.10 were moved together by G. Maar, seconded by K. Dillon; passed unanimously

11. Personnel and Staffing

1. Resolved: To Approve the Personnel and Staffing Agenda and Addendum as presented
Moved by K. Dillon, seconded by G. Maar; passed unanimously
2. Be it so hereby resolved that the Board approve the following substitute/per diem/hourly pay rates effective July 1, 2025:

▪ Cleaner substitute	\$15.50/hour
▪ Clerical substitute	\$18.00/hour
▪ Clerical substitute who is a	\$20.00/hour
▪ BOCES 2 retiree subbing in a non-similar position	
▪ Clerical substitute who is a BOCES 2 retiree subbing in	Hourly rate retired at, capped at \$30.00/hour

- a similar position
- College Co-op student \$20.00/hour
- Interpreter substitute \$32.45/hour
- Job Training Specialist substitute \$18.50/hour
- Job Training Specialist substitute \$20.50/hour
- who is a BOCES 2 retiree
- Paraprofessional substitute \$18.50/hour
- Paraprofessional substitute \$20.50/hour
- who is a BOCES 2 retiree
- Registered Nurse substitute \$40.00/hour
- Security Worker substitute \$18.00 - \$25.00/hour
- Student Helper \$15.50/hour
- Teacher substitute per diem
- Uncertified teacher \$145/day; \$175 after 40 days
- Certified teacher \$160/day; \$185 after 40 days
- Teacher Immersion Fellows \$120/day
- Tutor \$35.00/hour

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

3. Be it so hereby resolved that the following positions be created:

- 1.0 FTE Building Maintenance Supervisor, 12 months/year
- 1.0 FTE Workforce Development Coordinator, 12 months/year

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

4. Be it so hereby resolved: That the Board approves the Agreement between the District Superintendent of Monroe 2-Orleans BOCES and the Monroe 2-Orleans BOCES Administrative Supervisory Association, for the period of July 1, 2025 – June 30, 2028, as presented.

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

12. Bids/Lease Purchases –

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

1. School Bus Transportation RFB-2132-25
Ontario Bus, Inc:
20 Passenger Bus: \$72/Hr Plus \$4.70/Miles
Wheelchair Bus: \$72/Hr Plus \$4.70/Miles
32 Passenger Bus: \$79/Hr Plus \$4.70/Miles
66 Passenger Bus: \$79/Hr Plus \$4.70 Miles
2. Cleaning Services for Grease Traps RFB-2134-25
Mr. Rooter Plumbing: \$29, 283.00
3. Deep Cleaning Services RFB-2138-25
Cleantec Services: \$39,992.00

Items 12.1-12.3 were moved together by J. Abbott, seconded by M. May; passed unanimously

13. Executive Officer's Report

Updates from Albany

- District Superintendents' NYSED Evaluation Due to the Commissioner by August 29th
- Regionalization Plans due to SED by September 30th
- Portrait of a Graduate approved by Board of Regents

BOCES Summer Highlights

- Department of Exceptional Children Staff meetings with DS
- CTE Summer Camp (camper presentations to parents) 7/18
- JMT Meeting 7/31 - Plans to bring Cabinets from all JMT together this fall are in the works
- Hiring Event 7/31
- DS Meeting 8/4-5
- Educational Foundation Board Meeting 8/6
- CSAs 8/7
- Governor's Round Table Event at BOCES 2 8/8
- Extended Cabinet/Cabinet Retreats 8/12-14 – First year for this event.
- New Staff Orientation Day 1 8/20-25/2025
- Opening Day is September 2. The board is invited to attend.

14. Upcoming Meetings/Calendar Events – the various meetings for the month were listed in the agenda

15. Other Items – there were no other items

16. Executive Session

At 6:46 pm, M. May made a motion to adjourn the meeting to executive session to discuss the employment history of a particular person and particular matter (s) regarding the district-wide school safety plan that will imperil public safety if disclosed; seconded by G. Maar; passed unanimously

Respectfully Submitted



Kelly Mutschler
Clerk of the Board

Members Present

Dennis Laba, President
John Abbott
Kathleen Dillon

Gerald Maar
Michael May
James Musshafen

Others present: Thomas Putnam, Steve Roland

At 7:35 pm, a motion was made by G. Maar, seconded by J. Musshafen to come out of Executive Session; passed unanimously.

Resolved: To Approve the 2025-26 Monroe 2-Orleans BOCES building-level emergency response plans for:

- 2025-26 BOCES 4 Science, 771 Elmgrove Rd, Gates, NY 14624
- 2025-26 CaTS Comm and Tech Service Center, 3625 Buffalo Road, Gates, NY

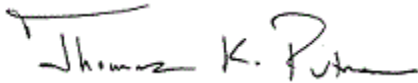
- 2025-26 CMC Warehouse, 35 Turner Drive, Spencerport, NY
- 2025-26 Educational Services Center, 3599 Big Ridge Road, Spencerport, NY
- 2025-26 Ridgecrest, 3625 Buffalo Road, Gates, NY
- 2025-26 Rochester Tech Park, 160 Wallace Way, Gates, NY
- 2025-26 Village Plaza 16-18-20 Slayton Ave Spencerport NY
- 2025-26 WEMOCO 3589 Big Ridge Rd. Spencerport NY
- 2025-26 Westside Academy 3555 Buffalo Road, Gates, NY
- 2025-26 Westview, 3635 Buffalo Road, Gates, NY

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

17. Adjournment

At 7:37 pm, a motion was made by M. May, to adjourn the meeting, seconded by J. Abbott; passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas K. Putnam". The signature is fluid and cursive, with a large initial 'T' and a long, sweeping underline.

Thomas K. Putnam
District Superintendent, Clerk Pro Tem

5. Introduction of Student Representative to the Board - Xavier Williams

6. S.H.I.N.E. Awards

7. Public Interaction

8. Financial Reports

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

Monroe 2 - Orleans BOCES

Treasurer's Report

Period Ending July 31, 2025

BEGINNING CASH ON HAND

RECEIPTS:

Interest Earned
Charges for Services
Non-Contract Services
Collected for Other Funds
State, Federal and Local Aid
Transfers from Other Funds
Miscellaneous Funds

TOTAL RECEIPTS

DISBURSEMENTS

Payroll and Benefits
Warrants
Transfers to Other Funds
Miscellaneous Disbursements

TOTAL DISBURSEMENTS

ENDING CASH ON HAND:

GENERAL FUND

25,068,046.27

96,692.40
4,323,685.59
103,709.89

21,183.00

106,471.91

4,651,742.79

4,651,742.79

1,842,117.89
9,912,232.01

1,681.90

11,756,031.80

(11,756,031.80)

17,963,757.26

GENERAL FUND CHECKING 4,413,763.15
GENERAL FUND CLASS 6,420,760.63
PAYROLL CHECKING 1,543,713.73
DENTAL/FSA ACCOUNT CASH 208,079.20
GENERAL FUND CD 1,034,410.48
CASH- LIABILITY RESERVE 565,425.11
CASH- UNEMPLOYMENT RES 213,958.38
CASH- CTE RESERVE 30,740.75
CASH - INSURANCE RESERVE 335,703.54
TREASURY INVESTMENTS 3,197,202.29
17,963,757.26

SPECIAL AID FUND

442,612.37

249.84

698,438.28

1,681.42

700,369.54

700,369.54

950.00
139,857.57
-
103.37

140,910.94

(140,910.94)

1,002,070.97

SPECIAL AID CHKG - CHASE 999,030.97
SPECIAL AID CHKG - M&T 3,040.00

1,002,070.97

BEGINNING CASH ON HAND**RECEIPTS:**

Interest Earned
Component Contributions
Transfers from Other funds
Donations
Miscellaneous Funds

TOTAL RECEIPTS**DISBURSEMENTS**

Warrants
Scholarships
Transfers to Other Funds
Miscellaneous Disbursements

TOTAL DISBURSEMENTS**ENDING CASH ON HAND:****MISC SPECIAL REVENUE**

219,452.05

2,171.85

-

-

-

-

2,171.85

2,171.85

-

-

-

-

-

-

221,623.90

B4 SCIENCE

146,636.08

GIFT FUND SAVINGS

74,987.82

221,623.90

CAPITAL FUND

4,447,891.87

28,221.67

-

-

-

-

28,221.67

28,221.67

257,412.15

-

-

-

257,412.15

(257,412.15)

4,218,701.39

CAPITAL FUND CHECKING

411,061.97

CAPITAL FUND INVESTMENTS

3,807,639.42

4,218,701.39

----- CUSTODIAL FUNDS -----					
	Rochester Area School Health Plan I	Rochester Area School Health Plan II	Rochester Area School Workers' Comp Plan	Wayne Finger Lakes Workers' Comp Plan	TOTAL CUSTODIAL
BEGINNING CASH ON HAND	18,957,039.00	139,474,786.08	44,021,591.43	256,349.17	202,709,765.68
RECEIPTS:					
Interest Earned	97,432.91	448,745.29	299,434.54	-	
Contributions	1,253,395.58	28,116,118.30	821,581.75	243,650.83	
Miscellaneous Funds	-	10,720.68	46,438.26	18,319.86	
TOTAL RECEIPTS	1,350,828.49	28,575,584.27	1,167,454.55	261,970.69	31,355,838.00
DISBURSEMENTS					
Claims	1,523,562.70	29,790,988.99	442,282.47	405,996.22	
Admin and Other Disbursements	89,218.85	766,326.68	99,980.96	-	
TOTAL DISBURSEMENTS	1,612,781.55	30,557,315.67	542,263.43	405,996.22	(33,118,356.87)
ENDING CASH ON HAND:	18,695,085.94	137,493,054.68	44,646,782.55	112,323.64	200,947,246.81
RASHP I CHECKING	3,092,397.83				3,092,397.83
RASHP I SAVINGS / INVESTMENTS	8,193,606.01				8,193,606.01
RASHP II CHECKING		12,277,525.37			12,277,525.37
RASHP II SAVINGS / INVESTMENTS		79,510,331.37			79,510,331.37
RASWC CHECKING			2,434,211.28		2,434,211.28
RASWC SAVINGS / INVESTMENTS			24,830,634.82		24,830,634.82
WFL WC CHECKING				112,323.64	112,323.64
TREASURY INVESTMENTS	7,409,082.10	45,705,197.94	17,381,936.45		70,496,216.49
TOTAL CASH	18,695,085.94	137,493,054.68	44,646,782.55	112,323.64	200,947,246.81

Collateral Analysis	M&T Bank	Five Star Bank	Chase Bank
Bank Totals	18,993,801.90	80,916,182.61	13,980,283.90
<i>Collateral:</i>			
FDIC	500,000.00	250,000.00	250,000.00
Additional FDIC through CD Option	-	64,117,473.97	-
Collateral held by Bank	-	-	18,150,122.20
Collateral held by Third Party	19,101,766.54	17,116,515.34	-
	19,601,766.54	81,483,989.31	18,400,122.20
Over / (Under) Collateralized	607,964.64	567,806.70	4,419,838.30

Treasurer's Notes:

This is to certify that I have received these balances:

Kelly Mutsaers
 District Clerk

9/4/2025
 Date

J. P. R.
 Assistant Superintendent for Finance and Operations

9/3/25
 Date

Don Staelbot
 Treasurer

9/3/25
 Date

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 08/31/2025

Fiscal Year: 2026

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
0 Administration							
100 SALARIES		1,469,952.00	0.00	1,469,952.00	281,263.61	1,151,836.04	36,852.35
200 EQUIPMENT		18,750.00	111,657.88	130,407.88	0.00	111,657.88	18,750.00
300 SUPPLIES		17,050.00	3,200.00	20,250.00	1,413.70	15,491.42	3,344.88
400 CONTRACTUAL		525,092.00	307,895.19	832,987.19	110,902.13	512,108.69	209,976.37
470 Rental of Facilities		2,760,820.00	0.00	2,760,820.00	317,868.10	1,656,251.44	786,700.46
700 INTEREST ON REVENUE NOTES		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
800 EMPLOYEE BENEFITS		798,626.00	-1,700.00	796,926.00	65,804.01	236,332.03	494,789.96
899 Oth Post Retirement Benft		5,738,618.00	0.00	5,738,618.00	2,450.00	0.00	5,736,168.00
910 TRANSFER TO CAPITAL FUND		1,093,058.00	0.00	1,093,058.00	0.00	0.00	1,093,058.00
950 TRANSFER FROM O & M		83,628.00	0.00	83,628.00	0.00	0.00	83,628.00
960 TRANSFER CHARGE		302,096.00	0.00	302,096.00	0.00	0.00	302,096.00
Subtotal of 0 Administration		12,812,690.00	421,053.07	13,233,743.07	779,701.55	3,683,677.50	8,770,364.02
1 Career Education							
100 SALARIES		6,278,948.00	-24,223.00	6,254,725.00	279,432.88	5,543,824.23	431,467.89
200 EQUIPMENT		185,000.00	-7,473.94	177,526.06	4,916.11	65,617.80	106,992.15
300 SUPPLIES		542,025.00	21,548.94	563,573.94	72,088.04	219,843.59	271,642.31
400 CONTRACTUAL		562,750.00	6,301.64	569,051.64	57,116.07	247,373.48	264,562.09
800 EMPLOYEE BENEFITS		3,292,534.00	0.00	3,292,534.00	54,127.27	990,298.61	2,248,108.12
950 TRANSFER FROM O & M		1,789,794.00	0.00	1,789,794.00	0.00	0.00	1,789,794.00
960 TRANSFER CHARGE		669,565.00	24,223.00	693,788.00	24,223.00	0.00	669,565.00
990 TRANS CREDITS FR OTHER FUND		-1,000.00	0.00	-1,000.00	0.00	0.00	-1,000.00
Subtotal of 1 Career Education		13,319,616.00	20,376.64	13,339,992.64	491,903.37	7,066,957.71	5,781,131.56
2 Special Education							
100 SALARIES		6,245,075.00	0.00	6,245,075.00	59,184.01	5,403,111.27	782,779.72
200 EQUIPMENT		76,108.00	50,718.74	126,826.74	0.00	59,656.19	67,170.55
300 SUPPLIES		67,823.00	10,165.57	77,988.57	66.23	35,920.73	42,001.61
400 CONTRACTUAL		1,908,040.96	-2,348.04	1,905,692.92	413.97	35,781.58	1,869,497.37
490 SCH DIST AND OTHER BOCES		7,630,599.52	0.00	7,630,599.52	0.00	0.00	7,630,599.52
800 EMPLOYEE BENEFITS		3,874,704.00	0.00	3,874,704.00	4,196.70	413,338.06	3,457,169.24
950 TRANSFER FROM O & M		710,478.00	0.00	710,478.00	0.00	0.00	710,478.00
960 TRANSFER CHARGE		17,596,420.00	0.00	17,596,420.00	0.00	0.00	17,596,420.00
Subtotal of 2 Special Education		38,109,248.48	58,536.27	38,167,784.75	63,860.91	5,947,807.83	32,156,116.01
3 Itinerent Services							
100 SALARIES		10,448,626.00	-338,085.00	10,110,541.00	111,171.06	9,170,985.47	828,384.47
200 EQUIPMENT		183,280.00	-8,871.15	174,408.85	0.00	57,609.39	116,799.46
300 SUPPLIES		62,387.00	1,100.00	63,487.00	406.27	16,270.13	46,810.60
400 CONTRACTUAL		689,872.00	357,806.85	1,047,678.85	82,071.79	477,209.08	488,397.98
490 SCH DIST AND OTHER BOCES		29,715.35	-2,303.50	27,411.85	0.00	0.00	27,411.85
800 EMPLOYEE BENEFITS		5,901,950.00	-10,000.00	5,891,950.00	11,362.23	724,818.30	5,155,769.47

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 08/31/2025

Fiscal Year: 2026

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
950 TRANSFER FROM O & M		5,456.00	0.00	5,456.00	0.00	0.00	5,456.00
960 TRANSFER CHARGE		2,041,372.00	0.00	2,041,372.00	0.00	0.00	2,041,372.00
970 TR CREDTS FR SERVICE PROGR		-11,100,802.00	0.00	-11,100,802.00	0.00	0.00	-11,100,802.00
Subtotal of 3 Itinerent Services		8,261,856.35	-352.80	8,261,503.55	205,011.35	10,446,892.37	-2,390,400.17
4 General Instruction							
100 SALARIES		2,341,247.00	0.00	2,341,247.00	1,043,422.00	1,094,625.92	203,199.08
200 EQUIPMENT		6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
300 SUPPLIES		14,655.00	2,802.69	17,457.69	1,879.58	5,520.22	10,057.89
400 CONTRACTUAL		624,881.38	8,304.00	633,185.38	206,216.68	86,125.19	340,843.51
490 SCH DIST AND OTHER BOCES		627,702.79	-250,160.09	377,542.70	16,686.32	0.00	360,856.38
800 EMPLOYEE BENEFITS		903,931.00	0.00	903,931.00	182,143.84	202,117.41	519,669.75
950 TRANSFER FROM O & M		189,699.00	0.00	189,699.00	0.00	0.00	189,699.00
960 TRANSFER CHARGE		251,299.00	0.00	251,299.00	0.00	0.00	251,299.00
970 TR CREDTS FR SERVICE PROGR		-51,095.00	0.00	-51,095.00	0.00	0.00	-51,095.00
990 TRANS CREDTS FR OTHER FUND		-2,835.00	0.00	-2,835.00	0.00	0.00	-2,835.00
Subtotal of 4 General Instruction		4,905,485.17	-239,053.40	4,666,431.77	1,450,348.42	1,388,388.74	1,827,694.61
5 Instruction Support							
100 SALARIES		6,656,618.00	24,223.00	6,680,841.00	765,720.12	5,386,468.26	528,652.62
200 EQUIPMENT		5,809,974.00	1,152,288.86	6,962,262.86	533,839.12	817,068.91	5,611,354.83
300 SUPPLIES		928,724.00	56,840.20	985,564.20	122,574.70	307,017.33	555,972.17
400 CONTRACTUAL		11,014,763.00	541,945.31	11,556,708.31	3,345,783.34	1,199,331.52	7,011,593.45
490 SCH DIST AND OTHER BOCES		999,850.16	-7,950.60	991,899.56	45,684.16	0.00	946,215.40
800 EMPLOYEE BENEFITS		3,355,411.00	0.00	3,355,411.00	168,253.88	960,162.61	2,226,994.51
950 TRANSFER FROM O & M		1,058,191.00	0.00	1,058,191.00	0.00	0.00	1,058,191.00
960 TRANSFER CHARGE		1,385,943.00	0.00	1,385,943.00	0.00	0.00	1,385,943.00
970 TR CREDTS FR SERVICE PROGR		-3,435,920.00	-24,223.00	-3,460,143.00	-24,223.00	0.00	-3,435,920.00
990 TRANS CREDTS FR OTHER FUND		-56,141.00	0.00	-56,141.00	0.00	0.00	-56,141.00
Subtotal of 5 Instruction Support		27,717,413.16	1,743,123.77	29,460,536.93	4,957,632.32	8,670,048.63	15,832,855.98
6 Other Services							
100 SALARIES		2,719,347.00	-5,858.00	2,713,489.00	513,598.73	2,140,702.68	59,187.59
200 EQUIPMENT		455,406.00	550,075.27	1,005,481.27	104,797.91	653,365.39	247,317.97
300 SUPPLIES		36,393.00	242.83	36,635.83	336.96	4,284.09	32,014.78
400 CONTRACTUAL		4,239,758.70	174,312.28	4,414,070.98	267,219.74	2,232,508.07	1,914,343.17
490 SCH DIST AND OTHER BOCES		4,168,353.89	640,061.59	4,808,415.48	45,580.23	0.00	4,762,835.25
800 EMPLOYEE BENEFITS		1,276,289.00	0.00	1,276,289.00	112,727.33	471,300.30	692,261.37
950 TRANSFER FROM O & M		151,412.00	0.00	151,412.00	0.00	0.00	151,412.00
960 TRANSFER CHARGE		146,520.00	0.00	146,520.00	0.00	0.00	146,520.00
970 TR CREDTS FR SERVICE PROGR		-2,323,275.00	0.00	-2,323,275.00	0.00	0.00	-2,323,275.00
990 TRANS CREDTS FR OTHER FUND		-93,305.00	0.00	-93,305.00	0.00	0.00	-93,305.00
Subtotal of 6 Other Services		10,776,899.59	1,358,833.97	12,135,733.56	1,044,260.90	5,502,160.53	5,589,312.13

MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 08/31/2025

Fiscal Year: 2026

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
7 Undefined							
100 SALARIES		5,296,110.00	0.00	5,296,110.00	757,529.09	3,234,448.79	1,304,132.12
200 EQUIPMENT		110,175.00	8,000.00	118,175.00	9,897.15	27,119.86	81,157.99
300 SUPPLIES		257,563.00	2,000.00	259,563.00	35,973.42	118,391.88	105,197.70
400 CONTRACTUAL		2,318,718.00	120,000.00	2,438,718.00	413,960.22	1,278,583.95	746,173.83
490 SCH DIST AND OTHER BOCES		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
800 EMPLOYEE BENEFITS		2,718,888.00	-130,000.00	2,588,888.00	199,309.52	2,499,833.56	-110,255.08
950 TRANSFER FROM O & M		739,518.00	0.00	739,518.00	0.00	0.00	739,518.00
960 TRANSFER CHARGE		1,811,204.00	0.00	1,811,204.00	0.00	0.00	1,811,204.00
970 TR CREDTS FR SERVICE PROGR		-12,021,503.00	0.00	-12,021,503.00	0.00	0.00	-12,021,503.00
990 TRANS CREDTS FR OTHER FUND		-1,232,673.00	0.00	-1,232,673.00	0.00	0.00	-1,232,673.00
Subtotal of 7 Undefined		0.00	0.00	0.00	1,416,669.40	7,158,378.04	-8,575,047.44
Total GENERAL FUND		115,903,208.75	3,362,517.52	119,265,726.27	10,409,388.22	49,864,311.35	58,992,026.70

MONROE 2 - ORLEANS BOCES

Revenue Status Report As Of: 09/02/2025

Fiscal Year: 2026

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
0 Administration			12,812,690.00	421,053.07	13,233,743.07	5,201,496.02	7,682,600.65	71,406.67
1 Career Education			13,319,616.00	26,889.64	13,346,505.64	3,360,793.91	10,001,305.07	35,969.98
2 Special Education			38,109,248.48	851,862.05	38,961,110.53	9,456,131.79	29,465,960.47	19,518.00
3 Itinerent Services			8,261,856.35	-108,792.56	8,153,063.79	3,051,862.38	5,124,459.40	23,293.69
4 General Instruction			4,905,485.17	-195,517.19	4,709,967.98	722,999.93	3,985,341.36	0.00
5 Instruction Support			27,717,413.16	1,829,919.78	29,547,332.94	12,282,373.60	16,497,703.69	1,760.89
6 Other Services			10,782,362.59	1,349,906.97	12,132,269.56	3,630,664.15	7,899,165.06	3,310.15
Total GENERAL FUND			115,908,671.75	4,175,321.76	120,083,993.51	37,706,321.78	80,656,535.70	155,259.38

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

These are estimates to balance the budget

9. Board Presentations

1. Human Resources Annual Update; Assistant Superintendent for Human Resources Karen Brown, Esq.
2. Operations and Maintenance Annual Update; Director of Operations and Maintenance Travis Sleight

Annual Human Resources Update

Presented by Karen M. Brown, Esq.
Assistant Superintendent for HR



Current Facts and Figures

676 full and part time staff

198 substitute/hourly/per diem staff

Exceptional Children 373 staff

CTE 92 staff

36 new staff hired since July 1, 2025

Current Job Openings

Speech teachers

Special education teachers

Cosmetology teacher

Criminal justice teacher

Science teacher

TESOL teacher

Occupational therapists

Physical therapists

Interpreters

Paraprofessionals

Cleaners

NYS COVID-19 Leave Law

- First enacted in March 2020
- Staff were allowed 5- 14 paid days off if tested positive for COVID and/or under an order of quarantine or isolation
- Recently expired on July 31, 2025

Workplace Violence Prevention Law

- Law in existence since 2006
- School districts had to comply effective January 2024
- Every district had to create a WVP program including a process for staff to report workplace violence incidents

Workplace Violence Prevention Law

For the 2024-25 school year:

- 7 reported incidents
- 6 involved student to staff physical contact
- 1 involved staff to staff physical contact

Workplace Violence Prevention Law

Compare this to:

- 118 total incident reports involving staff injury from students

Referral Incentive

- BOCES 2 offers \$500 to staff who refer a new staff member who stays 6 months
- For the 2024-25 school year, we had 36 referrals and actually paid 31

Any Questions?



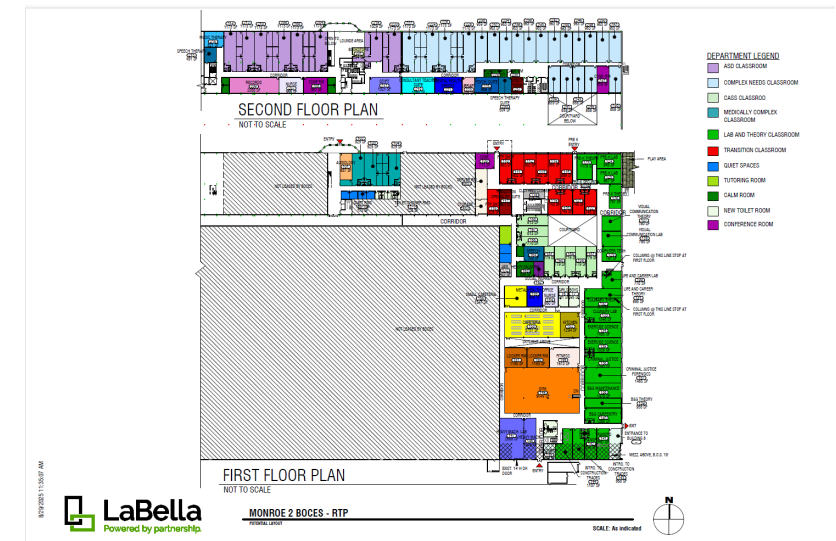
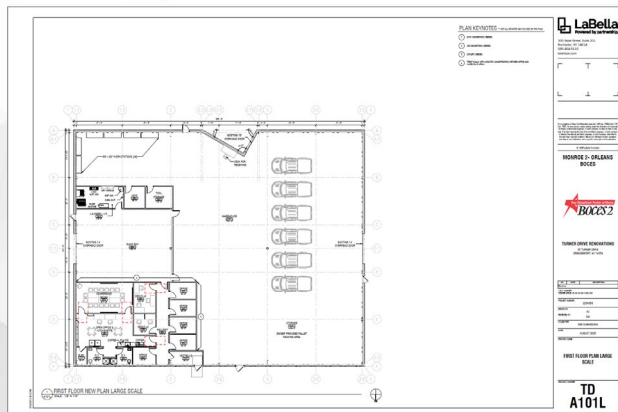
Operations & Maintenance Annual Report 9-17-25



Overview of O&M Accomplishments 2024-2025

School Year

- Building Condition Survey
- New Exceptional Children facility design progress
- New O&M facility progress



Overview of O&M Accomplishments 2024-2025

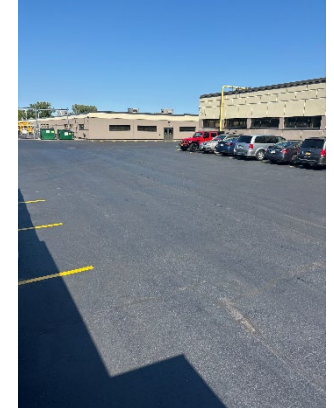
School Year

- CMC warehouse cleanout/Organization
- Hiring/onboarding of new CTE building utilization staff member
- Multiple HVAC challenges
- 3 separate flooding incidents this year
- Lead in water testing
- Cleaning chemical changeover

Overview of O&M Accomplishments 2024-2025

Summer

- Floors (switching process)
- Deep Cleans (Culinary & Carpentry)
- Parking Lot Refinishing
- Starting capital project



Helixintel CMMS

(computerized maintenance management system)

- 1st full year of deployment
- Changes in rollout
- Strengths and weaknesses

NEW YORK SCHOOLS NYSIR INSURANCE RECIPROCAL

Travis Sleight
Monroe 2 BOCES

PropertyOS

Project Hub

- Dashboard
- Work Manager**
- Work Requests 1

Event Coordinator

- Reservations
- Reservation Requests

Assets

- Properties
- Equipment
- Sensors
- Parts & Supplies
- Vendors

Predict & Prevent

- Template Library
- PM Schedules
- Risk Assessment
- Knowledge Center

Work Manager
1 Group • View Archived Groups • View Closed Work Items

Table Calendar Search... Filters Assignees New

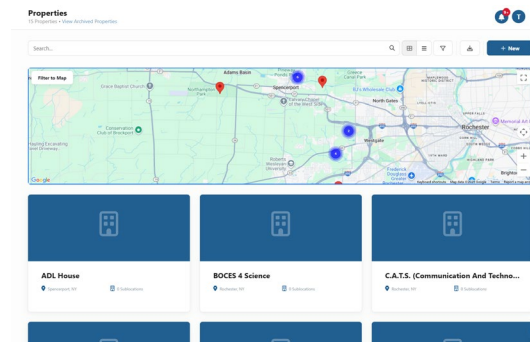
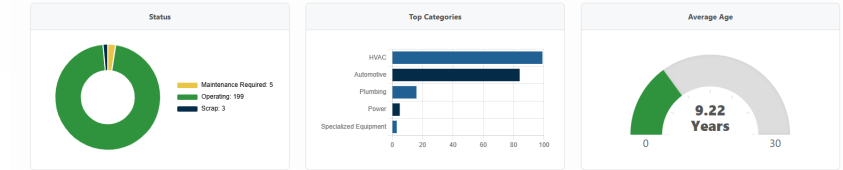
▼ **Work Group** 187 Work Items
Work Items must be placed into groups. You can edit or rename this group.

Work Item	Assignee(s)	Due Date	Priority	Status
☐ Chocolate milk on ceiling Westview Academy	WO #50681 SF		Normal	Ready
☐ 2 D batteries for clock	WO #50616 GF			Ready
☐ Clean oil spill at CTE's parking lot	WO #48775 DM			Completed
☐ Flags ESC Building	WO #45132 JP		High	Completed
☐ Machine shop lights	Task #39450			Completed
☐ Sink in culinary not functioning.	Task #23417			Ready
☐ Repair right corner back vestibule - Westview	Task #16093			Ready
☐ Coke Delivery - ON GOING Wemoco North Building > D Wing > 414	Task #15985 GF		Normal	In Progress
☐ KEY REQUEST: DEVAN LOWE ESC Building > ECLC > T790	Task #15134 SM			Ready
☐ Frost Film needed on door for Tricia Nesbitt ESC Building > 148	Task #14232 TS		Normal	Ready

Helixintel CMMS

(computerized maintenance management system)

- 9 Technicians
 - 5 mechanics
 - 2 day cleaners
 - 1 events support
 - 1 groundsman
- Over 2200 work orders (700 last year)
- 18% preventative /82% responsive
- Over 3900 hours tracked (800 last year)



The figure displays the 'Work Manager' interface, which provides a detailed view of work orders. The table below represents the data shown in the interface:

Work Item	Assigned To	Due Date	Priority	Status
Checkup with Mr. Laffey	Assigned	11	High	Open
Work in college and landscaping	Assigned	11	High	Open
Repair light corner back window - Windows	Assigned	11	High	Open
Cable delivery - CNA (CNA)	Assigned	11	High	Open
NOI REQUEST (CNA) (CNA)	Assigned	11	High	Open
Work item needed on site for 'Work Request' (CNA)	Assigned	11	High	Open
Client work	Assigned	11	High	Open
Please add the following address to the vehicle list.	Assigned	11	High	Open
With the duration and alarm system response...	Assigned	11	High	Open
Work item - Work item assigned	Assigned	11	High	Open

Helixintel CMMS

(computerized maintenance management system)

Examples of requests/work orders

Dust mop and run floor machine (winter)

Fix sewage pump for O&M trailer

Train Andy to clean food traps

Soap and hand sanitizer dispensers have come off the wall in ladies staff bathroom at Ridgecrest: Please assess and recommend solution or repair. Thank you.

Helixintel CMMS

(computerized maintenance management system)

Examples of requests/work orders

Overhead door won't go down: Please assess Door 88. When it was closed it hit a bucket. The door shut yesterday and this morning when opened the drive chain was popping. Now the door won't go down.

KEY REQUEST - AUTISM SUITE - RTP RM 234:
Please make keys for Keri-Lyn LeBeau, Darcy Spinello, Katrina Martin, Jacqueline Kurcoba, Natasha Newman, Sarah Warner - RTP RM 234

DOT Inspection 10/29/2024: B-204 Ex 2213 vehicle number V-12, Requesting assistance in transporting to Spencerport bus garage for D.O.T inspection 7:00 am and pickup after the inspection is completed 3:00 pm Thank You.

Clean A coils and condensers for ADL house and CMC



O&M Challenges on the horizon

- Staffing
 - Hiring challenges
 - Succession planning
 - Increasing costs
- Increasing building utilization (ESY, summer camps, etc.)



BOCES Infrastructure Challenges on the horizon

- Aging buildings
- Parking lots
- Equipment
- Roofs
- Storage
- Growth
- Flexibility

Wrap up

- Questions?



10. Old Business

11. New Business

1. First Reading Policy Series 3000

VARIOUS POLICY UPDATES CHART

3000 SERIES

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

<i>POLICY NUMBER</i>	<i>RATIONALE</i>
3111 District Superintendent	Delete Policy.
3112 Administrative and Supervisory Personnel	Changes made for clarity and current practice.
3120 Evaluation of the District Superintendent and Other Administrative Staff	POLICY NOT INCLUDED. DO NOT REVIEW. Policy is part of the Annual Policies which were previously reviewed at the May 14, 2025 Board meeting.
3130 Administrative Interns	Delete Policy.
3140 Consultants	Changes made to reflect current practice.
3211 Organizational Chart	Delete Policy.
3220 Administrative Councils, Cabinets and Committees	Review
3221 Chief School Administrator's Council	Removed "of schools" for accuracy.

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

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

Qualifications

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

Powers and Duties

~~The District Superintendent shall possess the powers and discharge the duties herein set forth below and execute those prescribed by law as contained in various sections in accordance with New York State Education law:~~

~~1) Attendance at Board Meetings~~

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

~~2) Execute Board Policy~~

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

~~3) General Management~~

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

~~4) School Calendar~~

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

Instruction

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

~~5) Curriculum~~

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

~~6) Program Supervision~~

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

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

~~7) Employee Supervision~~

~~The District Superintendent Shall have general supervision and direction over all employees of the BOCES. The District Superintendent shall have the power to assign and transfer all teachers and other employees, as deemed best and in accordance with a collective bargaining agreement or handbook, provided that if any such assignment or transfer shall involve a change of status or salary, it shall be subject to approval by the Board.~~

~~8) Establish Rules and Regulations~~

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

~~9) Budget Preparation~~

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

~~10) Purchases~~

~~The District Superintendent Shall make recommendations to the Board concerning, and shall have general supervision over all expenditures and purchases, including but not limited to: purchase of books, furniture, equipment, materials and supplies, and all improvements, alterations, repairs, maintenance and operation of the school plant programs, offices, property and facilities.~~

~~11) Expenditures~~

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

~~12) Personnel Appointments~~

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

~~13) Job Descriptions~~

~~The District Superintendent Shall be responsible for ensuring the development and maintenance of a Job Description Manual for all employees of the BOCES. Do we have a manual?~~

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

~~14) Records~~

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

~~15) Communications~~

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

~~16) Human Relations~~

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

~~17) Other Duties as Assigned~~

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

Policy References:

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

Adopted: 7/13/99

Revised: 5/14/08

Revised: 11/17/2010

Revised: 9/18/2013

Revised: 9/21/2016

Reviewed: 10/16/2019

Reviewed: 9/21/2022

Removed: _____

Monroe 2-Orleans BOCES Policy
Series 3000 – Administration
Policy #3112 – ADMINISTRATIVE AND SUPERVISORY PERSONNEL

General

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

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

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

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

Probation and Tenure

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

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

Selection Procedures For Administrative/Supervisory Positions

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

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

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

- a) Establishment of the need for the position;
- b) Job description presented by the District Superintendent.

Monroe 2-Orleans BOCES Policy
Series 3000 – Administration
Policy #3112 – ADMINISTRATIVE AND SUPERVISORY PERSONNEL

c) Appointment of a person to fill the position upon majority vote of the Board.

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

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

Adopted: 7/13/99
Revised: 11/17/2010
Revised: 9/18/2013
Revised: 10/21/2015
Reviewed: 9/21/2016
Reviewed: 10/16/2019
Reviewed: 9/21/2022

Monroe 2-Orleans BOCES Policy
Series 3000 – Administration
Policy #3130 – ADMINISTRATIVE INTERNS

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

Adopted: 7/13/99

Revised: 11/17/2010

Reviewed: 9/18/2013

Reviewed: 9/21/2016

Reviewed: 10/16/2019

Reviewed: 9/21/2022

Removed: _____

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

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

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

Adopted: 7/13/99
Revised: 10/22/08
Revised: 11/17/2010
Reviewed: 9/18/2013
Reviewed: 9/21/2016
Reviewed: 10/16/2019
Revised: 9/21/2022

Monroe 2-Orleans BOCES Policy
Series 3000 – Administration
Policy #3211 – ORGANIZATIONAL CHART

~~The administrative structure of BOCES is contained on the following page.~~

~~Any changes in the administrative structure shall be subject to approval by the Board.~~

Adopted: 7/13/99
Revised: 11/17/2010
Revised: 9/18/2013
Revised: 11/19/2014
Revised: 8/19/2015
Revised: 9/21/2016
Revised: 8/21/2019
Revised: 4/01/2020
Revised: 8/18/2021
Revised: 9/21/2022
Revised: 11/15/2023
Revised: 8/21/2024

Removed: _____

Monroe 2-Orleans BOCES Policy

Series 3000 – Administration

Policy #3220 – ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

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

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

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

Policy References:

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

Adopted: 7/13/99

Revised: 11/17/2010

Reviewed: 9/18/2013

Reviewed: 9/21/2016

Reviewed: 10/16/2019

Reviewed: 9/21/2022

Monroe 2-Orleans BOCES Policy
Series 3000 – Administration
Policy #3221 – CHIEF SCHOOL ADMINISTRATORS' COUNCIL

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

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

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

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

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

Adopted: 7/13/99
Reviewed: 11/17/2010
Reviewed: 9/18/2013
Reviewed: 9/21/2016
Reviewed: 10/16/2019
Reviewed: 9/21/2022

11. New Business

- 2. Resolution to Approve 2025 Regional Summer School
Lease Amendments for Greece CSD and Gates CSD**

MEMORANDUM OF AMENDMENT

This Memorandum of Amendment, by and between Monroe 2-Orleans BOCES (“Tenant”) and GREECE CENTRAL SCHOOL DISTRICT (“Landlord”) hereby amend the 2025 Regional Summer School Year Lease agreement originally executed on or about August 21st, 2025, in accordance with Paragraph 7, as follows:

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

A. Paragraph 33 shall be modified as follows: The annual 12-month rental rate shall be ten dollars and zero cents (\$10.00) per square foot prorated to 26 days. The total amount of the rent for the 26-day period shall be thirty-two thousand, eight hundred and eighty-six dollars and seventy-nine cents (\$32,886.79) for total square footage of 46,160 feet.

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

Dated: _____, 2025

GREECE CENTRAL SCHOOL DISTRICT

BY: _____
Jeremy Smalline
Superintendent

Dated: _____, 2025

MONROE 2-ORLEANS BOCES

BY: _____
Thomas K. Putnam, Ed. D.
District Superintendent

MEMORANDUM OF AMENDMENT

This Memorandum of Amendment, by and between Monroe 2-Orleans BOCES (“Tenant”) and GATES CHILI CENTRAL SCHOOL DISTRICT (“Landlord”) hereby amend the 2025 Regional Summer School Year Lease agreement originally executed on or about August 21st, 2025, in accordance with Paragraph 7, as follows:

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

A. Paragraph 33 shall be modified as follows: The annual 12-month rental rate shall be seven dollars and seventy-six cents (\$7.76) per square foot prorated to 26 days. The total amount of the rent for the 26-day period shall be twenty-seven thousand, ninety-five dollars and sixty-four cents (\$27,095.64) for total square footage of 49,040 feet.

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

Dated: _____, 2025

GATES CHILI CENTRAL SCHOOL DISTRICT

BY: _____
Christopher J. Dailey
Superintendent

Dated: _____, 2025

MONROE 2-ORLEANS BOCES

BY: _____
Thomas K. Putnam, Ed. D.
District Superintendent

11. New Business

- 3. Resolution to Approve 2025 Extended School Year Lease Amendment for Spencerport CSD**

MEMORANDUM OF AMENDMENT

This Memorandum of Amendment, by and between Monroe 2-Orleans BOCES (“Tenant”) and SPENCERPORT CENTRAL SCHOOL DISTRICT (“Landlord”) hereby amend the 2025 Extended School Year Lease agreement originally executed on or about August 21st, 2025, in accordance with Paragraph 7, as follows:

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

A. Paragraph 33 shall be modified as follows: The annual 12-month rental rate shall be eight dollars and thirty-five cents (\$8.35) per square foot prorated to 31 days. The total amount of the rent for the 31-day period shall be fourteen thousand, one hundred and seventy-two dollars and fifty-eight cents (\$14,172.58) for total square footage of 19,992 feet.

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

Dated: _____, 2025

SPENCERPORT CENTRAL SCHOOL DISTRICT

BY: _____
Ty Zinkiewich
Superintendent

Dated: _____, 2025

MONROE 2-ORLEANS BOCES

BY: _____
Thomas K. Putnam, Ed. D.
District Superintendent

11. New Business

4. Resolution to Authorize the use of DPAs Negotiated by the RIC ROC and its Attorneys

Dear Dr. Putnam,

Recently, the Chief Privacy Officer of the New York State Education Department ("NYSED"), sought to make New York Education Law 2-d contracting and negotiating easier for our school districts. As a result, an intermunicipal collaborative was created to improve vendor management, data security, and data privacy practices for school districts and BOCES statewide. This collaborative is known as the RIC One Risk Operations Center (the "ROC").

The attached resolution is provided so that your district may authorize the ROC to negotiate Data Privacy Agreements (DPAs) with vendors and third-party contractors on behalf of your school district. In order for your district to participate with the ROC, this resolution must be presented to, and approved by, your Board of Education. This process is similar to the annual resolution BOCES approve to participate in the Erie 1 NYS Instructional Technology Contract Consortium.

Once your district approves the resolution, and the ROC finalizes a DPA with a vendor, the district will be able to use the DPA as a part of a master service agreement. Currently, there are data privacy agreements associated with almost 900 products. Before executing a specific DPA, between your district and a vendor, your agency will have the opportunity to download and review the standardized DPA language specific to that agreement. Although, at this point, these DPAs cannot be modified or adjusted, districts always have the opportunity to review each DPA with their legal counsel before signing and moving forward with each vendor.

By participating with the ROC, your district can benefit from the following:

- **Enhanced data privacy protection:** One of the ROC's purposes is to ensure the DPAs it negotiates are compliant with New York State Education Law Section 2 -d and Part 121 Regulations, safeguarding student personally identifiable information (PII) and certain Teacher and Principal APPR data.
- **Reduced administrative burden:** The ROC, through its legal network and attorneys, will handle the negotiation and approval of DPAs, saving your district time and resources.
- **Access to expert guidance:** The ROC partners with NYSED, the Access4Learning Student Data Privacy Consortium (SDPC), and The Education Cooperative (TEC) to provide expert advice and support on data privacy matters.

We believe that this resolution is a valuable step towards protecting your students' privacy and ensuring the security of your district's data. Should you have additional questions regarding the ROC or this resolution, please contact your local Regional Information Center.

Please return a signed copy of this document to Nichole Outhouse.

Thank you for your time and consideration.

Sincerely,
Nichole Outhouse
Assistant RIC Director

RESOLUTION OF BOARD OF EDUCATION

WHEREAS, four (4) BOCES (Onondaga-Cortland-Madison BOCES, Albany-Schoharie-Schenectady-Saratoga BOCES, Madison-Oneida BOCES and Broome-Tioga BOCES) have collaborated and entered into an Article 5 General Municipal Law intermunicipal arrangement for the purpose of improving vendor management and data security and privacy practices for school districts and/or BOCES statewide known as the RIC ONE Risk Operations Center (the "ROC");

WHEREAS, the Monroe 2-Orleans BOCES, through its affiliation with a locally based Regional Information Center, participates with the ROC and desires, for the 2025-2026 fiscal year, to authorize the ROC and its attorneys to negotiate Data Privacy Agreements and related exhibits (DPAs) with vendors and third-party contractors that include the requirements of, and compliance with, New York State Education Law Section 2-d and Part 121 Regulations (collectively, "Ed Law 2d") related to student personally identifiable information (PII) and certain Teacher and Principal APPR data;"

WHEREAS, the ROC also partners with NYSED, the Access4Learning Student Data Privacy Consortium (SDPC) and The Education Cooperative (TEC), to negotiate and approve Ed Law 2-d compliant DPAs;

WHEREAS, the DPAs are presented to school districts and/or BOCES for final execution and do not require the expenditure of funds beyond those budgeted;

BE IT RESOLVED, the Monroe 2-Orleans Board of Cooperative Educational Services authorizes the use of DPAs negotiated by the RIC ROC and its attorneys, consistent with its needs and the needs of its students; and

BE IT FURTHER RESOLVED, that the Monroe 2-Orleans Board of Cooperative Educational Services reserves to itself the right to make determinations regarding the use of such DPAs and the software and/or technology resources to which they relate.

CERTIFICATION

It is hereby certified that the above motion was approved by the Monroe 2-Orleans Board of Cooperative Educational Services at its meeting, duly noticed, held on September 17, 2025

Dated _____, 2025 _____

Kelly Mutschler, Board Clerk

11. New Business

5. Resolution to Accept Donation of Scrap Metal from SPX, Inc.

**RESOLUTION TO ACCEPT GIFTS AND DONATIONS OF
SCRAP FABRICATING METAL FROM THE SPX COMPANY TO CTE**

BE IT HEREBY RESOLVED that the Monroe 2-Orleans Board of Cooperative Educational Services hereby accepts the gift of scrap fabricating metal from SPX, Inc. for the duration of the 2025-2026 school year with these conditions:

The scrap fabricating metal will not require Monroe 2-Orleans BOCES to expend funds in accepting delivery of the metal. SPX does not place any encumbrances on the acceptance of this donation. The scrap metal is only to be used for CTE students in the welding class for academic purposes. None of the metal can be removed from Monroe 2-Orleans BOCES premises or otherwise sold.



REQUEST FORM FOR GIFTS AND/OR DONATIONS TO
MONROE 2-ORLEANS BOCES

Section 1

Board approval is required before accepting any donation. BOCES 2 staff seeking Board approval of a donation must complete Sections 2 through 4 below. Only fully completed forms (both sides) will be presented to the Board for approval. The BOCES 2 Board reserves the right to approve or deny the donation request.

Section 2

BOCES 2 Staff Information:

Name of Program: Welding

Staff Member Name: Cohen / Padrick

Program Supervisor Name: Theresa Cortez

Section 3

Additional Information:

How will BOCES 2 acquire the donation(s)?

- ☒ Donation will be delivered to BOCES location
☐ BOCES 2 staff will need to pick donation up
 ☐ Who will be responsible for picking up the donated item? _____
☐ A moving company may be required to deliver donated item(s)

Will there be costs associated in acquiring the donation(s)? ☐ YES ☒ NO

If yes, please identify anticipated costs

- ☐ Moving expenses
☐ Installation expenses
☐ Ongoing maintenance (regular preventative, repair, etc.)

Is the donation(s) in working condition? ☒ YES ☐ NO

How will the donated item be used, benefit the program and/or reduce costs?

Donated materials will be used to weld on



Section 4

Donor Information:

Donor Name (Company or Individual): SPX Flow
Donor Address: 135 Mt Read Blvd Rochester NY 14611
Contact Person Name (If different from above): Bryan Delaney
Contact Person Phone Number: 585! 532-8817 527-1345
Contact Person Email Address: bryan.delaney@spxflow.com

Description of item(s) to be donated (please include a picture if possible):

Scrap material — plates, pipe, channel, cut offs
of stainless, cold roll, exotic

Internal Use Only:

Cabinet Member: Jon Koenig
Approve: ☒ Deny: ☐
Signature: hand delivered (km) Date: 9/12/25

Assistant Superintendent Name: Thomas Schulte
Approve: ☒ Deny: ☐
Signature: Thomas Schulte Date: 9/12/2025

District Superintendent Name: Thomas K. Putnam
Approve: ☒ Deny: ☐
Signature: Thomas K. Putnam Date: 9/12/2025

Monroe 2-Orleans BOCES Board:

Approve: ☐ Deny: ☐
Board Meeting Date: _____

11. New Business

6. Annual Update on School Safety and the Educational Climate (SSEC) (Tom Schulte)

2024-2025 Student Safety and Educational Climate (SSEC)



Building	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Reg. Summer School		1											1
WEMOCO					1	1	1						3
Westside Academy						1							1
Westview			1									1	2
Totals	0	1	1	0	1	2	1	0	0	0	0	1	7

11. New Business

7. Review of NYSSBA Convention Proposed Resolutions

NYSBBA 2025 Resolutions Executive Cabinet Feedback

PROPOSED RESOLUTIONS RECOMMENDED BY THE RESOLUTIONS COMMITTEE FOR ADOPTION		
Proposed Resolution	Notes	Feedback
	Karen Brown did not comment as there were no resolutions specific to HR Tom Schulte is in support of all the proposed resolutions Tom Putnam has highlighted the proposed resolutions which impact BOCES 2.	
Resolution 1 Sunsetting	NYSSBA New York State School Boards Association oppose to expand mayoral control to school districts beyond New York City.	JS -Support opposition
Resolution 2 Sunsetting	NYSSBA support legislation at the state and/or federal level that would allow and enhance the sharing of services amongst school districts and other municipalities.	JS Support SR Agree
Resolution 3 Sunsetting	NYSSBA support proposals aimed at addressing the costs and administrative burdens of legal actions related to special education placements and services.	JS- Support SR Agree
Resolution 4: Sunsetting	NYSSBA support incorporating prekindergarten funding into the school aid formulas used for K-12 education.	JS Support SR- Agree, should include Special Ed PreK as well
Resolution 5 Sunsetting	NYSSBA produce, and widely recommend the adoption of a board policy, or language to be added to the existing policy related to child abuse, stating that the adopting district will encourage and facilitate all school personnel, including those who are mandated reporters and those who are not, to participate, once every three years, in a course or workshop that presents information related to signs of child abuse and the responsibilities of reporting it.	JS- Support SR - Agree
Resolution 6 Sunsetting	NYSSBA opposes proposals to raise the number of charter schools authorized in the state.	JS support opposition
Resolution 7 Sunsetting	NYSSBA shall advocate for an overhaul of the current, inadequate testing system to more accurately measure achievement in skills, knowledge and abilities, and it shall do this by: Working collaboratively with the New York State Education Department, superintendents, administrators and teachers to create tests that are developmentally appropriate of reasonable length and frequency, and which avoid the unintended consequences of narrowing the curriculum, teaching to the test, reducing love of learning and undermining school climate;b. Insisting that educators throughout the State be included in all aspects of the creation of standardized tests; and c. Demanding that district personnel be permitted to examine test results, answer keys, and their students' responses so that educators can better assess what each child is learning in relation to what is being taught and so that such tests can truly inform instruction.	JS - Support SR – Agree in part but fear “too many cooks in the kitchen” and then progress becomes very difficult
Resolution 8	NYSSBA shall advocate for the number of lockdown drills to be reduced from four to two each year.	
Resolution 9	NYSSBA support legislation which would allow the creation of a regional high school when determined by the local boards of education to be educationally or fiscally appropriate. Already possible if BOCES is used	JS Support
Resolution 10	NYSSBA supports the state providing school districts and BOCES with necessary funding to allow for air conditioning and appropriate electrical needs in all public school Buildings.	SR - Agree
Resolution 11	NYSSBA supports the state to safely incorporate AI into curriculum and district operations.	JS Support SR – Mostly agree; cautious of potential ramifications as this is still relatively new

NYSBBA 2025 Resolutions Executive Cabinet Feedback

Proposed Resolution	Notes	Feedback
Resolution 12	NYSSBA opposes proposals that would provide tuition tax credits or educational vouchers that benefit private or parochial schools.	JS- support opposition SR - Agree
Resolution 13	NYSSBA shall advocate to the New York State Education Department, the United States Department of Agriculture (USDA), and federal legislators for: 1. The reinstatement of whole milk as an allowable option in school breakfast and lunch programs, in addition to existing low-fat offerings; 2. The recognition of updated nutritional science supporting the safety and benefits of whole milk in the diets of children and adolescents;	JS support
Resolution 14	NYSSBA shall advocate for Amendments to New York State Education Department regulations to allow a set amount of daily recess time—up to 30 minutes per day—to count toward required instructional hours for elementary students.	JS - Support SR- Agree
Resolution 15	NYSSBA shall advocate for the following policy changes: Substantial increases in state reimbursement rates for out-of-district special education placements to reflect true and current costs, including transportation and related services by way of Reform of the Excess Cost Aid formula to ensure more equitable and timely distribution of funding, particularly to districts facing a high proportion of costly mandated placements relative to total enrollment.	SR- Agree; likely won't receive substantial changes though
Resolution 16	NYSSBA seek and promote legislation to reform current legal notice publication requirements.	
Resolution 17	NYSSBA supports limiting a district's potential annual hold harmless phase out to no more than 2% of their district budget, even if doing so extends that district's overall phaseout period.	SR- Agree
Resolution 18	NYSSBA advocates for a budget threshold to protect rural districts with low enrollment and large geographical footprints in the Foundation Aid Formula.	JS- Support SR- Agree
Resolution 19	NYSSBA supports legislation allowing school districts to receive compensation from the New York Liquidation Bureau for liability insurance claims arising out of claims brought under the Child Victims Act in cases where the insurance company holding the policy became insolvent and its estate was executed by the Liquidation Bureau.	SR- Agree
Resolution 20	NYSSBA supports an amendment to New York State law that would authorize public school districts to establish and fund Health Insurance Reserve Funds through Board-approved resolutions.	JS Support SR – YES Agree
Resolution 21	NYSSBA urges the New York State Legislature to amend General Municipal Law Section 6-j to explicitly include Boards of Cooperative Educational Services (BOCES) among the entities authorized to establish and maintain workers' compensation reserve funds.	JS support SR - Agree
Resolution 22	NYSSBA shall support legislative or regulatory changes to add financial literacy into the statewide K-12 curriculum, with additional state funding to support implementation of this new curricular expectation.	JS support SR – Agree; good thinking probably overdue
Resolution 23	NYSSBA supports legislation on the state level that allows school districts to choose to authorize School Medical Directors (SMDs) and their clinical designees to evaluate, diagnose, temporarily treat, and prescribe medications for students on campus in accordance with New York State law. (need local decision and suggest parent consent)	JS – oppose SR -Agree; as long as it is a local choice

12. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

8/1/25

Return to Human Resources by 9/1/25

Monroe 2-Orleans BOCES
3599 BIG RIDGE ROAD

RECOMMENDATION FOR TENURE APPOINTMENT

- I. **Identifying Information:** Name: Shannon D. Alvarado
Eligible for Tenure: 01/02/2026
Notify Board: 09/17/2025
Board Action: 10/15/2025
Tenure Area: HR. Coord. for Dept. of Except. Children
- II. **Education Training:** BA – Nazareth College, 5/01
MA – SUNY Brockport, 5/04
CAS – SUNY Brockport, 8/09
- III. **Certification:** Permanent – Special Education, 9/06
Permanent – Pre K-6, 9/07
Professional – School District Leader, 9/09
- IV. **Previous Experience:** Teaching – RCSD, 2/01-2/10
Admin. – RCSD, 2/10-5/13
Admin. – BOCES 2, 5/13-1/23
- V. **Experience with BOCES:** Shannon D. Alvarado has been employed by Monroe 2-Orleans BOCES as a(n) HR. Coordinator for Department of Exceptional Children since 01/03/2023.
- VI. **Comments to be given on one of the following attachments located under H.R. Managerial forms.**

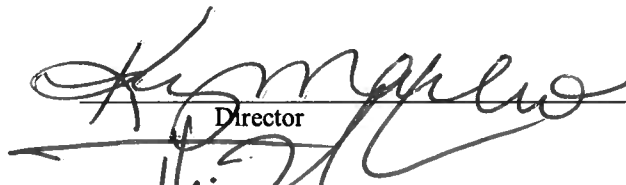
Attachment A - Teacher
Attachment B - Administrator

8/20/25
Date

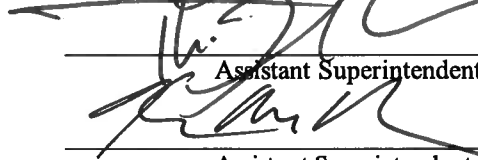
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Date

8/26/25
Date

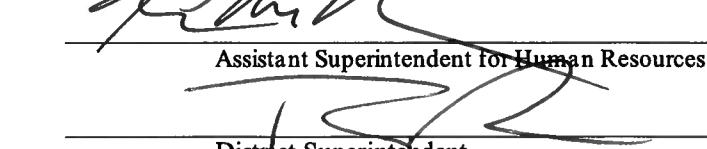
8/26/25
Date



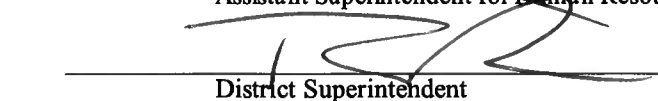
Director



Assistant Superintendent



Assistant Superintendent for Human Resources



District Superintendent

Program and Service Responsibility:

In the area of program and service responsibilities, Shannon has consistently demonstrated exceptional effectiveness as a Human Resource Coordinator. She played a pivotal role in streamlining HR processes, enhancing employee onboarding experiences, and ensuring compliance with institutional policies. Her proactive approach to staff support, commitment to equity and inclusion, and ability to manage complex service needs have made a significant impact on organizational efficiency. Shannon's contributions reflect a deep understanding of institutional goals and a strong dedication to service excellence.

People and Systems:

Shannon has demonstrated outstanding effectiveness in managing people and systems, a core component of the role as Human Resource Coordinator. She fosters a collaborative and inclusive workplace culture, consistently earning the trust and respect of colleagues. Shannon has strategic oversight of HR systems which has led to improved workflows, enhanced data integrity, and more responsive service delivery. Shannon ensures that both people and processes operate in a collaborative manner strengthening our systems, process and procedures.

Strategic Leadership:

Shannon exemplifies strategic leadership in their role as Human Resource Coordinator, consistently aligning HR initiatives with the institution's long-term vision and priorities. Her ability to anticipate department needs, implement forward-thinking policies, and foster a culture of continuous improvement has positioned HR as a proactive partner in the organization. Through thoughtful planning and decisive action, Shannon has led initiatives that have enhanced our programs, strengthen employee engagement, and supported our agency. Shannon's leadership reflects both strategic insight and a deep commitment to the people in our department.

Modeling Organizational Values:

Shannon consistently models the core values of the organization through her conduct, decision-making, and daily interactions with staff. As Human Resource Coordinator, she displays integrity, respect, and accountability. She holds herself to a high standard of professionalism and ethical practice. Her commitment to inclusivity and transparency fosters trust across departments and reinforces a culture where people feel valued and heard. By aligning her work with the institution's mission and values, Shannon serves as a role model in cultivating a positive workplace environment.

Teamwork:

Shannon consistently demonstrates exemplary teamwork in their role as Human Resource Coordinator, fostering collaborative relationships across our departments and the agency. She is a reliable, approachable, actively listens, communicates clearly, and contributes to department and leadership team. Shannon brings a spirit of cooperation and mutual respect to enhance teamwork and drive shared decision making. Her commitment to collaboration reflects a deep understanding of the value of collective effort in achieving institutional goals.

Professional Growth:

Shannon demonstrates a strong commitment to professional growth, continually seeking opportunities to expand their expertise and stay current with evolving HR practices. Through active participation in training and professional networks, she brings fresh ideas and approaches to the role as Human Resource Coordinator. Her dedication to learning not only enhances their individual performance but also contributes to the development of the broader team. Shannon models a growth mindset that inspires others and reinforces the agency's culture of continuous improvement.

13. Bids/Lease Purchases - None

14. Student Representative Report

15. Executive Officer's Report

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

16. Upcoming Meetings/Calendar Events

- Sept 17 Noon MCSBA District Operations Committee, Strathallan
- 5:30 pm CTE Open House
- 6:00 pm Board Meeting, ESC Board Room
- Sept 23 6:30 pm Gates Chili Board Meeting
- Sept 25 8:00 am MCSBA School Law Conference, Country Club of Rochester
- Oct 1 Noon MCSBA Legislative Committee, Strathallan
- Oct 6 7:00 pm Wheatland-Chili Board Meeting
- Oct 8 Noon MCSBA Information Exchange, Strathallan
- 5:30 pm MCSBA Executive Committee, Strathallan
- Oct 9 Noon Board Officer Agenda Review, TBD
- Oct 15 Noon MCSBA District Operations, Strathallan
- 6:00 pm Board Meeting

17. Other Items
18. Executive Session
19. Adjournment