

BYRON-BERGEN CENTRAL SCHOOL
Board of Education Meeting
Monday, April 25, 2022
6:00 p.m. – Professional Development Room
GOVERNANCE TEAM NORMS

No surprises * We are prepared, on time, and on task *
We support each other to express our thoughts in a cohesive environment *
We are objective and open minded * We always “check in”

Our MISSION at Byron-Bergen is to...

inspire, prepare, and support using the VALUES of compassion, humility, kindness, and persistence with the VISION to change the world.

<u>Page</u>	
	1. Call to Order/Pledge of Allegiance
	2. President’s Report
	3. Academic Focus - None
	4. Student Council Report - None
	5. Principals’ Comments
	6. Director of Instructional Services Comments
	7. Business Administrator Comments
	8. Superintendent’s Comments and Agenda Review
	9. Consent Agenda (unless Board member requests removal of any item)
1-6	a. Approval of Previous Minutes April 7, 2022
7-17	b. Financial Matters General Fund Bills
18-20	School Lunch Fund Bills
21-23	Federal Fund Bills
24	Capital Fund Bills
25-31	Trust & Agency Fund Bills
32-43	Monthly Treasurer’s Report – March 2022
	c. Personnel Matters Resignations/Retirement/Termination: Cleaner (Eff. 4/13/22)
44	Approvals: 2021-2022 Spring Sport Coach/Advisor Recommendation
45	Cleaner – Christopher Anderson (Eff. 4/26/22)
	d. Miscellaneous Matters School Budget/Proposition & Board Candidate Election – Election Inspectors for May 17, 2022
	e. CSE/CPSE Review
	10. Board Reports/Comments
REPORTS:	Technology Plan Report – Technology Coordinator Maintenance Report – Facilities Director

- 11. Old Business
 - 11.1 Policy Committee Update
 - 11.2 Facilities Committee Update – Meeting 6/15/22 at 4:00 p.m.
 - 11.3 Budget Committee Update
 - 11.4 Audit Committee Update
 - + 11.5 SOAR Update
 - + 11.6 Positive Recognition

+ Designates Board will address issue at this meeting.

- 46-47 12. New Business
 - 12.1 Approval of SEQRA Resolution for 2022-2023 Capital Outlay Exception Project
 - 48-50 12.2 Approval of Establishment of Coordinator of Student Services Position
 - 51-90 12.3 Approval of Byron-Bergen Instructional Technology Plan 2022-2026
 - 91 12.4 Approval of 2022-2023 Administrative Budget for the Board of Cooperative Educational Services Genesee-Livingston-Steuben-Wyoming Counties
 - 92 12.5 Approval of Election of Norbert Fuest, Roger Kostecky, Robert DeBruycker, and Christy Crandall Bean to the Board of Cooperative Educational Services Genesee-Livingston-Steuben-Wyoming Counties
- 13. Public Comment
- 14. Information/Announcements/Reports
- 15. Requests Requiring Board Consideration
- 16. Review of Next Meeting's Agenda

DATES TO REMEMBER:

05/10/22 – Board of Education Meeting at 6:00 p.m. – Jr./Sr. High School Auditorium (Budget Presentation & Meet the Candidates Night)
05/17/22 – B-B Budget/Proposition Vote & Board Candidate Election 12:00 p.m.-9:00 p.m. – Jr./Sr. High Wrestling Room
5/30/22 – Memorial Day – No School

**BYRON-BERGEN CENTRAL SCHOOL
BOARD OF EDUCATION MEETING
Thursday, April 7, 2022
6:00 p.m. – Elementary Cafetorium**

- Call to Order:** The meeting was called to order at 5:33 p.m. by Vice President Y. Ace-Wagoner.
- Members Present:** Y. Ace-Wagoner, K. Carlson, W. Forsyth, T. Menzie, A. Phillips, J. VanValkenburg
- Members Absent:** D. List
- Executive Session:** It was moved by W. Forsyth and seconded by A. Phillips to enter executive session at 5:34 p.m. to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
The motion passed 6 Yes, 0 No.
- Return to Public Session:** It was moved by W. Forsyth and seconded by T. Menzie to return to public session at 5:59 p.m.
The motion passed 6 Yes, 0 No.
- Also Present:** P. McGee, L. Prinz, R. Stevens, A. Grillo, B. Brown, and 31 members of the audience.
- President's Report:** Y. Ace-Wagoner congratulated all the new inductees into the National Jr. Honor Society and the National Sr. Honor Society. She wished everyone good luck in spring sports. Byron-Bergen had the most youth recognized in the Genesee County Youth Bureau.
- Academic Focus:** D. Taylor, M. Matteson, and several 1st grade students came in to talk about the science kits from BOCES. Students are working on a light and sound unit and they each presented a different activity where they used light and sound. M. Matteson's class is working on an engineering project where they had to build a device to communicate far away. The last Superintendent's Conference Day the Science Department worked on aligning the next generation standards.
- Student Council Report:** K. Phillips said that the pretzel/beef stick fundraiser sale that was partnered with National Honor Society was a success. On May 20th they will have a Spring Field Day for the Jr./Sr. High School. They are also offering three study sessions for students taking AP Exams. Officer elections is coming up at the end of April. This year all students will be choosing a faculty member to receive the Golden Bee Award.

Principals'
Comments:

A. Grillo reported:

- At 2:00 a.m. this morning several students and faculty members left for the Costa Rica trip.
- ELA State testing went well and they had less than twenty opt outs.
- Both the National Jr. Honor Society and the National Sr. Honor Society inductions went well.
- Several of our students were honored at the Genesee County Youth Bureau banquet along with Social Worker Maureen Calmes.

B. Brown reported:

- April is Acceptance Month. Autism Awareness was today and everyone was encouraged to wear tie-die to show their support.
- Open House was Tuesday and it was nice to see students and their families in the building; it was a great turnout.
- Cafeteria seating returned back to normal this week.
- New York State testing went well and the Elementary School had less than ten opt outs.
- Character Education Assemblies are coming back and SEL will be the focus.

Director Of
Instructional
Services
Comments:

B. Brown stated that the March Superintendent's Conference Day was a great success; Administration is trying to bridge the gap between the two buildings. E. Flint was the winner of the Rock, Paper, Scissor competition. Curriculum work is being done for Science and World Language. Re-Evaluations and annual reviews are still being done for Special Education. The Technology Plan and Professional Development Plan will be coming up soon for approval.

Business
Administrator
Comments:

L. Prinz stated the Cyber Insurance quote came in and we are able to keep the insurance as long as the school implements a multi-factor authentication process which the IT Department is working on completing by the end of the month. Oakfield and Byron-Bergen are working out a transportation agreement for the FFA clubs to share transporting to the different events they attend.

Superintendent's
Comments:

P. McGee reported the State has not passed the budget as of yet. The Genesee County Youth Bureau banquet, National Honor Society Inductions, Alumni Hall of Fame induction, and Open House went well. A. Grillo and P. McGee accepted the Utica National "School Safety Excellence Award" for 2022 and \$500 for the school. Spring sports started and are going well; weather has been the only real issue.

Consent Agenda:

It was moved by W. Forsyth and seconded by A. Phillips that the following consent agenda be approved:

Approval of Minutes

March 17, 2022

Financial Matters

General Fund Bills: Warrant A-61, Ck. # 21941-21947, \$23,876.64

Warrant A-63, Ck. # 21948-21992, \$63,221.25

School Lunch Fund Bills: Warrant C-17, Ck. # 200863-200868, \$3,228.18

Federal Fund Bills: Warrant F-16, Ck. # 400383-400391, \$17,956.13

Personnel Matters

Resignations/Retirement:

Resignation – Building Maintenance Worker – Ted Piendel (Eff. 4/30/22)

Approvals:

2021-2022 Spring Sport Coach/Advisor and Volunteer Recommendations

Baseball

Modified – Stephen George

Volunteer – Matt Ellis, Sr.

Tennis

Volunteer – Elliot Flint

Permanent Appointment – Janet Copani (Eff. 4/19/22)

Miscellaneous Matters

None

CSE/CPSE Review

CSE

Case # 2435, # 2646, # 2673, # 2675, # 2847, # 3020, # 3227, # 3291,
3315, # 3384, # 3400, # 3535, # 3892, # 4285

CPSE

Case # 4786, # 4791

The motion passed 6 Yes, 0 No

Reports:

Winter Athletic Report – Athletic Director

R. Hannan said that the new Athletic Trainer has been a great asset to the school. May 17th the Wrestling Club will be hosting their annual chicken BBQ. Seven students from the winter sports teams came to talk about the stats for their sport. Every student praised the teamwork and comradery of everyone on their team. The GPA's for all the winter sports were over 90%.

Policy Committee
Update:

None

Facilities
Committee
Update:

None

Budget Committee Update: L. Prinz presented the final draft of the 2022-2023 Budget. The Budget Hearing is on May 10th at 6:00 p.m. in the Jr./Sr. High Auditorium. The Budget Vote is May 17th from 12:00 p.m. - 9:00 p.m. in the Jr./Sr. High Fitness Room.

Audit Committee Update: None

SOAR Update: A. Grillo is meeting with Caledonia-Mumford's High School Principal Dr. Chenaille tomorrow and will have an update next meeting.

Positive Recognition: None

Approval – Architects Contract with Clark Patterson Lee for the 2021 Capital Improvement Project Upon the recommendation of the Superintendent, it was moved by W. Forsyth and seconded by T. Menzie to approve the Architects Contract with Clark Patterson Lee for the 2021 Capital Improvement Project.

The motion passed 6 Yes, 0 No.

Approval – Changes to The June 2022 BOE Dates Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by J. VanValkenburg to approve the Changes to the June 2022 Board of Education Dates. Byron-Bergen Board of Education is hereby cancelling the June 9, 2022 and June 23, 2022 Meetings. We will only have one meeting in June and that date will be June 15, 2022, at 6:00 p.m., to be held in the Professional Development Room.

The motion passed 6 Yes, 0 No.

Approval – 2022-2023 Budget and Propositions Upon the recommendation of the Superintendent, it was moved by W. Forsyth and seconded by A. Phillips to approve the 2022-2023 Budget and Propositions.
Proposition #1 - RESOLVED that the proposed budget of expenditures of the Byron-Bergen Central School District for the school year 2022-23, totaling \$25,524,093 and for the purposes shown in the statement of estimated expenditures adopted by the Board of Education, be and the same hereby is approved and the amount thereof shall be raised by a levy of a tax upon the taxable property of the school district, after first deducting the monies available from State aid and other sources as provided by law.

Proposition #2 – RESOLVED that the Board of Education of the Byron-Bergen Central School District is hereby authorized to acquire two (2) 66 passenger school buses and one (1) wheelchair bus at a cost not to

exceed \$315,000, which is estimated to be the maximum cost thereof, expend such sums for such purpose, levy the tax necessary therefore, to be levied and collected in annual installments in such years and in such amounts as may be determined by the Board of Education, taking into account State aid received, and in anticipation of the collection of such tax, to issue bonds and notes of the District at one time or from time to time, or enter into a lease-purchase agreement to acquire said vehicles.

Proposition #3 – RESOLVED that the Board of Education of the Byron-Bergen Central School District, Genesee, Monroe and Orleans Counties, New York (the “District”) is hereby authorized and directed to:

(A) establish a capital reserve fund pursuant to Education Law Section 3651, to be known as the “School Vehicle Reserve-2022” for the purpose of financing, in whole or in part, the purchase of school buses and vehicles by the District, with the ultimate amount of such reserve fund not exceeding One Million and 00/100 Dollars (\$1,000,000) plus any accrued earnings on amounts deposited in such reserve fund, the probable existence of said reserve fund being ten (10) years, but with such reserve fund continuing in existence for its stated purpose until liquidated in accordance with the Education Law, and the sources from which funds shall be obtained for said reserve fund being (i) current and future unappropriated fund balances from the School Vehicle Fund-2019 of the District, as directed by the Board of Education, and (ii) any other appropriations authorized by the voters from time to time; and

(B) transfer to said capital reserve fund the entire balance on deposit in said District’s existing School Vehicle Reserve-2019 established pursuant to Education Law Section 3651 pursuant to a proposition approved by the qualified voters of said District on May 21, 2019.

The motion passed 6 Yes, 0 No.

Public Comment: None

Information/Announcements/Reports:
None

Requests Requiring Board Consideration:
None

Review of Next Meeting’s Agenda:
Policy Committee Update
Facilities Committee Update
Budget Committee Update
Audit Committee Update
SOAR Committee Update

Positive Recognition

Adjournment:

It was moved by W. Forsyth and seconded by J. VanValkenburg to adjourn the meeting at 7:05 p.m.
The motion passed 6 Yes, 0 No.

BYRON BEECHER CSD



Check Warrant Report For A - 64: GENERAL FUND - 3/25/22 For Dates 3/25/2022 - 3/25/2022

Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
21993	03/25/2022		6187 ENERGY COOPERATIVE OF AMERICA							
A 1620.400-06-7015			CUST - CONTRACT ELECTRIC				965346	210041	10,353.71	10,353.71
A 5530.400-11-7015			CONTRACTUAL - ELECTRIC				964342	210048	628.23	628.23
21994	03/25/2022		6886 EZ PASS						10,981.94	
A 5510.400-11-6104			CONTRACT - TOLLS				17679353347	210471	9.46	9.46
21995	03/25/2022		1694 HOME DEPOT CREDIT SERVICES						9.46	
A 1621.450-06-7011			MAINT - MAT & SUPPLY				2/23/22	210121	81.47	81.47
21996	03/25/2022		2488 NATIONAL GRID						81.47	
A 1620.400-06-7015			CUST - CONTRACT ELECTRIC				2/10/22-3/11/22	210043	5,717.50	5,717.50
A 5530.400-11-7015			CONTRACTUAL - ELECTRIC				2/8/22-3/9/22	210052	540.01	540.01
21997	03/25/2022		6398 VALLEY ENERGY SERVICES LLC						6,257.51	
A 5510.450-11-6400			MAT & SUPPLY - GASOLINE				407992	210343	1,972.40	1,972.40
A 5510.450-11-6406			MAT & SUPPLY - DIESEL FUEL				407993	210342	2,237.63	2,237.63
									4,210.03	
									21,540.41	
									21,540.41	
									0.00	

Number of Transactions: 5

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 21,540.41. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/17/22

Lewisa Warden

Claims Auditor

Date

Signature

Title

kip

BYRON B GEN CSD

Check Warrant Report For A - 66: GENERAL FUND - 4/1/22 For Dates 4/1/2022 - 4/1/2022



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
21998	04/01/2022		6398 VALLEY ENERGY SERVICES LLC							
A 5510.450-11-6400			MAT & SUPPLY - GASOLINE				410029	210343	1,485.72 ✓	1,485.72
A 5510.450-11-6406			MAT & SUPPLY - DIESEL FUEL				409585	210342	1,905.96 ✓	1,905.96
21999	04/01/2022		3962 WASTE MANAGEMENT OF NY LLC					Check Total:	3,391.68	
A 1620.400-06-7009			CUST - CONTRACT WASTE REMOVAL	ELEM			0582312-2225-6	210123	470.32 ✓	470.32
A 1620.400-06-7009			CUST - CONTRACT WASTE REMOVAL	MIDDLE			0582310-2225-0	210123	558.32 ✓	399.29
A 1620.400-06-7009			CUST - CONTRACT WASTE REMOVAL	HIGH			0582311-2225-8	210123	294.64 ✓	0.00
Number of Transactions: 2										
Check Total:										1,323.28
Warrant Total:										4,714.96
Vendor Portion:										4,714.96
Payroll Portion:										0.00

BYRON BRYAN GEN CSD

Check Warrant Report For A - 67: GENERAL FUND - 4/8/22 For Dates 4/8/2022 - 4/8/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22000		04/08/2022		4898 **CONTINUED**	A-VERDI STORAGE CONTAINERS		Voided During Printing				
22001		04/08/2022		4898 A-VERDI STORAGE CONTAINERS						0.00	
	A 1621.400-06-7007			MAINT - CONTRACT				1433101	210127	144.00	144.00
	A 1621.400-06-7007			MAINT - CONTRACT				1437332	210127	109.00	109.00
	A 1621.400-06-7007			MAINT - CONTRACT				1439861	210127	99.00	99.00
	A 1621.400-06-7007			MAINT - CONTRACT				1432561	210127	396.00	396.00
	A 1621.400-06-7007			MAINT - CONTRACT				1438785	210127	109.00	109.00
	A 1621.400-06-7007			MAINT - CONTRACT				1439862	210127	99.00	99.00
	A 1621.400-06-7007			MAINT - CONTRACT				1435013	210127	218.00	218.00
	A 1621.400-06-7007			MAINT - CONTRACT				1438336	210127	109.00	109.00
	A 1621.400-06-7007			MAINT - CONTRACT				1440364	210127	99.00	99.00
	A 1621.400-06-7007			MAINT - CONTRACT				1434521	210127	218.00	218.00
	A 1621.400-06-7007			MAINT - CONTRACT				1438337	210127	99.00	99.00
	A 1621.400-06-7007			MAINT - CONTRACT				1440923	210127	109.00	109.00
	A 1621.400-06-7007			MAINT - CONTRACT				143522	210127	144.00	144.00
	A 1621.400-06-7007			MAINT - CONTRACT				1440924	210127	218.00	218.00
									Check Total:	2,170.00	
22002		04/08/2022		41 AD CALL & SONS							
	A 1621.400-06-7007			MAINT - CONTRACT				180696	210718	1,400.00	1,400.00
									Check Total:	1,400.00	
22003		04/08/2022		278 BATAVIA CITY SCHOOL DISTRICT..							
	A 2855.400-10-5000			ATHLETIC - CONTRACT				4/23/22 INVITATIONAL	210732	200.00	200.00
									Check Total:	200.00	
22004		04/08/2022		6624 BENEFIT RESOURCE INC							
	A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE				670195	210022	50.00	50.00
									Check Total:	50.00	
22005		04/08/2022		5719 BRIGHTON RUNNERS BOOSTER CLUB							
	A 2855.400-10-5000			ATHLETIC - CONTRACT				4/29/22 INVITATIONAL	210745	250.00	250.00
									Check Total:	250.00	

BYRON BEECHER CSD

Check Warrant Report For A - 67: GENERAL FUND - 4/8/22 For Dates 4/8/2022 - 4/8/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22006		04/08/2022		471 BSN SPORTS INC					Check Total:	250.00	
	A 2855.450-10-5000			ATHLETIC - MAT & SUPPLY				916364334	210648	1,263.60	1,263.60
22007		04/08/2022		508 BUS PARTS WAREHOUSE					Check Total:	1,263.60	
	A 5510.450-11-6407			MAT & SUPPLY - BUS/EQUIP PARTS				IN144249	210729	61.82	61.82
22008		04/08/2022		541 ROGER CALDWELL JR					Check Total:	61.82	
	A 1621.400-06-7007			MAINT - CONTRACT				MILEAGE REIMBURSEMENT		386.06	
22009		04/08/2022		7618 CONCOURSE TEAM EXPRESS LLC					Check Total:	386.06	
	A 2855.450-10-5000			ATHLETIC - MAT & SUPPLY				INV474408	210681	788.00	788.00
	A 2855.450-10-5000			ATHLETIC - MAT & SUPPLY				INV521646	210681	98.25	98.25
22010		04/08/2022		6871 CORPORATE FLOORS USA INC					Check Total:	886.25	
	A 1621.400-06-7007			MAINT - CONTRACT				MM-2422	200671	192.00	192.00
22011		04/08/2022		838 CREEKSIDE INC					Check Total:	192.00	
	A 2855.400-10-5000			ATHLETIC - CONTRACT				W30323	210097	150.00	150.00
	A 2855.400-10-5000			ATHLETIC - CONTRACT				W30324	210097	150.00	150.00
22012		04/08/2022		905 DALBERTH SPORTS					Check Total:	300.00	
	A 2855.450-10-5000			ATHLETIC - MAT & SUPPLY				20210163	210507	3,067.80	3,067.80
22013		04/08/2022		7631 THOMAS DAVIDSON					Check Total:	3,067.80	
	A 1620.400-06-0000			CUST - CONTRACT OTHER				FINGERPRINT REIMBURSEMENT		101.75	
22014		04/08/2022		5236 ENERGY ENTERPRISES INC					Check Total:	101.75	
	A 1621.400-06-7007			MAINT - CONTRACT				190961	210038	300.00	300.00
									Check Total:	300.00	

Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22015	04/08/2022		1268 FLINN SCIENTIFIC							
A 2110.450-03-SCIE			MAT & SUPPLY - SCIENCE				2688370	210699	724.45	724.50
22016	04/08/2022		1277 FOLLETT SCHOOL SOLUTIONS INC					Check Total:	724.45	
A 2610.450-01-0000			LIBRARY MAT & SUPPLIES - ELEM				427242	210629	159.21	159.21
A 2610.450-01-0000			LIBRARY MAT & SUPPLIES - ELEM				427242F	210629	134.86	157.85
22017	04/08/2022		7609 GAY & LESBIAN YOUTH SERVICES OF WESTERN NEW YORK					Check Total:	294.07	
A 2110.450-03-0000			MAT & SUPPLY - HS				EC146	210746	300.00	300.00
22018	04/08/2022		1351 GENESEE AREA HEALTHCARE PLAN					Check Total:	300.00	
A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE				APRIL 2022	210000	116,406.56	116,406.56
A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE				APRIL 2022	210000	102,545.41	102,545.41
A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE				APRIL 2022	210000	2,520.56	2,520.56
A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE				APRIL 2022	210000	2,871.09	2,871.09
A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE				APRIL 2022	210000	3,313.87	3,313.87
22019	04/08/2022		1364 GENESEE COUNTY SOCIAL SERVICES					Check Total:	227,657.49	
A 2110.400-03-0000			CONTRACTUAL - HS				21-22 STAR	210759	1,519.00	1,519.00
22020	04/08/2022		1366 GENESEE COUNTY YOUTH BUREAU					Check Total:	1,519.00	
A 2810.450-01-0000			GUIDANCE - MAT & SUPPLY ELEM				21-22 RECOG BANQUET	210750	50.00	40.00
A 2020.450-01-0000			PRIN OFF - MAT & SUPPLY ELEM				2022 YOUTH BANQUET	210766	25.00	25.00
22021	04/08/2022		1476 GRAINGER					Check Total:	75.00	
A 1620.450-06-7011			CUST - MAT & SUPPLY				9244865086	210051	63.30	63.30

BYRON BROWN GEN CSD

Check Warrant Report For A - 67: GENERAL FUND - 4/8/22 For Dates 4/8/2022 - 4/8/2022



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1620.450-06-7011	04/08/2022		CUST - MAT & SUPPLY				9243270957	210051	364.32	364.32
22022	04/08/2022	1534	PATRICIA L GUNJO						427.62	
A 1010.400-04-0000			BOARD OF ED CONTRACTUAL				MILEAGE REIMBURSEMENT		36.86	
22023	04/08/2022	1383	**CONTINUED** GV EDUCATIONAL PARTNERSHIP			Voided During Printing			36.86	
22024	04/08/2022	1383	GV EDUCATIONAL PARTNERSHIP						0.00	
A 1010.490-04-0000			BOARD OF ED BOCES				APRIL 2022	210001	846.10	846.10
A 1310.490-05-0000			BUS ADMIN - BOCES				APRIL 2022	210001	3,247.34	3,247.34
A 1345.490-05-0000			BOCES SERVICES - PURCHASING				APRIL 2022	210001	267.60	267.60
A 1670.490-07-0000			BOCES SERVICES - PRINTING				APRIL 2022	210001	2,380.96	1,662.77
A 1680.490-07-0000			BOCES SERVICES - DATA PROCESSING				APRIL 2022	210001	850.97	850.97
A 1981.490-04-0000			BOCES SERVICES - ADMINISTRATIVE CHG				APRIL 2022	210001	26,086.00	26,086.00
A 2010.490-00-0000			BOCES SVCS - CURRICULUM DEV				APRIL 2022	210001	14,498.39	14,498.39
A 2020.490-08-0000			BOCES SERVICES				APRIL 2022	210001	690.60	690.60
A 2250.490-09-3000			BOCES SERVICES - SPEC ED				APRIL 2022	210001	64,132.39	64,132.39
A 2610.490-00-0000			BOCES SERVICES - AV				APRIL 2022	210001	31,837.82	31,837.82
A 2855.490-10-5000			BOCES SERVICES - ATHLETICS				APRIL 2022	210001	664.04	664.04
A 1420.490-00-0000			LEGAL - BOCES				APRIL 2022	210001	2,837.70	2,837.70
A 1320.490-05-0000			BOCES SERVICE - GASB 75				APRIL 2022	210001	554.00	554.00
A 2280.490-03-0000			BOCES - HS				APRIL 2022	210001	55,701.96	55,701.96
A 1480.490-00-0000			BOCES				APRIL 2022	210001	6,421.03	6,421.03
A 2110.490-01-0000			BOCES SERVICES - ELEM				APRIL 2022	210001	20,272.54	20,272.54
A 2110.490-03-0000			BOCES SERVICES - HS				APRIL 2022	210001	38,790.61	38,790.61
A 1430.490-00-0000			BOCES - PERSONNEL COSERS				APRIL 2022	210001	1,209.94	0.00

BYRON BIRGEN CSD

Check Warrent Report For A - 67: GENERAL FUND - 4/8/22 For Dates 4/8/2022 - 4/8/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22025	A 2855.400-10-5000	04/08/2022	5441	RICKEY HILL	ATHLETIC - CONTRACT			4/4/22 VARSITY SOFTBALL	Check Total:	271,289.99	
										100.25	
22026	A 2250.472-01-0000	04/08/2022	7624	HILLSIDE CHILDREN'S CENTER	SPEC ED TUITION - PRIVATE - ELEM			JANUARY 2022	210723	4,464.20	4,464.20
	A 2250.472-01-0000				SPEC ED TUITION - PRIVATE - ELEM			FEBRUARY 2022	210723	2,232.10	2,232.10
22027	A 1620.450-06-7011	04/08/2022	6601	HILLYARD INC/NY	CUST - MAT & SUPPLY			604687109	210047	163.25	163.25
22028	A 1310.400-05-0000	04/08/2022	1768	INDUSTRIAL APPRAISAL COMPANY	BUS ADMIN - CONTRACTUAL	PROPERTY RECORD REPORT		983-250	210007	360.00	360.00
	A 1310.400-05-0000				BUS ADMIN - CONTRACTUAL	INSURABLES VALUES		983-250	210007	480.00	405.00
22029	A 5510.450-11-6407	04/08/2022	258	JIM BARNARD CHEVROLET	MAT & SUPPLY - BUS/EQUIP PARTS	BRAKE SHIELD		24788	210383	58.82	58.82
	A 5510.450-11-6407				MAT & SUPPLY - BUS/EQUIP PARTS	HEATER CONTROL KNOB		24765	210383	25.50	25.50
22030	A 1621.450-06-7011	04/08/2022	2361	MIS OF AMERICA INC	MAINT - MAT & SUPPLY			74371	210672	318.00	318.00
	A 1621.450-06-7011				MAINT - MAT & SUPPLY			74407	210672	1,850.00	1,850.00
22031	A 1620.400-06-7009	04/08/2022	7628	MONROE COUNTY DIRECTOR OF FINANCE	CUST - CONTRACT WASTE REMOVAL			1800134955	210742	163.00	163.00
	A 1620.400-06-7009				CUST - CONTRACT WASTE REMOVAL			1800134954	210742	494.00	494.00
22032		04/08/2022	2397	MONROE COUNTY WATER AUTHORITY					Check Total:	657.00	

BYRON B. GEN CSD

Check Warrant Report For A - 67: GENERAL FUND - 4/8/22 For Dates 4/8/2022 - 4/8/2022



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1620.400-06-7007	04/08/2022		4625 MUSIC AND ARTS	CUST - CONTRACT WATER	ELEM		2/18-3/23/22	210049	1,025.96	1,025.96
A 1620.400-06-7007				CUST - CONTRACT WATER	FIRE		12/28/21-3/29/22	210049	100.39	100.39
A 1620.400-06-7007				CUST - CONTRACT WATER	JRSR HIGH		2/18-3/23/22	210049	321.45	321.45
A 1620.400-06-7007				CUST - CONTRACT WATER	FIRE		12/28/21-3/29/22	210049	100.39	100.39
22033								Check Total:	1,548.19	
A 2110.450-03-MUSI	04/08/2022		7172 NAPA WEST RIDGE	MAT & SUPPLY - MUSIC			INV030775608	210226	11.51	11.51
A 2110.450-03-MUSI				MAT & SUPPLY - MUSIC			INV030811929	210226	44.00	44.00
A 2110.450-03-MUSI				MAT & SUPPLY - MUSIC			INV030878086	210226	105.00	105.00
22034								Check Total:	160.51	
A 5510.450-11-6407	04/08/2022			MAT & SUPPLY - BUS/EQUIP PARTS	#54 WHEEL BEARING HUB ASSEMBLY		53408	210331	239.84	239.84
A 5510.450-11-6407				MAT & SUPPLY - BUS/EQUIP PARTS	#56 BATTERY		53430	210331	126.43	126.43
A 5510.450-11-6407				MAT & SUPPLY - BUS/EQUIP PARTS	#90 AIR FILTERS		53657	210331	30.66	30.66
A 5510.450-11-6407				MAT & SUPPLY - BUS/EQUIP PARTS	#56 ABS SENSOR		53102	210331	84.47	84.47
A 5510.450-11-6407				MAT & SUPPLY - BUS/EQUIP PARTS	#56 WHEEL BEARING ASSEMBLY		53143	210331	175.23	175.23
A 1622.450-00-0000				GROUPS - MAT & SUPPLY						
A 5510.450-11-6407				MAT & SUPPLY - BUS/EQUIP PARTS	#73 O2 SENSOR		53662	210149	359.82	359.82
A 5510.450-11-6407				MAT & SUPPLY - BUS/EQUIP PARTS			53736	210331	99.89	99.89
A 5510.450-11-6407				MAT & SUPPLY - BUS/EQUIP PARTS	#57 WIPER MOTOR ASSEMBLY		52959	210331	302.92	0.00
A 1622.450-00-0000				GROUPS - MAT & SUPPLY						
A 5510.450-11-6407				MAT & SUPPLY - BUS/EQUIP PARTS	SHOP FITTINGS		53701	210149	50.84	50.84
A 5510.450-11-6407				MAT & SUPPLY - BUS/EQUIP PARTS			53304	210331	99.90	16.65
A 5510.450-11-6407	MAT & SUPPLY - BUS/EQUIP PARTS			53136	210331	-386.17	0.00			
22035								Check Total:	1,183.83	
A 1240.400-05-0000	04/08/2022		6737 NYSASPA	ADMIN - CONTRACTUAL			22 MEMBERSHIP	210749	90.00	90.00
22036								Check Total:	90.00	
A 5510.400-11-6100	04/08/2022		2937 POCOCK'S REPAIR SHOP	CONTRACT - REPAIRS TO	#56 CHECK CODES		13507	210336	120.00	120.00
04/06/2022 03:23 PM										Page 6/9

BYRON B GEN CSD

Check Warrant Report For A - 67: GENERAL FUND - 4/8/22 For Dates 4/8/2022 - 4/8/2022



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
BUSES										
22037	04/08/2022		2989 PROJECT ADVENTURE						120.00	
A 2855.400-10-5000			ATHLETIC - CONTRACT				22063-C	210117	775.00	925.00
22038	04/08/2022		4800 GEORGE RADNEY						775.00	
A 2855.400-10-5000			ATHLETIC - CONTRACT				4/4/22 VARSITY SOFTBALL		100.25	
22039	04/08/2022		3285 SCHOLASTIC						100.25	
A 2110.450-03-SOCI			MAT & SUPPLY - SOCIAL STUDIES				M7183171 3	210724	164.84	164.84
22040	04/08/2022		3305 SCHOOL SPECIALTY INC						164.84	
A 2110.450-01-1005			MAT & SUPPLY - 5TH GRADE				208129509406	210571	290.22	388.08
22041	04/08/2022		3349 SECTION V						290.22	
A 2855.450-10-5000			ATHLETIC - MAT & SUPPLY				594	210754	646.70	646.70
22042	04/08/2022		4608 VICKY SHALLENBERGER						646.70	
A 1670.450-07-0000			POSTAGE - DISTRICT				POSTAGE		130.02	
A 5510.450-11-6400			MAT & SUPPLY - GASOLINE				TRANSPORTATION FUEL		16.00	
A 1010.450-04-0000			BOARD OF ED MAT / SUPP				BOE		5.00	
22043	04/08/2022		3392 SHERWIN WILLIAMS						151.02	
A 1621.450-06-7011			MAINT - MAT & SUPPLY				3265-7	210146	372.35	102.15
A 1621.450-06-7011			MAINT - MAT & SUPPLY				3359-8	210146	231.03	0.00
A 1621.450-06-7011			MAINT - MAT & SUPPLY				2650-1	210146	-501.23	0.00
22044	04/08/2022		6504 SWIVL						102.15	
A 2630.200-01-0000			TECH COMPUTER EQUIP - ES				IVT22628	210744	659.00	659.00
22045	04/08/2022		117 SYNCB/AMAZON						659.00	
A 2110.450-01-0000			MAT & SUPPLY ELEM				455793573374	210702	193.26	193.26
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										Page 7/9

BYRON BERGEN CSD

Check Warrant Report For A - 67: GENERAL FUND - 4/8/22 For Dates 4/8/2022 - 4/8/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
	A 2810.450-01-0000				GUIDANCE - MAT & SUPPLY ELEM			468545774575	210735	59.70 ✓	71.64
	A 5510.450-11-6403				MAT & SUPPLY - CLEANING SUPPLIES	PAPER TOWELS		456866374558	210730	68.12 ✓	68.12
	A 2630.200-01-0000				TECH COMPUTER EQUIP - ES			5447633393989	210721	399.89 ✓	549.89
	A 2855.450-10-5000				ATHLETIC - MAT & SUPPLY			654566768889	210720	112.97 ✓	119.97
	A 2250.450-03-0000				SPEC ED - MAT & SUPPLY HS			653433875656	210761	61.59 ✓	61.59
	A 2110.450-01-CURR				MATL & SUPPLIES - INSTRUCTIONAL SVCS			477854497735	210762	74.85 ✓	74.85
	A 2110.450-01-0000				MAT & SUPPLY ELEM			649988943473	210702	25.73 ✓	62.34
22046		04/08/2022		1781 THE INSTRUMENTALIST					Check Total:	996.11	
	A 2110.450-03-0000				MAT & SUPPLY - HS			2201	210106	9.50 ✓	9.50
22047		04/08/2022		3767 TOSHIBA BUSINESS SOLUTIONS					Check Total:	9.50	
	A 2110.451-00-2110				MAT & SUPPLY - CENTRAL SUPPLIES			REIMBURSEMENT FOR CREDIT TAKEN	210014	1,160.00 ✓	1,160.00
22048		04/08/2022		3865 UPSON MAYBACH INC					Check Total:	1,160.00	
	A 2280.450-03-0000				OCC ED MAT & SUPPLY HS			R1220309-010-001	210727	8.93 ✓	8.93
	A 2280.450-03-0000				OCC ED MAT & SUPPLY HS			R1220307-039-001	210727	42.61 ✓	42.61
22049		04/08/2022		7323 VILLA OF HOPE					Check Total:	51.54	
	A 2250.472-03-0000				SPEC ED TUITION - PRIVATE - HS	FEBRUARY 2022		984	210715	263.55 ✓	263.55
22050		04/08/2022		4989 VILLAGE OF BERGEN					Check Total:	263.55	
	A 1620.400-06-7008				CUST - CONTRACT SEWER			21-22 SEWER SYSTEM CHARGE	210741	22,449.58 ✓	22,449.58
22051		04/08/2022		6627 WB MASON CO INC					Check Total:	22,449.58	
	A 2110.450-01-0000				MAT & SUPPLY-ELEM			228130088	210638	331.90 ✓	398.28
	A 2110.451-00-2110				MAT & SUPPLY - CENTRAL SUPPLIES			222386268	210352	144.64 ✓	144.64
	A 2110.451-00-2110				MAT & SUPPLY - CENTRAL			222912306	210352	666.80 ✓	666.80

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BYRON B GEN CSD

Check Warrant Report For A - 67: GENERAL FUND - 4/8/22 For Dates 4/8/2022 - 4/8/2022



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 2110.451-00-2110				SUPPLIES			223822579	210352	949.44	949.44
A 2110.451-00-2110				MAT & SUPPLY - CENTRAL SUPPLIES			225539042	210352	2,146.40	2,146.40
A 2110.451-00-2110				MAT & SUPPLY - CENTRAL SUPPLIES			226813421	210352	2,146.40	2,146.40
A 2110.451-00-2110				MAT & SUPPLY - CENTRAL SUPPLIES			226947970	210352	2,146.40	2,146.40
A 2110.451-00-2110				MAT & SUPPLY - CENTRAL SUPPLIES			227094026	210352	3,219.60	3,219.60
A 2110.451-00-2110				MAT & SUPPLY - CENTRAL SUPPLIES			227359592	210352	7,512.40	8,020.70
22052	04/08/2022		7359 WEVIDEO, INC.					Check Total:	19,263.98	
A 2630.460-03-0000			TECH - SOFTWARE - HS				19421	210678	299.00	299.10
Number of Transactions: 53									Check Total:	299.00
									Warrant Total:	574,147.85
									Vendor Portion:	574,147.85
									Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 53 in number, in the total amount of \$ 574,147.85. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/7/22

Lessa Mendenhall

Date

Signature

Title

BYRON BERGEN CSD

Check Warrant Report For C - 18: SCHOOL LUNCH - 4/8/22 For Dates 4/8/2022 - 4/8/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
200869	C 2860.410-00-0000	04/08/2022	5912	AMERICAN FRUIT & VEGETABLE CO							
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				0837050-IN	210061	188.00 ✓	188.00
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				0838631-IN	210061	125.78 ✓	125.78
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				0837059-IN	210061	196.15 ✓	196.15
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				0838668-IN	210061	17.50 ✓	17.50
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				0837557-IN	210061	113.00 ✓	113.00
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				0838653-IN	210061	209.90 ✓	209.90
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				0838126-IN	210061	118.60 ✓	118.60
200870	C 2860.410-00-0000	04/08/2022	526	BYRON BERGEN CSD - GENERAL						968.93 ✓	
	C 691			DEFERRED REVENUE				DEPOSIT ERROR FROM 3/15/22		25.00 ✓	
200871	C 2860.490-00-0000	04/08/2022	1383	GV EDUCATIONAL PARTNERSHIP						25.00	
	C 2860.490-00-0000			BOGES SERVICES				APRIL 2022	210370	11,478.14 ✓	11,478.14
200872	C 2860.410-00-0000	04/08/2022	5909	HERSHEYS ICE CREAM						11,478.14	
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				INVE0017590570	210066	214.08 ✓	214.08
200873	C 2860.410-00-0000	04/08/2022	6698	LATINA FOODS						214.08	
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				1351077F	210069	1,091.98 ✓	1,091.98
	C 2860.450-00-0000			MATERIALS & SUPPLIES				1355479	210070	47.00 ✓	47.00
	C 2860.450-00-0000			MATERIALS & SUPPLIES				1358542C	210070	358.56 ✓	358.56
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				1358542C	210069	1,146.70 ✓	1,146.70
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				1352044F	210069	1,200.19 ✓	1,200.19
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				1363440I	210069	1,998.58 ✓	1,998.58
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				1359258E	210069	1,132.03 ✓	1,132.03
200874	C 2860.400-00-0000	04/08/2022	7630	DEBRA POCOCK						6,975.04 ✓	
	C 2860.400-00-0000			CONTRACTUAL EXPENSE				FINGERPRINT REIMBURSEMENT		102.00 ✓	
200875	C 2860.410-00-0000	04/08/2022	3079	REGIONAL DISTRIBUTORS INC						102.00	

BYRON P. GEN CSD

Check Warrant Report For C - 18: SCHOOL LUNCH - 4/8/22 For Dates 4/8/2022 - 4/8/2022



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
C 2860.450-00-0000				MATERIALS & SUPPLIES			S1887393.001	210074	456.92	456.92
C 2860.450-00-0000				MATERIALS & SUPPLIES			S1887391.001	210074	290.50	290.50
C 2860.450-00-0000				MATERIALS & SUPPLIES			S1888600.001	210074	199.84	97.08
C 2860.450-00-0000				MATERIALS & SUPPLIES			S1888618.000	210074	-102.76	0.00
200876	04/08/2022		117 SYNCB/AMAZON					Check Total:	844.50	
C 2860.200-00-0000			EQUIPMENT				465354539538	210728	59.98	200.00
200877	04/08/2022		3634 SYSCO FOOD SVCS OF SYRACUSE					Check Total:	59.98	
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				327655256	210076	2,448.24	2,448.24
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				327676210	210076	2,165.39	2,165.39
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				327655257	210076	2,391.78	2,391.78
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				327676211	210076	2,199.18	2,199.18
200878	04/08/2022		3870 UPSTATE NIAGARA COOPERATIVE					Check Total:	9,204.59	
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				302924	210080	817.57	817.57
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				331856	210080	667.65	667.65
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				302925	210080	620.80	620.80
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				331857	210080	503.50	503.50
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				317398	210080	989.49	989.49
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				346318	210080	995.55	995.55
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				317399	210080	610.44	610.44
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				346319	210080	390.91	390.91
200879	04/08/2022		4095 C H WRIGHT					Check Total:	5,595.91	
C 2860.410-00-0000			FOOD PURCHASE - LUNCH				4405789	210081	424.00	424.00
								Check Total:	424.00	



Check #	Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
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Number of Transactions: 11

Warrant Total: 35,892.17
 Vendor Portion: 35,892.17
 Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 11 in number, in the total amount of \$ 35,892.17. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/7/22 *[Signature]* *claims auditor*

Date

Signature

Title

BYRON BEAUGEN CSD

Check Warrant Report For F - 17: FEDERAL FUND - 3/31/22 For Dates 3/31/2022 - 3/31/2022

Check #	Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
400392	F 2115.490-00-PTEC	03/31/2022	1383	GV EDUCATIONAL PARTNERSHIP		408-22F	210753	100,189.50	100,189.50

PTECH - BOCES SERVICES

Number of Transactions: 1

Check Total: 100,189.50
 Warrant Total: 100,189.50
 Vendor Portion: 100,189.50
 Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 100,189.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/7/22 [Signature] claim auditor
 Date Signature Title

lip

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
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Number of Transactions: 6

Warrant Total: 25,452.50
 Vendor Portion: 25,452.50
 Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 25,452.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/7/22 [Signature] claims administrator
 Date Signature Title



Check #	Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
2635		04/08/2022		7629 CAMPUS CONSTRUCTION MANAGEMENT GROUP, INC.					
	H 2021:204-00-2023			CONSTRUCTION MGMNT - PHASE 1		APP # 1	210740	30,800.00	30,800.00
								30,800.00	
2636		04/08/2022		695 CLARK PATTERSON ENGINEERS, SUR					
	H 2021:203-00-2023			ARCHITECTS ADDL SVC - PHASE 1		79574	210738	14,460.00	14,460.00
								14,460.00	
								45,260.00	
								45,260.00	
								0.00	

Number of Transactions: 2

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$45,260.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/7/22 Lorena Mendiola claims auditor

Date

Signature

Title

BYRON BROWN CSD

Check Warrant Report For TA - 20: PAYROLL 19 - 3/17/22 TA For Dates 3/7/2022 - 3/18/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1482	TA 021	03/17/2022			2559 NEW YORK STATE INCOME TAX	Trust & Agency Payment	Trust & Agency Payment			16,421.22	
					NYS WITHHOLDING TAX	Trust & Agency Payment				16,421.22	
1483	TA 029	03/17/2022			4247 OMNI GROUP	Trust & Agency Payment	Trust & Agency Payment			125.00	
					EMPLOYEE TAX SHELTER ANNUITIES	Trust & Agency Payment				740.00	
					EMPLOYEE TAX SHELTER ANNUITIES	Trust & Agency Payment				4,875.40	
					EMPLOYEE TAX SHELTER ANNUITIES	Trust & Agency Payment				300.00	
					EMPLOYEE TAX SHELTER ANNUITIES	Trust & Agency Payment				1,800.00	
					EMPLOYEE TAX SHELTER ANNUITIES	Trust & Agency Payment				400.00	
					EMPLOYEE TAX SHELTER ANNUITIES	Trust & Agency Payment				5,989.19	
					EMPLOYEE TAX SHELTER ANNUITIES	Trust & Agency Payment				2,290.48	
					EMPLOYEE TAX SHELTER ANNUITIES	Trust & Agency Payment				265.00	
					EMPLOYEE TAX SHELTER ANNUITIES	Trust & Agency Payment				865.00	
1484	TA 026	03/17/2022			5839 DEPARTMENT OF THE TREASURY	Trust & Agency Payment	Trust & Agency Payment			17,650.07	
					SOCIAL SECURITY WITHHOLDING	Trust & Agency Payment				23,849.07	
					SOCIAL SECURITY WITHHOLDING	Trust & Agency Payment				34,411.99	
					FEDERAL WITHHOLDING TAX	Trust & Agency Payment				5,577.53	
					SOCIAL SECURITY WITHHOLDING	Trust & Agency Payment				5,577.53	
1485	TA 010	03/17/2022			6585 BANK OF CASTILE	Trust & Agency Payment	Trust & Agency Payment			93,265.19	
					CONSOLIDATED PAYROLL	Trust & Agency Payment				275,796.71	



Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
301004	03/17/2022		305 BB FACULTY ASSOCIATION	DUES	Trust & Agency Payment - TEACHDUE	Trust & Agency Payment - TEACHDUE		Check Total:	275,796.71	
TA 024									3,813.78	
301005	03/17/2022		1422 GILLAM GRANT COMMUNITY CENTER		Trust & Agency Payment - G-GRANT	Trust & Agency Payment - G-GRANT		Check Total:	3,813.78	
TA 096			DONATION - GILLAM GRANT CENTER		Trust & Agency Payment - G-GRANT	Trust & Agency Payment - G-GRANT			39.00	
301006	03/17/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - GENSCU	Trust & Agency Payment - GENSCU		Check Total:	39.00	
TA 023			GARNISHMENTS		Trust & Agency Payment - GENSCU	CA91969Q1 - ELLIOTT, APRIL M			243.00	
301007	03/17/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - STLAWSCU	Trust & Agency Payment - STLAWSCU		Check Total:	243.00	
TA 023			GARNISHMENTS		Trust & Agency Payment - STLAWSCU	BU4067QJ1 - RADEL, TINA M			36.00	
301008	03/17/2022		2690 NYSUT BENEFIT TRUST		Trust & Agency Payment - NYSUT	Trust & Agency Payment - NYSUT		Check Total:	36.00	
TA 033			NYSUT BENEFIT TRUST		Trust & Agency Payment - NYSUT	Trust & Agency Payment - NYSUT			148.67	
301009	03/17/2022		3356 SEIU 200 UNITED		Trust & Agency Payment - UNIONDUE	Trust & Agency Payment - UNIONDUE		Check Total:	148.67	
TA 024			DUES		Trust & Agency Payment - UNIONDUE	Trust & Agency Payment - UNIONDUE			175.00	
301010	03/17/2022		3850 UNITED WAY GREATER ROCHESTER		Trust & Agency Payment - UNITWAY	Trust & Agency Payment - UNITWAY		Check Total:	175.00	
TA 019			UNITED WAY		Trust & Agency Payment - UNITWAY	Trust & Agency Payment - UNITWAY			10.00	
301011	03/17/2022		3936 VOTE - COPE		Trust & Agency Payment - V-COPE	Trust & Agency Payment - V-COPE		Check Total:	10.00	
TA 034			VOTE/COPE DEDUCTION		Trust & Agency Payment - V-COPE	Trust & Agency Payment - V-COPE		Check Total:	140.25	
									140.25	



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 12											
										407,738.89	
										407,738.89	
										0.00	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 12 in number, in the total amount of \$ 407,738.89. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/7/22 Personnel claims auditor
 Date Signature Title



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1486	TA 021	03/31/2022		NYS WITHHOLDING TAX	2559 NEW YORK STATE INCOME TAX	Trust & Agency Payment	Trust & Agency Payment			16,992.81	
1487		03/31/2022		2641 NYS EMPLOYEE RETIREMENT SYSTEM		Trust & Agency Payment	Trust & Agency Payment			16,992.81	✓
1488	TA 018			NYS EMPLOYEES' RETIREMENT		Trust & Agency Payment	Trust & Agency Payment			4,974.74	
	TA 018			NYS EMPLOYEES' RETIREMENT		Trust & Agency Payment	Trust & Agency Payment			63.21	
	TA 018			NYS EMPLOYEES' RETIREMENT		Trust & Agency Payment	Trust & Agency Payment			1,341.00	
										6,378.95	✓
1489	TA 029	03/31/2022		4247 OMNI GROUP		Trust & Agency Payment	Trust & Agency Payment			125.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment	Trust & Agency Payment			740.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment	Trust & Agency Payment			4,875.40	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment	Trust & Agency Payment			300.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment	Trust & Agency Payment			1,800.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment	Trust & Agency Payment			400.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment	Trust & Agency Payment			5,989.19	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment	Trust & Agency Payment			2,290.48	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment	Trust & Agency Payment			265.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment	Trust & Agency Payment			990.00	
										17,775.07	✓
1489	TA 026	03/31/2022		5839 DEPARTMENT OF THE TREASURY		Trust & Agency Payment	Trust & Agency Payment			24,792.69	
	TA 026			SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment	Trust & Agency Payment			24,792.69	



Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
TA 022				FEDERAL WITHHOLDING TAX	Trust & Agency Payment				35,393.89	
TA 026				SOCIAL SECURITY WITHHOLDING	Trust & Agency Payment				5,798.24	
TA 026				SOCIAL SECURITY WITHHOLDING	Trust & Agency Payment				5,798.24	
1490	03/31/2022		6585 BANK OF CASTILE		Trust & Agency Payment				96,575.75	✓
TA 010			CONSOLIDATED PAYROLL		Trust & Agency Payment				287,986.15	
301012	03/31/2022		4420 AFLAC NEW YORK						287,986.15	✓
TA 050			AFLAC		Trust & Agency Payment - AFLAC-AF				602.16	✓
TA 050			AFLAC		Trust & Agency Payment - AFLAC-PR				695.44	✓
301013	03/31/2022		305 BB FACULTY ASSOCIATION		Trust & Agency Payment - TEACHDUE				1,297.60	
TA 024			DUES		Trust & Agency Payment - TEACHDUE				3,851.17	✓
301014	03/31/2022		1422 GILLAM GRANT COMMUNITY CENTER		Trust & Agency Payment - G-GRANT				3,851.17	
TA 096			DONATION - GILLAM GRANT CENTER		Trust & Agency Payment - G-GRANT				39.00	✓
301015	03/31/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - GENSCU				39.00	
TA 023			GARNISHMENTS		Trust & Agency Payment - GENSCU		CA91969Q1 - ELLIOTT, APRIL M		243.00	✓
301016	03/31/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - STLAWSCU				243.00	
TA 023			GARNISHMENTS		Trust & Agency Payment - STLAWSCU		BU40670J1 - RADEL, TINA M		36.00	✓
301017	03/31/2022		2651 NYS TEACHER RETIREMENT SYSTEM		Trust & Agency Payment - TRSLN				36.00	
TA 027			TEACHERS' RETIREMENT SYSTEM LOAN		Trust & Agency Payment - TRSLN				3,484.50	✓
									3,484.50	



Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
301018	03/31/2022		NYSUT BENEFIT TRUST	2690 NYSUT BENEFIT TRUST	Trust & Agency Payment - NYSUT					
TA 033									148.67	✓
301019	03/31/2022		DUES	4177 SAANYS	Trust & Agency Payment - SAANYS				148.67	✓
TA 024									370.05	✓
301019	03/31/2022		DUES	4177 **VOID** SAANYS	**VOID**				370.05	✓
TA 024					**VOID** Trust & Agency Payment - SAANYS				-370.05	✓
301020	03/31/2022		UNITED WAY	3850 UNITED WAY GREATER ROCHESTER	Trust & Agency Payment - UNITWAY				-370.05	✓
TA 019									10.00	✓
301021	03/31/2022		VOTE/COPE DEDUCTION	3936 VOTE - COPE	Trust & Agency Payment - V-COPE				10.00	✓
TA 034									140.25	✓
301022	03/31/2022		DUES	6840 ELIZABETH M. BROWN	REFUND SAANYS				75.00	✓
TA 024									240.73	✓
301023	03/31/2022		DUES	4680 PATRICK MCGEE	SAANYS DUES				240.73	✓
TA 024									240.73	✓
301024	03/31/2022		DUES	4177 SAANYS					75.00	✓
TA 024									240.73	✓



Check #	Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 19									
								435,328.97	
								435,328.97	
								0.00	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 19 in number, in the total amount of \$ 435,328.97 You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

4/7/22 _____
 Date Signature Title

31
 lip

BYRON BERGEN CSD

Bank Reconciliation for period ending on 3/31/2022

32

NVISION

Account: General Fund
Cash Account(s): A 200

Ending Bank Balance:	518,765.49
Outstanding Checks (See listing below):	- 14,674.75
Deposits in Transit:	+ 0.00
Other Credits:	+ 0.00
Other Debits:	- 0.00

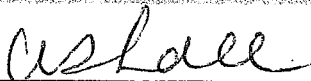
Adjusted Ending Bank Balance: 504,090.74

Cash Account Balance: 504,090.74

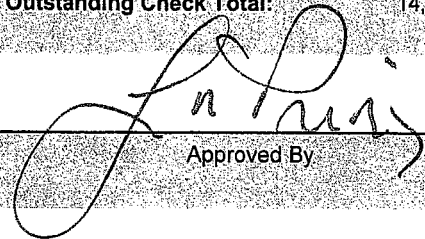
Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/18/2021	20877	MARK MAZZATTI	97.25
10/08/2021	21286	JACOB PROSPERO	80.80
10/08/2021	21288	DENISE RAMBALI	161.00
11/19/2021	21478	BRITTANY KESSLER	13.44
11/19/2021	21492	RALPH AND ROSIES DELI	35.98
12/24/2021	21582	ENCORE PIANO SERVICE	245.00
01/07/2022	21691	MICHAEL SWEENEY	84.60
01/28/2022	99157	BENEFIT RESOURCE INC	625.00
02/04/2022	21765	JEFF CLARK	169.20
02/18/2022	21870	PETER SCHNEIBLE	84.60
03/04/2022	21903	WAYNE DONNELLY	105.00
03/04/2022	21939	JOHN W YORK	189.60
03/18/2022	21952	WAYNE DONNELLY	305.60
03/18/2022	21953	EMPIRE TRACTOR INC	1,318.21
03/18/2022	21956	GENESEE COUNTY YOUTH BUREAU	175.00
03/18/2022	21960	DEVIN HOUSEMAN	305.60
03/18/2022	21965	LAKESTREET FLORIST & GIFT SHOP	23.00
03/18/2022	21968	MARCELLO MORGAN	49.56
03/18/2022	21972	NATIONAL ASSOCIATION OF AGRICULTURAL EDUCATORS INC	1,515.00
03/18/2022	21973	MATT NILSEN	313.60
03/18/2022	21977	PENFIELD TROPHIES	540.00
03/18/2022	21981	QUILL CORPORATION	320.32
03/18/2022	21983	RUFFELL REIMBURSEMENTS	300.00
03/18/2022	21991	WESTERN NEW YORK MEDICAL PRACTICE PC	1,359.88
03/25/2022	21996	NATIONAL GRID	6,257.51

Outstanding Check Total: 14,674.75



Prepared By



Approved By

BYRON BERGEN CSD

Bank Reconciliation for period ending on 3/31/2022

33



Account: Gov't Premier Money Market
Cash Account(s): A 202

Ending Bank Balance:		7,051,152.79
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 7,051,152.79

Cash Account Balance: 7,051,152.79

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
------------	--------------	-------	--------

Outstanding Check Total: 0.00

Prepared By

Approved By

BYRON BERGEN CSD

Bank Reconciliation for period ending on 3/31/2022

Account: General Svgs - Non BB
Cash Account(s): A 201

Ending Bank Balance:		461,357.60
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 461,357.60

Cash Account Balance: 461,357.60

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
------------	--------------	-------	--------

Outstanding Check Total: 0.00

W. Hall

Prepared By

J. P. Davis

Approved By

BYRON BERGEN CSD

Bank Reconciliation for period ending on 3/31/2022

Account: Capital Fund
Cash Account(s): H 200

Ending Bank Balance:		494,470.02
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 494,470.02

Cash Account Balance: 494,470.02

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
------------	--------------	-------	--------

Outstanding Check Total: 0.00

us hall

Prepared By

J. P. [Signature]

Approved By

BYRON BERGEN CSD

Bank Reconciliation for period ending on 3/31/2022

Account: Trust & Agency
Cash Account(s): TA 200

Ending Bank Balance:		129,606.75
Outstanding Checks (See listing below):	-	129,606.75
Deposits In Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance 0.00

Cash Account Balance: 0.00

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
03/17/2022	301005	GILLAM GRANT COMMUNITY CENTER	39.00
03/31/2022	1486	NEW YORK STATE INCOME TAX	16,992.81
03/31/2022	1487	NYS EMPLOYEE RETIREMENT SYSTEM	6,378.95
03/31/2022	1489	DEPARTMENT OF THE TREASURY	96,575.75
03/31/2022	301012	AFLAC NEW YORK	1,297.60
03/31/2022	301013	BB FACULTY ASSOCIATION	3,851.17
03/31/2022	301014	GILLAM GRANT COMMUNITY CENTER	39.00
03/31/2022	301015	NYS CHILD SUPPORT PROCESSING CENTER	243.00
03/31/2022	301016	NYS CHILD SUPPORT PROCESSING CENTER	36.00
03/31/2022	301017	NYS TEACHER RETIREMENT SYSTEM	3,484.50
03/31/2022	301018	NYSUT BENEFIT TRUST	148.67
03/31/2022	301019	SAANYS	370.05
03/31/2022	301019	SAANYS	-370.05
03/31/2022	301020	UNITED WAY GREATER ROCHESTER	10.00
03/31/2022	301021	VOTE - COPE	140.25
03/31/2022	301022	ELIZABETH M. BROWN	54.32
03/31/2022	301023	PATRICK MCGEE	75.00
03/31/2022	301024	SAANYS	240.73

Outstanding Check Total: 129,606.75


Prepared By


Approved By

BYRON BERGEN CSD

Bank Reconciliation for period ending on 3/31/2022

Account: School Lunch
Cash Account(s): C 200

Ending Bank Balance:		169,036.86
Outstanding Checks (See listing below)	-	649.30
Deposits in Transit:	+	667.85
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 169,055.41

Cash Account Balance: 169,055.41

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/30/2021	200735	ANN GELL BOGARDUS	9.60
06/30/2021	200736	WILLIAM BUELL	24.50
09/10/2021	200768	THERESA SNYDER	8.85
11/05/2021	200807	ERICA KULZER	10.45
03/18/2022	200863	AMERICAN FRUIT & VEGETABLE CO	302.15
03/18/2022	200864	HERSHEYS ICE CREAM	284.16
03/18/2022	200867	SHAWNA TUTTLE	9.59

Outstanding Check Total: 649.30


Prepared By
Approved By

BYRON BERGEN CSD

Bank Reconciliation for period ending on 3/31/2022

Account: Federal Fund
Cash Account(s): F 200

Ending Bank Balance:		212,842.43
Outstanding Checks (See listing below):	-	100,189.50
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 112,652.93

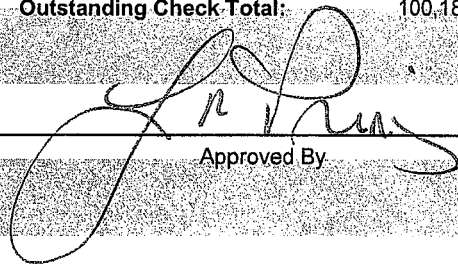
Cash Account Balance: 112,652.93

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
03/31/2022	400392	GV EDUCATIONAL PARTNERSHIP	100,189.50
Outstanding Check Total:			100,189.50



Prepared By



Approved By

BYRON BERGEN CSD

Bank Reconciliation for period ending on 3/31/2022

Account: Payroll
Cash Account(s): TA 200PP

Ending Bank Balance:		2,339.33
Outstanding Checks (See listing below):	-	2,339.33
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 0.00

Cash Account Balance: 0.00

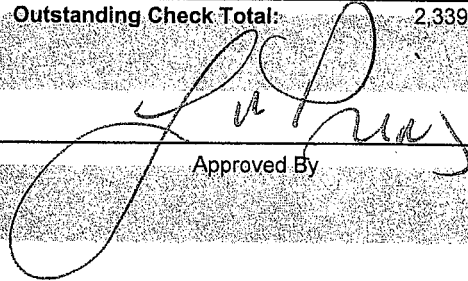
Outstanding Check Listing

Check Date	Check Number	Payee	Amount
03/17/2022	1527	JOSHUA M. TARDY	584.06
03/31/2022	1531	JESSE D. BOWMAN	847.56
03/31/2022	1532	HELEN HULBURT	481.06
03/31/2022	1533	SUSAN M. REDICK	188.94
03/31/2022	1534	CHRISTOPHER L. ZASTROCKY	237.71

Outstanding Check Total: 2,339.33



Prepared By



Approved By

BYRON BERGEN CSD

Bank Reconciliation for period ending on 3/31/2022

Account: Tax Lockbox
Cash Account(s): A 203

Ending Bank Balance:		0.00
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance 0.00

Cash Account Balance: 0.00

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
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Outstanding Check Total: 0.00

Prepared By

Approved By

BYRON BERGEN CSD

Bank Reconciliation for period ending on 3/31/2022



Account: Expendable Trust
Cash Account(s): TE 200

Ending Bank Balance:		17,277.58
Outstanding Checks (See listing below):	-	250.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 17,027.58

Cash Account Balance: 17,027.58

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/04/2021	500155	SARA E GOODMAN	250.00
Outstanding Check Total:			250.00

Uslae

Prepared By

John P. King

Approved By

Account: Extra-Curricular
Cash Account(s): TC 200

Ending Bank Balance:		19,558.56
Outstanding Checks (See listing below):	-	4,714.08
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

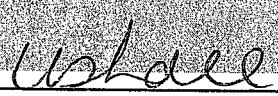
Adjusted Ending Bank Balance: 14,844.48

Cash Account Balance: 14,844.48

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/14/2021	600542	VOOS, JENNA	10.24
06/10/2021	600568	SARAH SAELI	15.56
06/24/2021	600594	EMILY HOFFMAN	322.41
06/24/2021	600619	ALLSION SUTTON	100.00
06/24/2021	600636	JOANNE CZACHOROWSKI	605.00
06/25/2021	600677	NICHOLAS MUHLENKAMP	86.22
02/24/2022	600725	FALINE TYLER	230.55
03/10/2022	600729	CAL-MUM HOOPS CLUB	200.00
03/24/2022	600734	KENNETH ROGOYSKI	18.10
03/29/2022	600735	JOSTENS	1,926.00
03/29/2022	600736	KERRI SMITH	150.00
03/29/2022	600737	VINYL STICKS	1,050.00

Outstanding Check Total: 4,714.08


Prepared By


Approved By

BYRON BERGEN CSD

Bank Reconciliation for period ending on 3/31/2022

Account: Debt Service Fund
Cash Account(s): V 200

Ending Bank Balance:		909,931.43
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00


Adjusted Ending Bank Balance: 909,931.43

Cash Account Balance: 909,931.43

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
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Outstanding Check Total: 0.00


Prepared By
Approved By

BYRON-BERGEN CENTRAL SCHOOL DISTRICT
DEPARTMENT OF ATHLETICS



INTEROFFICE MEMORANDUM

TO: PATRICK MCGEE; BOARD OF EDUCATION

FROM: RICH HANNAN, ATHLETIC DIRECTOR; ASHLEY GRILLO HS PRINCIPAL

SUBJECT: RECOMMENDATION MEMO

DATE: APRIL 6, 2022

cc: Ashley Grillo, Brian Meister

A handwritten signature in black ink, appearing to read 'ag', is written over the 'SUBJECT' and 'DATE' lines.

I would like to recommend the following people to serve as coaches/advisors for the 2021-2022 school year.

Boys Track and Field
Modified – Grace Campbell

CIVIL SERVICE POSITION RECOMMENDATION

Upon my recommendation, Christopher Anderson (candidate name) is hereby recommended to be appointed to the ☐ provisional* ☒ probationary** ☐ permanent (check one) Civil Service ☐ substitute ☐ part-time ☒ full-time (check one) position of Cleaner (Civil Service job title).

* The position is considered provisional if it is a Civil Service tested position and we did not hire from the list of eligibles. The candidate must take the test as soon as it is offered and be reachable on the eligible list to become a probationary employee.

** If the position is probationary, please state what the probationary period will be. Probationary period is 52 weeks (max. 52 weeks).

The rate of pay will be \$ 13.20 per ☒ hour ☐ annum (will be pro-rated if hired after start of fiscal school year) (check one). All other terms and conditions are per the below applicable employment contract (check one):

☐ Office Personnel & Teachers' Aides Association

☐ Bus Driver's Association

☒ Service Employees International Union Local 200 United

☐ None Applicable

Additional Information/Comments: _____



Supervisor Signature

4/20/22

Date

FOR BUSINESS/DISTRICT OFFICE USE ONLY

For BOE Meeting on: 4/25/22 Candidate Start Date: 4/26/22

Replaces: _____ Payroll Budget Code: _____

Attachments Required for Board Recommendation:

☐ Civil Service Application

☐ Reference Information

☐ Civil Service Approval

☐ Fingerprint Clearance

BYRON-BERGEN CENTRAL SCHOOL DISTRICT
OFFICE OF THE SCHOOL BUSINESS OFFICIAL



TO: PATRICK MCGEE
FROM: LORI PRINZ
SUBJECT: SEQRA RESOLUTION FOR 2022-23 CAPITAL OUTLAY EXCEPTION PROJECT
DATE: APRIL 13, 2022
CC: ROGER CALDWELL, RACHEL STEVENS, PATRICIA GUNIO

Recommendation – The Board of Education approve the “Byron Bergen Central School District Board of Education Resolution Regarding SEQRA Determination” for the \$100,000 Capital Outlay Exception Project for the 2022-23 school year. This project, if approved in the 2022-23 budget, will include the removal of underground fuel tanks at the Jr/Sr High School building and replacement of some interior flooring.

April 25, 2022

BYRON BERGEN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION
RESOLUTION REGARDING SEQRA DETERMINATION

WHEREAS, the Byron Bergen Central School District Board of Education (the "Board") has considered the impact to the environment of following Scope of Work to be completed:

1. Jr/Sr High School Facility (SED # 18-07-01-00-02)

SCOPE OF WORK SUMMARY

Removal of unused underground fuel tanks and interior flooring replacement to preserve district assets.

WHEREAS, the Board has reviewed the Scope of Work set forth above as one Proposed Action, and has further consulted with its Architects and legal counsel with respect to the potential for environmental impacts resulting from the Proposed Action;

WHEREAS, the Board has relied on the statement of facts contained in the State Education Department Project Descriptions (Form FP-PD) and reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR. Part 617 of the Environmental Conservation Law, Article 8 ("SEQRA") and concluded that the project involves:

- Maintenance or reconstruction involving no substantial changes in an existing facility or structure (6 NYCRR §617.5(c)(1));
- Replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes (6 NYCRR §617.5(c)(2));

THEREFORE, BE IT RESOLVED, by the Board as follows:

1. The Proposed Action, individually and cumulatively, does not constitute substantial changes to the existing facilities and involves routine activities of educational institutions, and, therefore, does not exceed the thresholds for a Type II Action established under 6 NYCRR Part 617.
2. The Board hereby determines the Proposed Action is a Type II action in accordance with SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. This resolution shall be effective immediately.

RESOLUTION
ESTABLISHMENT OF
COORDINATOR OF STUDENT SERVICES POSITION

April 25, 2022

Upon the recommendation of the Superintendent and on motion of _____ and
seconded by _____, effective July 1, 2022, the District is creating a
Coordinator of Student Services administrative position. The terms and conditions will be
based upon the Byron-Bergen Administrators and Supervisors Association Agreement.

Aye _____

Nay _____

BYRON-BERGEN CENTRAL SCHOOLS



JOB DESCRIPTION

TITLE: Coordinator of Student Services

CATEGORY: Administrator

SUPERVISOR: Director of Instructional Services

DATE PREPARED: April 2022

QUALIFICATIONS:

- NYS School Administrator certification - SBL, SAS or SDA
- NYS School Teaching certification, plus five (5) years of classroom experience
- Effective communication, problem solving, and interpersonal skills
- Flexibility to work in various environments, including but not limited to: classrooms, offices, buses, field trips, parent-teacher-faculty meetings, and other functions
- Experience using data to make education decisions

JOB OBJECTIVE: To provide support to the Director of Instructional Services. This person would also provide support to our Elementary School student population by assisting with students needing extra support in all areas, PreK-5th grade.

JOB RESPONSIBILITIES/DUTIES: (specified, but not limited to the following)

- Provide classroom-based consultation to teachers and support staff to design appropriate learning environments and instructional plans for elementary aged students that require behavioral or academic support.
- Attend CSE chair training and serve as Chairperson for Committee on Preschool Special Education (CPSE) and Committee on Special Education (CSE).
- Attend training in TIG (Trauma Illness and Grief) and collaborate with mental health staff to support students, faculty, and staff.
- Collaborates with the Elementary School Principal to monitor, support, and respond to student behavior at the Elementary School.
- Collaborates with faculty and counselors to monitor student attendance and develop interventions to address excessive absences and/or tardies.
- Participates and facilitates grade level teacher meetings, parent-teacher conferences, RTI/IST, CSE, 504, and any other meetings.
- Conduct observations of professional faculty and evaluations of support staff.
- Assist the Director of Instructional Services with curriculum development, revision and evaluation.
- Become the key person for My Learning Plan/Frontline by keeping up-to-date records for professional development and provide training for new staff or staff that might need support with the program.
- Assist with the recruiting and hiring process for teachers, support staff, and substitutes.
- Attend Board of Education meetings and various district-wide team meetings.
- Completes other responsibilities and tasks as assigned by the Director of Instructional Services and/or the Superintendent.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary considerations based on the recommendation of the Superintendent to the Board of Education and provisions of the negotiated contract between the Byron-Bergen Administrators and Supervisors Association and the Byron-Bergen Central School District.

EVALUATION:

Evaluation procedures will correspond to the Board of Education's policies on evaluation of administrative personnel and/or contractual obligations regarding evaluation between the Board and the Byron-Bergen Administrators and Supervisors Association.

Reviewed and agreed to by: _____
Incumbent Signature

Date: _____

Job Descriptions/Coordinator of Student Services
4/5/22



Byron-Bergen Instructional Technology Plan



2022-2026



Byron-Bergen Central School District

Instructional Technology

Plan 2022-2026

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Appendix

A. Acceptable Use Policies

i. Policy 7315 – Student Acceptable Use Policy

ii. Policy 6410 – Staff Acceptable Use Policy

B. International Society for Technology in Education (ISTE) Standards

i. For Students

ii. For Educators

iii. For Educational Leaders

C. BOE Technology Policies

i. Policy 5674 – Data Networks and Security Access

ii. Policy 6410 – Use of Email in the District

iii. Policy 7316 – Student Use of Personal Technology

iv. Policy 8271 – CIPA: Internet Content Filtering/Safety Policy

v. Policy 8270 – Instructional Technology

D. District Computer Hardware & Technology Inventory

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District Mission

- District Mission
 - “To inspire, prepare and support using the values of compassion, humility, kindness and persistence with the vision to change the world.”
- District Vision
 - It is our charge, as the Byron-Bergen Technology Committee, to inspire and drive technological transformation and creative innovation throughout our Learning Community. Our vision is for our Learning Community to embrace purposeful change centered on technology that will develop collaborative learners and maximize district performance both instructionally and operationally. We will leverage the use of technology to foster critical thinking, accelerate and increase engagement in the learning process, support instructional practice, and meet and exceed learning goals. Our Learning Community will utilize technology to meet the goals of our Strategic Plan and District Mission. We commit to continuously improve and engage in an ongoing effort to develop, improve, and implement our technology-infused vision.

Executive Summary

- Digital Learning and Instructional Technology Core Beliefs
 - As a community we understand that technology is simply a tool, and the value that tool provides can only be realized when it is utilized in an appropriate manner. The following statements represent our core beliefs around what technology “can” do, recognizing that the only way we can leverage the benefits technology can provide to teaching and learning is with a focused commitment to professional development and implementing best practices in the classroom.
 - We believe that technology can...
 - Increase access to critical content.
 - Increase the efficiency by which data can be analyzed.
 - Strengthen the feedback cycle between teacher and student.
 - Increase the level of engagement in the learning process.
 - Accelerate the learning process.
 - Increase opportunities for stakeholder collaboration/communication.
 - We believe that the being skilled users of technology is essential to meeting the challenges of an ever changing world.

Technology Vision

It is our charge, as the Byron-Bergen Technology Committee, to inspire and drive technological transformation and creative innovation throughout our Learning Community. Our vision is for our Learning Community to embrace purposeful change centered on technology that will develop collaborative learners and maximize district performance both instructionally and operationally. We will leverage the use of technology to foster critical thinking, accelerate and increase engagement in the learning process, support instructional practice, and meet and exceed learning goals. Our Learning Community will utilize technology to meet the goals of our Strategic Plan and District Mission to “Challenge, Nurture, and Engage.” We commit to continuously improve and engage in an ongoing effort to develop, improve, and implement our technology-infused vision.

Technology Plan

The **Byron-Bergen Instructional Technology Plan** will support, enhance, and help meet the goals of the District's Strategic Plan.

Goal 1: Improve College and Career Readiness

Goal 2: Improve Communication

Goal 3: Improve Professional Development

Goal 4: Improve Physical, Social, and Emotional Health

Goal 5: Improve the Use of Technology

Goal 6: Improve Facilities

Goal 1: Improve College and Career Readiness

Technology Standards based on ISTE Standards for Students: 1, 3, 4, 6, 7 and ISTE Standards for Teachers: 1

Strategies to Achieve This Goal	Action Steps
Teachers and administrators will participate in ongoing Professional Development to understand current instructional technology based integration.	<ul style="list-style-type: none"> The Technology Committee will collaborate with the Professional Development Committee to ensure that objectives outlined by the Professional Development Plan include technology integration. The Byron-Bergen Learning Community will engage in ongoing formal and informal Professional Development opportunities to examine best practices on technology integration. Teachers will engage in Professional Development focused on understanding the use of instructional technology practices in the classroom. Administrators will engage in Professional Development focused on understanding instructional technology and best practices related to instructional technology use in the classroom.
The Byron-Bergen Learning Community will use technology to collaborate, communicate, and engage in authentic learning experiences.	<ul style="list-style-type: none"> Staff and students will share documents and collaborate with peers using digital platforms (e.g. Google Enterprise & Classlink). The Byron-Bergen Learning Community will create and maintain a cloud-based collection of digital resources for varied purposes (district apps, compliant apps per Ed Law 2D, instructional, tech tips, classroom practices, student portfolios, etc).

The Byron-Bergen Learning Community will provide approved credit recovery and remediation programs for students who are at risk for academic success.	<ul style="list-style-type: none"> Utilize current credit recovery and remediation programs (e.g. Edmentum) for credit recovery and remediation while exploring other technology solutions for at risk students.
The Byron-Bergen Learning Community will leverage technology to provide vertically and horizontally aligned curriculum UPK-12.	<ul style="list-style-type: none"> Collaborate with content leaders to create and maintain viable curriculum documents UPK-12. Investigate the proper medium to share the documents with appropriate access for stakeholders. Utilize <u>K-12</u> Digital Literacy Standards district wide to support the use of technology and develop skills for all students.
The Byron-Bergen Learning Community will seek to expand course offerings through virtual and distance learning platforms.	<ul style="list-style-type: none"> Explore partnerships with regional BOCES, component school districts, and institutions of higher education to increase course offerings.

Goal 2: Improve Communication

Technology Standards based on ISTE Standards for Teachers: 2.4 and ISTE Standards for Educational Leaders: 3, 5

Strategies to Achieve This Goal	Action Steps
The District will utilize a central entity to provide webmaster and social media services.	<ul style="list-style-type: none"> Continue partnership with shared BOCES service which provides webmaster and social media management services. The monitoring of page hits on district websites will be added and traffic data will be monitored.
The District will investigate the current use of Student Information Systems (e.g. SchoolTool) and Mass Notification Systems (e.g. Parent Square) to communicate with the Byron- Bergen Learning Community.	<ul style="list-style-type: none"> Guidelines will be developed through the Technology Committee on the use of the district's Student Information and Mass Notification Systems as communication devices to the broader community. Faculty and Administrators utilize Parent Square for mass notification messages. (Parent/teacher conference sign ups, pertinent information, fundraisers, etc.) Utilize Student Information Systems(SchoolTool) parent portal for parent communication and grades.
The Byron-Bergen Learning Community will use technology to collaborate, communicate, and engage in authentic learning experiences.	<ul style="list-style-type: none"> Staff and students will share documents and collaborate with peers using Google Classroom and Google Drive. Curriculum documents will be stored in Google Shared Drives and accessible by all faculty members.

Goal 3: Improve Professional Development

Technology Standards based on ISTE Standards for Teachers: 1,2,4,6 and ISTE Standards for Educational Leaders: 3,5

Professional Development needs for Administrative and Instructional Staff is outlined in Goal 1: Improve College and Career Readiness.

Strategies to Achieve This Goal	Action Steps
All staff will participate in ongoing Professional Development to better utilize technology to fulfill their professional duties	<ul style="list-style-type: none"> Identify what instructional technology training staff requires using surveys and technology coordinator observations. Develop a professional development plan to provide necessary training to all staff. Use faculty (teacher experts) to facilitate training in house to teach best practices with instructional technology in the classroom.

Goal 4: Improve Physical, Social, and Emotional Health

Technology Standards based on ISTE Standards for Students: 2, ISTE Standards for Teachers: 3 and ISTE Standards for Educational Leaders: 3,5

Strategies to Achieve This Goal	Action Steps
Digital Citizenship and Internet Safety will be embedded in District curriculum and instruction.	<ul style="list-style-type: none"> Investigate and identify best instructional practices of Digital Citizenship and Internet Safety to support the needs of students. District technology committee will communicate and share best practices with faculty, staff, students and families. District technology committee will investigate how to implement Common Sense lessons regarding Digital Citizenship.
District Policies will be in place with regard to Acceptable Use, Email Use, Internet Safety, and Data Security.	<ul style="list-style-type: none"> District policies and procedures will be reviewed and revised as needed.

Goal 5: Improve the Use of Technology

Technology Standards based on ISTE Standards for Teachers: 1, 2, 4, 6 and ISTE Standards for Educational Leaders: 1, 2, 3, 4

Strategies to Achieve This Goal	Action Steps
District operational applications will be used to their fullest extent to provide increased efficiencies and improved communication within the system.	<ul style="list-style-type: none"> District applications outlined in the <u>DPSS Tool</u>, will be reviewed to be sure that all capabilities are being used. When approving new applications, faculty will follow district and ED Law 2D protocol before use.
The Byron-Bergen curriculum will include technology indicators as defined by the ISTE standards.	<ul style="list-style-type: none"> The Byron-Bergen Learning Community will receive instruction in the skills outlined in the ISTE standards and <u>K-12</u> Digital Literacy Standards.

Goal 6: Improve Facilities

Strategies to Achieve This Goal	Action Steps
The Byron-Bergen Central School District will provide all learners access to technology that will meet their individual needs and educational goals. (This will include students within our district attending non-public schools)	<ul style="list-style-type: none"> The Technology Committee will conduct on-going research into the newest technologies, devices, and resources available. Collaborate with the Committee for Special Education and identify assistive technologies required by current students with disabilities as outlined by their Individual Education Plan.
Provide teachers and students with District devices and the access required to support instructional goals.	<ul style="list-style-type: none"> Faculty members and students will be issued a District device and charger each school year. Students and staff will complete acceptable use agreements electronically, annually. District technology committee will create a student handbook for Chromebook use.
The District Infrastructure will be monitored and adjustments made as needed.	<ul style="list-style-type: none"> Network components will be monitored as more and more devices become available. If needed, additional access points will be added to ensure connectivity.

Action Step Timeline

Goal 1: Improve College and Career Readiness			
Action Step	Designation	Time Frame	Measurement
<ul style="list-style-type: none"> The Technology Committee will collaborate with the Professional Development Committee to ensure that objectives outlined by the Professional Development Plan include technology integration. The Byron-Bergen Learning Community will engage in ongoing formal and informal Professional Development opportunities to examine best practices on technology integration. Teachers will engage in Professional Development focused on understanding the use of instructional technology practices in the classroom. Administrators will engage in Professional Development focused on understanding instructional technology and best practices related to instructional technology use in the classroom. 	Professional Development Committee and Technology Committee	Ongoing	<ul style="list-style-type: none"> Instructional Technology opportunities are included in the the Professional Development plan Utilize MyLearningPlan for professional development offerings Attendance rosters of course offerings Post-course surveys Use learning walks to showcase effective use of instructional technology use in classrooms Offer turnkey opportunities Have in house teacher experts lead instructional technology PD throughout the school year and summer
<ul style="list-style-type: none"> Staff and students will share documents and collaborate with peers using digital platforms (e.g. Google Enterprise & Classlink). The Byron-Bergen Learning Community will create and maintain a cloud-based collection of digital resources for varied purposes (district apps, compliant apps per Ed Law 2D, instructional, tech tips, classroom practices, student portfolios, etc). 	Byron-Bergen Learning Community	Ongoing	<ul style="list-style-type: none"> Classlink will be used to roster district purchased programs Data Privacy Officer will deliver training in regards to Ed Law 2D Google Shared Drives and Google Classroom will be utilized to share digital resources for faculty and staff All teachers K-12 will utilize Google Classroom with their students

<ul style="list-style-type: none"> Utilize current credit recovery and remediation programs (e.g. Edmentum) for credit recovery and remediation while exploring other technology solutions for at risk students. 	Building Leaders, Content Leaders, CSE Chairperson	Ongoing	<ul style="list-style-type: none"> Inclusion of technology solutions within comprehensive instructional plan Stay current on best practices and programs surrounding credit recovery Number of students enrolled
<ul style="list-style-type: none"> Collaborate with content leaders to create and maintain viable curriculum documents UPK-12. Investigate the proper medium to share the documents with appropriate access for stakeholders. Utilize <u>K-12</u> Digital Literacy Standards district wide to support the use of technology and develop skills for all students. 	Content Leaders, Building Leaders, Technology Committee	2025	<ul style="list-style-type: none"> Curriculum documents UPK-12 are developed Appropriate access to curriculum documents will be available to the entire Byron-Bergen Learning Community Where K-12 Digital Literacy standards are taught are identified K-12 Digital Literacy Standards are implemented in classrooms K-12 Digital Literacy Standards are progress monitored throughout the year and from year to year
<ul style="list-style-type: none"> Explore partnerships with regional BOCES, component school districts, and institutions of higher education to increase course offerings. 	Counselors and Building Leaders	Ongoing	<ul style="list-style-type: none"> Comprehensive course catalog is available to students Increase awareness of these programs district wide

Goal 2: Improve Communication

Action Step	Designation	Time Frame	Measurement
<ul style="list-style-type: none"> Continue partnership with shared BOCES service which provides webmaster and social media management services. The monitoring of page hits on district websites will be added and traffic data will be monitored. 	District Leadership, Technology Committee	Ongoing	<ul style="list-style-type: none"> Continue using BOCES provider for webmaster and social media management service agreement Page hit data will be collected and analyzed Continue to use social media, the school website and Parent Square to share relevant information with the learning community
<ul style="list-style-type: none"> Guidelines will be developed through the Technology Committee on the use of the district's Student Information and Mass Notification Systems as communication devices to the broader community. Faculty and Administrators utilize Parent Square for mass notification messages. (Parent/teacher conference sign ups, pertinent information, fundraisers, etc.) 	Technology Committee	Ongoing	<ul style="list-style-type: none"> All mass notifications will be sent through Parent Square. This includes important phone calls and messages Parents will utilize Schooltool parent portal access for student grade access All faculty members and administrators will utilize Parent Square for mass communication including important updates, parent teacher conference sign ups, fundraisers, etc
<ul style="list-style-type: none"> Staff and students will share documents and collaborate with peers using Google Classroom and Google Drive. Curriculum documents will be stored in Google Shared Drives and accessible by all faculty members. 	Byron-Bergen Learning Community	Ongoing	<ul style="list-style-type: none"> Training will be delivered to all new staff on utilizing the district's cloud-based storage and sharing platform as well as district purchased software and applications Teachers will utilize Google Classroom and Google Drive to facilitate collaboration with their peers District social media accounts are actively managed by shared BOCES services District technology will be included in the onboarding process for new faculty and staff members

Goal 3: Improve Professional Development

Action Step	Designation	Time Frame	Measurement
<ul style="list-style-type: none"> Identify what instructional technology training staff requires using surveys and technology coordinator observations. Develop a professional development plan to provide necessary training to all staff. Use faculty (teacher experts) to facilitate training in house to teach best practices with instructional technology in the classroom 	Administration and staff	Ongoing	<ul style="list-style-type: none"> Survey conducted to examine the training gaps for non-instructional staff Utilize MyLearningPlan to support enrollment in PD opportunities Professional Development Plan developed that includes specific language on integrating technology into professional practice

Goal 4: Improve Physical, Social, and Emotional Health

Action Step	Designation	Time Frame	Measurement
<ul style="list-style-type: none"> Investigate and identify best instructional practices of Digital Citizenship and Internet Safety to support the needs of students. District technology committee will communicate and share best practices with faculty, staff, students and families. District technology committee will investigate how to implement Common Sense lessons regarding Digital Citizenship. 	Building Level Character Education teams, Building Administrators and Counselors	Ongoing	<ul style="list-style-type: none"> Curriculum documents UPK-12 are developed Appropriate access to curriculum documents will be available to the entire Byron-Bergen Learning Community Identify lesson plans and standards for appropriate grade levels Digital Citizenship lessons are implemented in classrooms Digital Citizenship in the classroom is monitored and reviewed throughout the year and from year to year
<ul style="list-style-type: none"> District policies and procedures will be reviewed and revised as needed. 	Technology Education	Annually	<ul style="list-style-type: none"> The Technology Committee will annually review technology related policies, propose changes to the Superintendent to be presented for adoption by the Board of Education.

Goal 5: Improve the Use of Technology

Action Step	Designation	Time Frame	Measurement
<ul style="list-style-type: none"> District applications outlined in the <u>DPSS Tool</u>, will be reviewed to be sure that all capabilities are being used. When approving new applications, faculty will follow district and ED Law 2D protocol before use. 	Business Office, Library Services	Annually	<ul style="list-style-type: none"> Faculty and staff will utilize software and instructional technology programs that are compliant with Ed Law 2D Faculty and staff will be surveyed annually regarding what software and instructional technology programs so programs are compliant before next school year
<ul style="list-style-type: none"> The Byron-Bergen Learning Community will receive instruction in the skills outlined in the ISTE standards and <u>K-12</u> Digital Literacy Standards. 	Technology Committee	Annually	<ul style="list-style-type: none"> The K-12 Literacy Standards will be shared with faculty at faculty meetings The K-12 Literacy Standards will be implemented in classrooms based on where the standards are commonly taught Professional development will be provided to teachers regarding how to implement these standards in their classrooms

Goal 6: Improve Facilities

Action Step	Designation	Time Frame	Measurement
<ul style="list-style-type: none"> The Technology Committee will conduct on-going research into the newest technologies, devices, and resources available. Collaborate with the Committee for Special Education and identify assistive technologies required by current students with disabilities as outlined by their Individual Education Plan. 	Technology Committee, CSE Chairperson	Annually	<ul style="list-style-type: none"> Representatives of BBCSD will attend the NYSCATE conference to gain more information regarding instructional technology and share that with faculty upon return Cross contract agreement established with regional BOCES regarding integration of assistive technologies
<ul style="list-style-type: none"> Faculty members and students will be issued a District device and charger each school year. Students and staff will complete acceptable use agreements electronically, annually. District technology committee will create a student handbook for Chromebook use. 	Superintendent, Business Office, Technology Committee	Annually	<ul style="list-style-type: none"> All faculty members have been provided a district owned device Anyone issued a district owned device will annually sign the districts most current acceptable use policy Teachers will review best practices regarding Chromebook usage
<ul style="list-style-type: none"> Network components will be monitored as more and more devices become available. If needed, additional access points will be added to ensure connectivity. 	Information Technology Team, Edutech, Superintendent, Business Office	Annually	<ul style="list-style-type: none"> Long term planning cycling is developed and reviewed to ensure funding for future upgrades Access points will be added or upgraded to ensure full coverage. Monitor current systems and upgrade as needed

Appendix

A. Acceptable Use Policies

- i. Policy 7315 – Student Acceptable Use Policy
- ii. Policy 6410 – Staff Acceptable Use Policy

B. International Society for Technology in Education (ISTE) Standards

- iii. For Students
- iv. For Educators
- v. For Educational Leaders

C. BOE Technology Policies

- vi. Policy 5674 – Data Networks and Security Access
- vii. Policy 6410 – Use of Email in the District
- viii. Policy 7316 – Student Use of Personal Technology
- ix. Policy 8271 – CIPA: Internet Content Filtering/Safety Policy
- x. Policy 8270 – Instructional Technology

D. District Computer Hardware & Technology Inventory

E. Technology Budget/Replacement Plan

APPENDIX A
Acceptable Use Policies

POLICY

2019

7315
1 of 2

Students

SUBJECT: STUDENT ACCEPTABLE USE POLICY

The Board will provide access to various computerized information resources through the District's computer system ("DCS") consisting of software, hardware, computer networks and electronic communications systems. This may include access to email, on-line services, and the Internet. It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, will be subject to this policy. Further, all DCS use must be in support of education or research and consistent with the goals and purposes of the District.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents or guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the District. The District cannot screen or review all of the available content or materials on these external computer networks, thus, some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents or guardians.

It is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access this content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians should establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage.

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

Students who engage in unacceptable use of the DCS may lose access in accordance with applicable due process procedures, and may be subject to further discipline in accordance with the District *Code of Conduct*.

(Continued)

POLICY

2019

7315
2 of 2

Students

SUBJECT: STUDENT ACCEPTABLE USE POLICY (Cont'd.)

Student data files and other electronic storage areas are considered District property subject to control and inspection. The Computer Coordinator may access all files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy. Students should not expect that information stored on the DCS will be private.

Notification

The District's AUP will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

General Obligations Law § 3-112

NOTE: Refer also to Policy #8271 -- Internet Safety/Internet Content Filtering
District Code of Conduct

Adopted: 6/6/19

POLICY

2019

6410
1 of 3

Personnel

SUBJECT: STAFF ACCEPTABLE USE POLICY

The Board will provide staff with access to various computerized information resources through the District's computer system (DCS) consisting of software, hardware, computer networks, wireless networks/access, and electronic communication systems. This may include access to electronic mail, on-line services and the Internet. It may also include the opportunity for staff to have independent access to the DCS from their home or other remote locations, and/or to access the DCS from their personal devices. All use of the DCS and the wireless network, including independent use off school premises and use on personal devices, will be subject to this policy and any accompanying regulations.

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

Staff use of the DCS is conditioned upon written agreement by the staff member that use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. These agreements will be kept on file in the District Office.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance will apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and telecommunications will not be utilized to share confidential information about students or other employees.

Access to confidential data is a privilege afforded to District employees in the performance of their duties. Safeguarding this data is a District responsibility that the Board takes very seriously. Consequently, District employment does not automatically guarantee the initial or ongoing ability to use mobile or personal devices to access the DCS and the information it may contain.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; 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.

District staff will 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 protected by federal and state law.

Staff members who engage in unacceptable use may lose access to the DCS 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 the District.

(Continued)

POLICY

2019

6410
2 of 3

Personnel

SUBJECT: STAFF ACCEPTABLE USE POLICY (Cont'd.)

Social Media Use by Employees

The District recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student learning experiences. The District also realizes its obligations to teach and ensure responsible and safe use of these new technologies. Social media, including social networking sites (SNS), have great potential to connect people around the globe and enhance communication. Therefore, the Board encourages the use of District approved social media tools and the exploration of new and emerging technologies to supplement the range of communication and educational services.

Public social media networks or SNS are defined to include: websites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, video sites and any other social media generally available to the District community which do not fall within the District's electronic technology network (e.g., Facebook, MySpace, Twitter, LinkedIn, Flickr, Vine, Instagram, SnapChat, etc.). The definition of District approved password-protected social media tools are those that fall within the District's electronic technology network or which the District has approved for educational use. Within these internal forums, the District has greater authority and ability to protect minors from inappropriate content and can limit public access.

The use of social media (whether public or internal) can generally be defined as Official District Use, Professional/Instructional Use and Personal Use. Personal use of social media or SNS by employees during District time or on District-owned equipment is discouraged. In addition, employees are encouraged to maintain the highest levels of professionalism when communicating, whether using District devices or their own personal devices, in their professional capacity as educators. They have a responsibility to address inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable District policies and regulations.

Confidentiality, Private Information and Privacy Rights

Confidential or private data, including, but not limited to, protected student records, employee personal identifying information, and District assessment data, will only be loaded, stored, or transferred to District-owned devices which have encryption and/or password protection. This restriction, designed to ensure data security, encompasses all computers and devices within the DCS, any mobile devices, including flash or key drives, and any devices that access the DCS from remote locations. Staff will not use email to transmit confidential files in order to work at home or another location. Similarly, staff are prohibited from using cloud-based storage services (such as Dropbox, GoogleDrive, SkyDrive, etc.) for confidential files.

In addition, staff will not leave any devices unattended with confidential information visible. All devices must be locked down while the staff member steps away from the device, and settings enabled to freeze and lock after a set period of inactivity.

(Continued)

POLICY

2019

6410
3 of 3

Personnel

SUBJECT: STAFF ACCEPTABLE USE POLICY (Cont'd.)

Staff data files and electronic storage areas will remain District property, subject to District control and inspection. The Technology Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and any accompanying regulations. Staff should not expect that information stored on the DCS will be private.

NOTE: Refer also to Policies #5672 -- Information Security Breach and Notification
#6411 -- Use of Email in the District
#7316 -- Student Use of Personal Technology
#8271 -- Internet Safety/Internet Content Filtering

Adopted: 6/6/19

APPENDIX B

International Society for Technology in Education (ISTE) Standards

SECTION 1: STUDENTS

1.1. Empowered Learner

Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences. Students:

- 1.1.a. articulate and set personal learning goals, develop strategies leveraging technology to achieve them and reflect on the learning process itself to improve learning outcomes.
- 1.1.b. build networks and customize their learning environments in ways that support the learning process.
- 1.1.c. use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.
- 1.1.d. understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies.

1.2. Digital Citizen

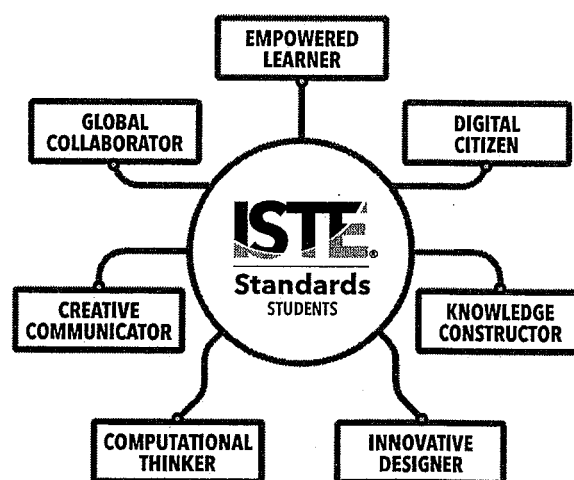
Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical. Students:

- 1.2.a. cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world.
- 1.2.b. engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.
- 1.2.c. demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
- 1.2.d. manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.

1.3. Knowledge Constructor

Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others. Students:

- 1.3.a. plan and employ effective research strategies to locate information and other resources for their intellectual or creative pursuits.
- 1.3.b. evaluate the accuracy, perspective, credibility and relevance of information, media, data or other resources.
- 1.3.c. curate information from digital resources using a variety of tools and methods to create collections of artifacts that demonstrate meaningful connections or conclusions.
- 1.3.d. build knowledge by actively exploring real-world issues and problems, developing ideas and theories and pursuing answers and solutions.



4. Innovative Designer

Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions. Students:

- 1.4.a. know and use a deliberate design process for generating ideas, testing theories, creating innovative artifacts or solving authentic problems.
- 1.4.b. select and use digital tools to plan and manage a design process that considers design constraints and calculated risks.
- 1.4.c. develop, test and refine prototypes as part of a cyclical design process.
- 1.4.d. exhibit a tolerance for ambiguity, perseverance and the capacity to work with open-ended problems.

1.5. Computational Thinker

Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions. Students:

- 1.5.a. formulate problem definitions suited for technology-assisted methods such as data analysis, abstract models and algorithmic thinking in exploring and finding solutions.
- 1.5.b. collect data or identify relevant data sets, use digital tools to analyze them, and represent data in various ways to facilitate problem-solving and decision-making.
- 1.5.c. break problems into component parts, extract key information, and develop descriptive models to understand complex systems or facilitate problem-solving.
- 1.5.d. understand how automation works and use algorithmic thinking to develop a sequence of steps to create and test automated solutions.

1.6. Creative Communicator

Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals. Students:

- 1.6.a. choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication.
- 1.6.b. create original works or responsibly repurpose or remix digital resources into new creations.
- 1.6.c. communicate complex ideas clearly and effectively by creating or using a variety of digital objects such as visualizations, models or simulations.
- 1.6.d. publish or present content that customizes the message and medium for their intended audiences.

1.7. Global Collaborator

Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally. Students:

- 1.7.a. use digital tools to connect with learners from a variety of backgrounds and cultures, engaging with them in ways that broaden mutual understanding and learning.
- 1.7.b. use collaborative technologies to work with others, including peers, experts or community members, to examine issues and problems from multiple viewpoints.
- 1.7.c. contribute constructively to project teams, assuming various roles and responsibilities to work effectively toward a common goal.
- 1.7.d. explore local and global issues and use collaborative technologies to work with others to investigate solutions.

SECTION 2: EDUCATORS

Empowered Professional

2.1. Learner

Teachers continually improve their practice by learning from and with others and exploring proven and promising practices that leverage technology to improve student learning. Teachers:

- 2.1.a. Set professional learning goals to explore and apply pedagogical approaches made possible by technology and reflect on their effectiveness.
- 2.1.b. Pursue professional interests by creating and actively participating in local and global learning networks.
- 2.1.c. Stay current with research that supports improved student learning outcomes, including findings from the learning sciences.

2.2. Leader

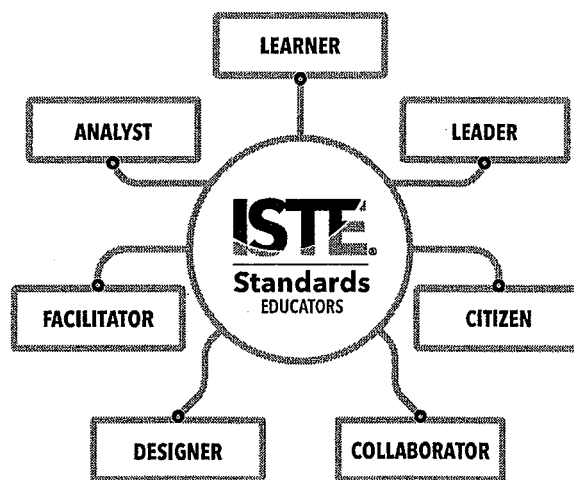
Teachers seek out opportunities for leadership to support student empowerment and success and to improve teaching and learning. Teachers:

- 2.2.a. Shape, advance and accelerate a shared vision for empowered learning with technology by engaging with education stakeholders.
- 2.2.b. Advocate for equitable access to educational technology, digital content and learning opportunities to meet the diverse needs of all students.
- 2.2.c. Model for colleagues the identification, experimentation, evaluation, curation and adoption of new digital resources and tools for learning.

2.3. Citizen

Teachers inspire students to positively contribute and responsibly participate in the digital world. Teachers:

- 2.3.a. Create experiences for learners to make positive, socially responsible contributions and exhibit empathetic behavior online that build relationships and community.
- 2.3.b. Establish a learning culture that promotes curiosity and critical examination of online resources and fosters digital literacy and media fluency.
- 2.3.c. Mentor students in the safe, ethical and legal practice with digital tools and protection of intellectual rights and property.
- 2.3.d. Model and promote management of personal data and digital identity and protect student data privacy.



Learning Catalyst

2.4. Collaborator

Teachers dedicate time to collaborate with both colleagues and students to improve practice, discover and share resources and ideas, and solve problems. Teachers:

- 2.4.a. Dedicate planning time to collaborate with colleagues to create authentic learning experiences that leverage technology.
- 2.4.b. Collaborate and co-learn with students to discover and use new digital resources and diagnose and troubleshoot technology issues.
- 2.4.c. Use collaborative tools to expand students' authentic, real-world learning experiences by engaging virtually with experts, teams and students, locally and globally.
- 2.4.d. Demonstrate cultural competency when communicating with students, parents and colleagues and interact with them as co-collaborators in student learning.

2.5. Designer

Teachers design authentic, learner-driven activities and environments that recognize and accommodate learner variability. Teachers:

- 2.5.a. Use technology to create, adapt and personalize learning experiences that foster independent learning and accommodate learner differences and needs.
- 2.5.b. Design authentic learning activities that align with content area standards and use digital tools and resources to maximize active, deep learning.
- 2.5.c. Explore and apply instructional design principles to create innovative digital learning environments that engage and support learning.

2.6. Facilitator

Teachers facilitate learning with technology to support student achievement of the 2016 ISTE Standards for Students. Teachers:

- 2.6.a. Foster a culture where students take ownership of their learning goals and outcomes in both independent and group settings.
- 2.6.b. Manage the use of technology and student learning strategies in digital platforms, virtual environments, hands-on makerspaces or in the field.
- 2.6.c. Create learning opportunities that challenge students to use a design process and/or computational thinking to innovate and solve problems.
- 2.6.d. Model and nurture creativity and creative expression to communicate ideas, knowledge or connections.

2.7. Analyst

Teachers understand and use data to drive their instruction and support students in achieving their learning goals. Teachers:

- 2.7.a. Provide alternative ways for students to demonstrate competency and reflect on their learning using technology.
- 2.7.b. Use technology to design and implement a variety of formative and summative assessments that accommodate learner needs, provide timely feedback to students and inform instruction.
- 2.7.c. Use assessment data to guide progress and communicate with students, parents and education stakeholders to build student self-direction.

Crompton, H., & Sykora, C. (2021). Developing instructional technology standards for educators: A design-based research study. *Computers and Education Open 2* <https://doi.org/10.1016/j.caeo.2021.100044>

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SECTION 3: EDUCATION LEADERS

3.1. Equity and Citizenship Advocate

Leaders use technology to increase equity, inclusion, and digital citizenship practices. Education leaders:

- 3.1.a. Ensure all students have skilled teachers who actively use technology to meet student learning needs.
- 3.1.b. Ensure all students have access to the technology and connectivity necessary to participate in authentic and engaging learning opportunities.
- 3.1.c. Model digital citizenship by critically evaluating online resources, engaging in civil discourse online and using digital tools to contribute to positive social change.
- 3.1.d. Cultivate responsible online behavior, including the safe, ethical and legal use of technology.

3.2. Visionary Planner

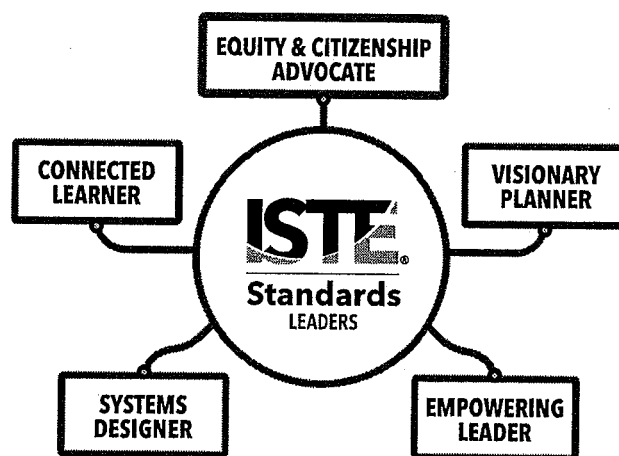
Leaders engage others in establishing a vision, strategic plan and ongoing evaluation cycle for transforming learning with technology. Education leaders:

- 3.2.a. Engage education stakeholders in developing and adopting a shared vision for using technology to improve student success, informed by the learning sciences.
- 3.2.b. Build on the shared vision by collaboratively creating a strategic plan that articulates how technology will be used to enhance learning.
- 3.2.c. Evaluate progress on the strategic plan, make course corrections, measure impact and scale effective approaches for using technology to transform learning.
- 3.2.d. Communicate effectively with stakeholders to gather input on the plan, celebrate successes and engage in a continuous improvement cycle.
- 3.2.e. Share lessons learned, best practices, challenges and the impact of learning with technology with other education leaders who want to learn from this work.

3.3. Empowering Leader

Leaders create a culture where teachers and learners are empowered to use technology in innovative ways to enrich teaching and learning. Education leaders:

- 3.3.a. Empower educators to exercise professional agency, build teacher leadership skills and pursue personalized professional learning.
- 3.3.b. Build the confidence and competency of educators to put the ISTE Standards for Students and Educators into practice.
- 3.3.c. Inspire a culture of innovation and collaboration that allows the time and space to explore and experiment with digital tools.
- 3.3.d. Support educators in using technology to advance learning that meets the diverse learning, cultural, and social-emotional needs of individual students.
- 3.3.e. Develop learning assessments that provide a personalized, actionable view of student progress in real time.



4. Systems Designer

Leaders build teams and systems to implement, sustain and continually improve the use of technology to support learning. Education leaders:

- 3.4.a. Lead teams to collaboratively establish robust infrastructure and systems needed to implement the strategic plan.
- 3.4.b. Ensure that resources for supporting the effective use of technology for learning are sufficient and scalable to meet future demand.
- 3.4.c. Protect privacy and security by ensuring that students and staff observe effective privacy and data management policies.
- 3.4.d. Establish partnerships that support the strategic vision, achieve learning priorities and improve operations.

3.5. Connected Learner

Leaders model and promote continuous professional learning for themselves and others. Education leaders:

- 3.5.a. Set goals to remain current on emerging technologies for learning, innovations in pedagogy and advancements in the learning sciences.
- 3.5.b. Participate regularly in online professional learning networks to collaboratively learn with and mentor other professionals.
- 3.5.c. Use technology to regularly engage in reflective practices that support personal and professional growth.
- 3.5.d. Develop the skills needed to lead and navigate change, advance systems and promote a mindset of continuous improvement for how technology can improve learning.



Learn how to fully implement the ISTE Standards in your classroom at ISTE U.

Two self-paced courses dive into the what, why and how of the student and educator sections of the ISTE Standards, helping you bring them to life for your learners!

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iste.org/standards

APPENDIX C
BOE Technology Policies

POLICY

2019

5674
1 of 2Non-Instructional/Business
Operations

SUBJECT: DATA NETWORKS AND SECURITY ACCESS

The District values the protection of private information of individuals in accordance with applicable law, regulations, and best practice. Accordingly, District officials and Information Technology (IT) staff will plan, implement, and monitor IT security mechanisms, procedures, and technologies necessary to prevent improper or illegal disclosure, modification, or denial of sensitive information in the District Computer System (DCS). Similarly, such IT mechanisms and procedures will also be implemented in order to safeguard District technology resources, including computer hardware and software. District network administrators may review District computers to maintain system integrity and to ensure that individuals are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

In order to achieve the objectives of this policy, the Board entrusts the Superintendent, or his or her designee, to:

- a) Inventory and classify personal, private, and sensitive information on the DCS to protect the confidentiality, integrity, and availability of information;
- b) Develop password standards for all users including, but not limited to, how to create passwords and how often such passwords should be changed by users to ensure security of the DCS;
- c) Ensure that the "audit trail" function is enabled within the District's network operating system, which will allow the District to determine on a constant basis who is accessing the DCS, and establish procedures for periodically reviewing such audit trails;
- d) Develop procedures to control physical access to computer facilities, data rooms, systems, networks, and data to only authorized individuals; such procedures may include ensuring that server rooms remain locked at all times and the recording of arrival and departure dates and times of employees and visitors to and from the server room;
- e) Establish procedures for tagging new purchases as they occur, relocating assets, updating the inventory list, performing periodic physical inventories, and investigating any differences in an effort to prevent unauthorized and/or malicious access to these assets;
- f) Periodically grant, change, and terminate user access rights to the overall networked computer system and to specific software applications and ensure that users are given access based on, and necessary for, their job duties;
- g) Limit user access to the vendor master file, which contains a list of vendors from which District employees are permitted to purchase goods and services, to only the individual who is responsible for making changes to such list, and ensure that all former employees' access rights to the vendor master list are promptly removed;

(Continued)

POLICY

2019

5674
2 of 2Non-Instructional/Business
Operations**SUBJECT: DATA NETWORKS AND SECURITY ACCESS (Cont'd.)**

- h) Determine how, and to whom, remote access should be granted, obtain written agreements with remote access users to establish the District's needs and expectations, as appropriate, and monitor and control such remote access;
- i) Verify that laptop computer systems assigned to teachers and administrators use full-disk encryption software to protect against loss of sensitive data;
- j) Deploy software to servers and workstations to identify and eradicate malicious software attacks such as viruses and malware;
- k) Develop a disaster recovery plan appropriate for the size and complexity of District IT operations to ensure continuous critical IT services in the event of any sudden, catastrophic event, including, but not limited to fire, computer virus or deliberate or inadvertent employee action.

Adopted: 6/6/19

POLICY

2019

6411
1 of 3

Personnel

SUBJECT: USE OF EMAIL IN THE DISTRICT

Email is a valuable business communication tool, however, users must use this tool in a responsible and lawful manner. Every employee and authorized user has a responsibility to be knowledgeable about the inherent risks associated with email usage and to avoid placing the District at risk. The same laws and business records requirements apply to email as to other forms of written communication. District employees and authorized users will use the District's designated email system for all business-related email, including emails in which students or student issues are involved. Personal accounts and instant messaging will not be used to conduct official business.

Employee Acknowledgement

All employees and authorized users will be required to review a copy of the District's policies on staff use of computerized information resources and any regulations established in connection with those policies. Each user must annually acknowledge this employee and authorized user agreement before establishing an account or continuing in his or her use of email.

Classified and Confidential

District employees and authorized users may not:

- a) Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage and requests for these lists or information should be directed to a principal or supervisor;
- b) Forward emails with confidential, sensitive, or secure information without principal or supervisor authorization. Additional precautions, such as encryption, should be taken when sending documents of a confidential nature;
- c) Use file names that may disclose confidential information. Confidential files should be password protected and encrypted. File protection passwords will not be transmitted via email correspondence;
- d) Use email to transmit any individual's personal, private, and sensitive information (PPSI). PPSI includes social security number, driver's license number or non-driver ID number, account number, credit or debit card number and security code, or any access code or password that permits access to financial accounts or protected student records;
- e) Send or forward emails with comments or statements about the District that may negatively impact it; or
- f) Send or forward email that contains confidential information subject to Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and other applicable laws.

(Continued)

POLICY

2019

6411
2 of 3

Personnel

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

Personal Use

Employees and authorized users may use the District's email system for limited personal use. However, employees and authorized users should have no expectation of privacy in this email use. Personal use does not include chain letters, junk mail, and jokes. Employees and authorized users are not permitted to access any other email account or system (Yahoo, Hotmail, AOL, etc.) via the District's network or use the District's email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups, and list services, etc. without specific permission from the principal or supervisor. The District's email system also cannot be used for personal gain or profit.

Receiving Unacceptable Mail

Employees and authorized users who receive offensive, unpleasant, harassing, or intimidating messages via District email or instant messaging should inform their principal or supervisor immediately.

Records Management and Retention

Email will be maintained and archived in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may be deleted, purged, or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

Training

Employees or authorized users should receive regular training on the following topics:

- a) The appropriate use of email with students, parents and other staff to avoid issues regarding harassment and/or charges of fraternization;
- b) Confidentiality of emails;
- c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms; and
- d) No expectation of privacy: email use on District property is not to be construed as private.

Sanctions

The Computer Coordinator may report inappropriate use of email by an employee or authorized user to the employee or authorized user's principal or supervisor who may take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network, and/or other disciplinary action. When applicable, law enforcement agencies may be contacted.

(Continued)

POLICY

2019

6411
3 of 3

Personnel

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

Confidentiality Notice

A standard confidentiality notice will automatically be added to each email as determined by the District.

NOTE: Refer also to Policies #3320 -- Confidentiality of Computerized Information
#3420 -- Non-Discrimination and Anti-Harassment in the District
#5670 -- Records Management
#6410 -- Staff Acceptable Use Policy
#8271 -- Internet Safety/Internet Content Filtering

Adopted: 6/6/19

POLICY

2019

7316
1 of 2

Students

SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY

The Board seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience, and expand their global learning opportunities. Additionally, the use of personal technology devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's *Code of Conduct*, and the Dignity for All Students Act.

Personal technology includes all existing and emerging technology devices that can take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the Internet; and transmit or receive messages, telephone calls, or images. Examples of personal technology include, but are not limited to, iPods and MP3 players; iPad, Nook, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Unacceptable devices include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Instructional Purposes

Personal technology use by students is permitted during the school day for instructional purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students must first inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology.

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework, and other activities as deemed appropriate by school staff.

Non-Instructional Uses

Appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the AUP and *Code of Conduct*. Non-instructional use includes texting, calling and otherwise communicating with others during free periods and in common areas of the school building such as the hallways, cafeteria, study halls, buses, and student lounges. Other non-instructional uses include Internet searches, reading, listening to music, and watching videos. Use during non-instructional time must be conducted in a safe and unobtrusive manner. Devices must also be in silent mode to avoid disrupting others.

(Continued)

POLICY

2019

7316
2 of 2

Students

SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY (Cont'd.)

Liability

The District will not be liable for the loss, damage, misuse, or theft of any personal technology brought to school. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices, and any other areas where a person would reasonably expect some degree of personal privacy.

Prohibition During State Assessments

All students are prohibited from bringing electronic devices into a classroom or other location where a New York State assessment is being administered. Test proctors, test monitors, and school officials have the right to collect prohibited electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

Students with disabilities may use certain devices if the device is specified in that student's IEP or 504 plan or a student has provided medical documentation that they require the device during testing.

Permission

Students will not be permitted to use personal technology devices in school or at school functions until they have reviewed the AUP, the applicable sections of the *Code of Conduct* and associated technology guidelines, and signed the Student Use of Personal Technology Permission Form with their parents. The District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school-sponsored events.

Students must follow the guidelines for use set out in the District *Code of Conduct* and the AUP at all times. Consequences for misuse are set forth in the District's *Code of Conduct*.

NOTE: Refer also to Policies #7315 -- Student Acceptable Use Policy
#7550 -- Dignity for All Students
#8271 -- Internet Safety/Internet Content Filtering

Adopted: 6/6/19

POLICY

2019

8271
1 of 3

Instruction

SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING

In compliance with the Children's Internet Protection Act (CIPA) and regulations of the Federal Communications Commission (FCC), the District will ensure the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. These technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, pornographic, or, with respect to the use of computers by minors, considered harmful to students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building or program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the District, including the selection of appropriate instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing any inappropriate sites. Proper safety procedures, as deemed appropriate by the applicable administrator or program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet may include, but will not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using email, chat rooms, instant messaging, and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of email, chat rooms, as well as social networking websites, may be blocked as deemed necessary to ensure the safety of students;
- b) Monitoring logs of access in order to keep track of the websites visited by students as a measure to restrict access to materials harmful to minors;
- c) In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy (AUP), unauthorized access and other unlawful activities by minors are prohibited by the District; and student violations of these policies may result in disciplinary action; and
- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use, and dissemination of personal identification information regarding students.

(Continued)

POLICY

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Instruction

SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING (Cont'd.)

The determination of what is "inappropriate" for minors will be determined by the District and/or designated school official(s). The determination of what is "inappropriate" material may vary depending on the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws or regulations.

Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the District.

The District will provide certification, in accordance with the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking or filtering of access to certain material on the Internet) for all District computers with Internet access.

Internet Safety Instruction

In accordance with New York State Education Law, the District may provide, to students in grades K through 12, instruction designed to promote the proper and safe use of the Internet. The Commissioner will provide technical assistance in the development of curricula for this course of study which will be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information, and support to aid in the safe usage of the Internet.

Additionally, students will be educated on appropriate interactions with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

Despite the existence of District policy, regulations, and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access this content or material from their home, other locations off school premises, and/or with a student's own personal technology or electronic device on school grounds or at school events.

The District is not responsible for inappropriate content or material accessed via a student's own personal technology or electronic device or via an unfiltered Internet connection received through a student's own personal technology or electronic device.

(Continued)

POLICY

2019

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Instruction

SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING (Cont'd.)

Notification/Authorization

The District's AUP will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

The District has provided reasonable public notice and has held at least one public hearing or meeting to address this policy prior to Board adoption. Additional public notice and a hearing or meeting is not necessary if and when amendments are made to this policy.

This policy must be made available to the FCC upon request. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of this policy as well as any other District policies relating to the use of technology.

This policy is required to be retained by the school for at least five years after the funding year in which the policy was relied upon to obtain E-rate funding.

20 USC § 7131
47 USC §§ 254(h) and 254(l)
47 CFR Part 54
Education Law § 814

NOTE: Refer also to Policies #7315 -- Student Acceptable Use Policy
#7316 -- Student Use of Personal Technology
District Code of Conduct

Adopted: 6/6/19

APPENDIX D

Current Instructional Computer Hardware & Technology Inventory

A current inventory of computer hardware and technology can be found in the table below. All hardware is being utilized to maintain the current 1:1 initiative for all classrooms K-12. The investment plan laid out in Appendix G demonstrates the district's commitment to continuing the 1:1 initiative and invest in new technologies.

Computer Hardware & Technology	Quantity
Desktop Computers	242
Laptops	65
Chromebooks	1098
iPads	32
Document Cameras	38
Multi-Function Printers	17
SMARTboards	26
View Sonic Boards	2
Nureva Boards	63
Projectors	6
Webcam	120

APPENDIX E

Technology Budget & Replacement Plan

Fiscal Year	Description	Qty	Cost per unit	Total Cost	Budget Available	Total Spent
2021-22	Devices Acer Chromebooks (<i>expire in 2026</i>)	366	\$300	\$112,500	\$135,000	\$128,200
	Laptops for Administrators	4	\$2,375	\$9,500		
	View Sonic Boards	2	\$3,100	\$6,200		
2022-23	Devices HP Chromebooks (<i>expire 2028</i>)	366	\$300	\$112,500	\$120,000	\$128,300
	Viewsonic Boards (textbook/hardware money)	~5	\$3,100	\$15,500		
	Wifi points for elem	1	\$300	\$300		
2023-24	Viewsonic Boards	48	\$3,100	148,800	\$200,000	198,810
	Work Station Replacements: CAD Lab	20	\$1,500	30,000		
	Work Station Replacements: Staff	30	\$667	20,010		
2024-25	Viewsonic Boards	33	\$3,100	\$102,300	\$170,000	\$168,320
	Workstation Replacements-Staff	60	\$667	\$40,020		
	Wifi Access Points (Expire 2026)	65	\$400	\$26,000		
2025-26	Devices HP Chromebooks (<i>expire 2030</i>)	366	\$300	\$112,500	\$150,000	\$149,172
	Wifi Access Points (Expire 2026)	65	\$400	\$26,000		
	Workstation Replacements-Staff	16	\$667	\$10,672		



**VOTE ON THE PROPOSED ADMINISTRATIVE BUDGET OF
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES
GENESEE-LIVINGSTON-STEUBEN-WYOMING COUNTIES
APRIL 25, 2022**

The Board of the _____ School District, by resolution,
casts its vote on the proposed administrative budget for the Board of Cooperative
Educational Services for 2022-23, in the amount of \$3,027,366 as follows:

_____ **Approved**

_____ **Not Approved**

CERTIFICATION

I, _____, District Clerk of the _____
School District, do hereby certify that at a public meeting held on April 25, 2022
the Board of Education adopted a resolution casting its vote on the proposed
administrative budget of the Genesee-Livingston-Steuben-Wyoming Board of
Cooperative Educational Services for 2022-2023 as indicated above.



**BALLOT FOR ELECTION TO
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
GENESEE-LIVINGSTON-STEUBEN-WYOMING COUNTIES
APRIL 25, 2022**

Each District gets ONE VOTE for each of FOUR (4) vacancies to be filled. There are THREE 3-year terms.

For the FOUR (4) vacancies of the Board of Cooperative Educational Services, the Board of Education of the School District, by resolution, voted as follows, with a mark next to the name of each candidate for whom a vote was cast (vote for 4):

VOTE FOR FOUR

- _____ 1. Norbert Fuest (incumbent)
2039 Church Road, Darien Center, NY 14040
Attica CSD (*resident of and nominating district*)
Alexander CSD
- _____ 2. Roger Kostecky (incumbent)
4316 Buffalo Road, Warsaw, NY 14569
Warsaw CSD (*resident of and nominating district*)
Wyoming CSD
- _____ 3. Robert DeBruycker (incumbent)
14 Fisk Place, Avon, NY 14414
Avon CSD (*resident of and nominating district*)
Caledonia-Mumford CSD
- _____ 4. Christy Crandall Bean (incumbent)
24 Massachusetts Street, PO Box 945, Nunda, NY 14517
Keshequa CSD (*resident of and nominating district*)
Letchworth CSD

CERTIFICATION

I, _____, District Clerk of the _____ School District, do hereby certify that at a public meeting held on April 25, 2022, the Board of Education adopted a resolution casting its vote(s) in the annual election of members to the Board of Cooperative Educational Services for the person(s) indicated on this ballot.

Please forward to Jennifer Lewis, Clerk of the Board, Genesee Valley BOCES, 80 Munson Street, LeRoy, NY 14482, the day following the election (Tuesday, April 26, 2022). May be faxed to 344-7909 or 658-7909, with original forwarded by regular mail.