

BYRON-BERGEN CENTRAL SCHOOL
Board of Education Meeting
Thursday, May 9, 2024
6:00 p.m. – Jr./Sr. High School Auditorium
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.

Page		
	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.	Director of Technology and Assessment Comments
	8.	Business Administrator Comments
	9.	Superintendent’s Comments and Agenda Review
	10.	Consent Agenda (unless Board member requests removal of any item)
1-7	a.	Approval of Previous Minutes April 22, 2024
8-16	b.	Financial Matters General Fund Bills
17-18		School Lunch Fund Bills
19		Federal Fund Bills
20-21		Capital Fund Bills
22-24		Trust & Agency Fund Bills
	c.	Personnel Matters Resignations/Retirement/Termination: None
		Approvals:
25		Social Studies Teacher (7-12) – Trey Nadolinski (Eff. 9/4/24)
26		Additional 2023-2024 Spring Sport Volunteer
	d.	Miscellaneous Matters Children of Employee Jaime Vindigni (Brayden and Bryce Vindigni) to Attend BBCS Tuition Free 2024-2025 School Year
	e.	CPSE/CSE Review CSE CPSE
	11.	Board Reports/Comments

REPORTS: School Budget Presentation & Meet the Candidates

12. Old Business

- + 12.1 Policy Committee Update –
- + 12.2 Facilities Committee Update – May 23rd at 5:00 p.m.
- + 12.3 Budget Committee Update
- 12.4 Audit Committee Update
- + 12.5 SOAR Update
- + 12.6 Positive Recognition – Buzzin' Bistro

+ Designates Board will address issue at this meeting.

13. New Business

- | | | |
|-------|------|---|
| 27-31 | 13.1 | Approval to Delete Policy # 1511 – Agenda Format, # 3430 – Uniform Violent Disruptive Incident Reporting System (VADIR), and # 5150 – Contingency Budget per Erie 1 BOCES |
| 32-35 | 13.2 | Approval of First Reading of Policy # 1640 – Absentee, Military, and Early Mail Ballots |
| 36 | 13.3 | Approval of First Reading of Policy # 3110 – Media/Municipal Governments/Senior Citizens |
| 37 | 13.4 | Approval of First Reading of Policy # 5130 – Budget Adoption |
| 38-45 | 13.5 | Approval of First Reading of Policy # 6190 – Workplace Violence Prevention Policy Statement |
| 46-53 | 13.6 | Approval of Policy # 6190 – Workplace Violence Prevention Policy Statement |
| 54-56 | 13.7 | Approval of First Reading of Policy # 6213 – Registration and Professional Learning |
| 57-61 | 13.8 | Approval of First Reading of Policy # 6550 – Leaves of Absence |

14. Public Comment

15. Information/Announcements/Reports
Parental Leave of Absence – Sara MacKenzie (Eff. 6/26/24)

16. Requests Requiring Board Consideration

17. Review of Next Meeting's Agenda

DATES TO REMEMBER:

5/21/24 – B-B Budget/Proposition Vote & Board Candidate Election 12:00 p.m. – 9:00 p.m.

5/21/24 – Buzzin' Bistro Jazz & Art Show Night at 6:00 p.m.

5/21/24 – Wrestling Club Chicken BBQ 4:00 p.m. – 7:00 p.m.

5/23/24 – Board of Education Meeting at 6:00 p.m. – Professional Development Room

5/24-27/24 – Memorial Day Recess – No School

**BYRON-BERGEN CENTRAL SCHOOL
BOARD OF EDUCATION MEETING
Monday, April 22, 2024
6:00 p.m. – Elementary School Cafetorium**

- Call to Order:** The meeting was called to order at 5:32 p.m. by Vice President K. Carlson.
- Members Present:** H. Ball, K. Carlson, J. Cook, L. Forsyth, C. Matthews, L. Smith
- Members Absent:** D. List
- Also Present:** P. McGee, L. Prinz, K. Loftus, R. Stevens, B. Brown, J. Back, P. Hazard, and 4 members of the audience.
- Executive Session:** It was moved by L. Smith and seconded by H. Ball to enter executive session at 5:33 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 H. Ball and seconded by C. Matthews to return to public session at 5:58 p.m.
The motion passed 6 Yes, 0 No.
- President's Report:** K. Carlson stated this week is Bus Driver Appreciation Day and Administrative Professionals Day.
- Academic Focus:** Jr./Sr. High – Rob Kaercher – Career Day
On March 30th the school hosted a Career Day for students in grades 6-12. The day started with all students reporting to their homeroom to learn about the day. There were different goals based on their grade.
- 6th Grade – The goal for them was to raise awareness and learn about the different pathways that exist after high school and to help them understand how to best prepare. They were brought together in the PD room where they met a panel of alumni who graduated in the last four years. The panelists included alumni who have been enrolled at two-year colleges and four-year colleges, entered the military, or gone directly to work. After the alumni panel, students rotated to classrooms to learn about the four pathways from different guest speakers: two-year college, four-year college, military, and hands on work. Students should have gained the knowledge to know that options exist, but also have an understanding how their decisions might impact or enhance their future interests, like the specific high school courses they take, the option of

pursuing a BOCES program, or why getting involved in extracurricular activities are important.

- 7th & 8th Grade – The goal for them was to be exposed to more specific careers based on Holland Code personality types. John Holland believed that each person falls into at least one personality type or career type that will help them discover the right career fit for them. These career types include: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. Students are still learning at this stage, so they rotated in groups to hear from two speakers from every category. They all heard from at least 12 professionals in the morning.
- 9th & 10th Grade – Students were assigned three different guest speakers, based on their interests and the best fit.
- 11th & 12th Grade – Students were assigned a speaker, got to choose a speaker, and then they had to sit for a required panel that was about jobs in Genesee County and recommended skills. It was moderated by Chris Suozzi from Genesee County Economic Development and included members of HR from Genesee County and Batavia, the president of Genesee County Chamber of Commerce, and a job specialist with the New York Department of Labor.

Afterwards, the morning session students were divided into two groups by Junior High and Senior High, where they had the opportunity to eat lunch, attend the opportunity fair, and hear from our keynote speaker. The Opportunity Fair was a career fair in the middle school gym where students learned about summer jobs, volunteer opportunities, colleges, military, service providers, etc. The Keynote speaker was Scott Fitch, current high school basketball coach at Fairport High School. He also works for USA Basketball. He speaks a lot about social media, how it can be destructive, but also how it can be very impactful and beneficial. He shares many personal experiences that resonate with any student.

Student Council
Report:

None

Principals'
Comments:

K. Loftus reported:

- Neurodiversity Week is next week and the Elementary is having a Spirit Week to go along with it. A slideshow was shown to students explaining what Neurodiversity is.
- Last Friday, STEP Boosters put on a Glow Dance for the Elementary and it was a great turnout.
- ELA State testing was last week and it went well. Next month is the Math State test and reviewing for that has started.

P. Hazard reported:

- Rob Kaercher was named BEA's Educator of the Year.
- Tomorrow the Jr. High has a performance by ECHOES.

- Friday is "Drive Your Tractor to School Day." All eligible students and staff are welcome to participate.
- The ELA State testing went well last week.
- Review classes for Regents tests have started.
- AP Exams are coming up next month.

Director of
Instructional
Services
Comments:

B. Brown reported Byron-Bergen won the Wellness Challenge out of all the districts in GV BOCES. We are the Wellness Champions and won the top prize of \$1,500 for the District.

Director of
Technology &
Assessment
Comments:

J. Back talked about her new role as the Data Coordinator and how much information she has learned so far this year. In SchoolTool a rollover must be done each year by moving students up a grade and exiting out the seniors. Elementary report cards are now sent out electronically through ParentSquare.

Business
Administrator
Comments:

L. Prinz stated the Budget Newsletter is almost complete and ready to go to the printers. The New York State budget was adopted on Friday. In the approved budget, student meals will again be free next school year. Under New Business for approval is a revised SAA that was approved at the last meeting but had incorrect numbers from EduTech.

Superintendent's
Comments:

P. McGee stated that Sr. Exit Projects are coming up and if any of the Board members would like to be on the panel to let him know. The football merger is in the final stages and a contract is being reviewed with Notre Dame. Earlier today he attended the track meet where there was a memorial ceremony for 2013 graduate Kara Hall who tragically lost her life; her family gave a gracious donation towards the scoreboard.

Consent Agenda:

It was moved by L. Smith and seconded by H. Ball that the following consent agenda be approved:

Approval of Minutes

April 11, 2024

Financial Matters

General Fund Bills: Warrant A-70, Ck. # 25040-25089, \$645,638.46

School Lunch Fund Bills: Warrant C-20, Ck. # 201227-201230, \$16,555.67

Federal Fund Bills: Warrant F-17, Ck. # 400552-400553, \$258.03

Capital Fund Bills: Warrant H-17, Ck. # 2763-2765, \$6,301.57

Trust & Agency Fund Bills: Warrant TA-21, Wire # 1723-1726,
Ck. # 301441-301448, \$446,304.86

Monthly Treasurer's Report – March 2024

Personnel Matters

Resignations/Retirement/Termination:

None

Approvals:

Substitute Teacher (UPK-12) – Jessica Hall

Miscellaneous Matters

School Budget/Proposition & Board Candidate Election – Election
Inspectors for May 21, 2024

CSE/CPSE Review

CSE cases as presented

CPSE cases as presented

The motion passed 6 Yes, 0 No.

Reports:

Technology Plan Report – Technology Coordinator

Jenn Back reported on the goals for the 2022-2026 Technology Report

Goal 1: Improve College & Career Readiness

- New Software, Maia Learning, is being utilized with students with R. Kaercher
- During the March PD Day teacher experts were utilized
- In April teachers were surveyed to have more teacher experts to help facilitate PD for next school year

Goal 2: Improve Communication

- IEP/504 documents are now being sent on ParentSquare via Secure Send
- Permission slips and RSVPs are also being sent on ParentSquare to help improve communication with parents
- Field trip forms are now being done online through Frontline helping improve inter-district communication

Goal 3: Improve Professional Development

- Utilizing the survey data from the PD Team to help identify needs for instructional technology
- District technology team meets quarterly to identify and support districts need and then the information is conveyed to the PD team

Goal 4: Improve Physical, Social, and Emotional Health

- 3rd grade is being taught Digital Citizenship
- Curriculum documents are created and accessible in the Google Drive
- Second Step (SEL curriculum) has been purchased for teachers to be used in the classroom

Goal 5: Improve the Use of Technology

- The EDLaw2D software survey is active throughout the school year
- Cybersecurity training is completed throughout the school year and KnowB4 software was purchased this year to help with training and phishing emails

Goal 6: Improve Facilities

- Craig S. attended the NYSCATE conference this past November
- The long-term purchasing plan has been updated
- Every student and teacher is provided a Chromebook

Policy Committee 4/22/24 after BOE meeting.
Update:

Facilities Meeting scheduled for May 23rd at 5:00 p.m.
Committee
Update:

Budget Committee Budget Presentation and Meet the Candidates is May 9, 2024
Update: Budget Vote is May 21, 2024

Audit Committee None
Update:

SOAR Update: None

Positive Recognize at Buzzin' Bistro
Recognition:

Approval – Upon the recommendation of the Superintendent, it was moved by
2024-2025 J. Cook and seconded by C. Matthews to approve the 2024-2025
Administrative Administrative Budget for the Board of Cooperative Educational
Budget for the Services for Genesee-Livingston-Steuben-Wyoming Counties
Board of in the amount of \$3,272,493.
Cooperative
Educational
Services for
Genesee-Livingston-
Steuben-Wyoming
Counties The motion passed 6 Yes, 0 No.

Approval – Upon the recommendation of the Superintendent, it was moved by
Election of J. Cook and seconded by H. Ball to approve the Election of Margaret
Margaret Foster, Foster, Edward Leinstein, and David Woodruff to the Board of
Edward Leinstein, Cooperative Educational Services for Genesee-Livingston-Steuben-
and David Woodruff Wyoming Counties.
to the Board of
Cooperative
Educational
Services for Genesee-
Livingston-Steuben-
Wyoming Counties The motion passed 6 Yes, 0 No.

Approval – Upon the recommendation of the Superintendent, it was moved by
2023-2024 H. Ball and seconded by L. Smith to approve the 2023-2024 Instructional
Instructional Calendar Modification.
Calendar The Board of Education of the Byron-Bergen Central School District

Modification

approves changing the Instructional Calendar to close the District on May 24, 2024. The Board of Education thanks all of our employees at the District over the last several years for their dedication and hard work at Byron-Bergen. There will be no school for students and all employees of the District.

The motion passed 6 Yes, 0 No.

**Approval –
Revised 2023-2024
Multi-Year
Purchasing
Agreement (MYPA)
48133.0**

Upon the recommendation of the Superintendent, it was moved by L. Forsyth and seconded by C. Matthews to approve the Revised 2023-2024 Multi-Year Purchasing Agreement (MYPA) # 48133.0.

RESOLUTION

FOR

3 YR TECHNOLOGY PURCHASE THROUGH BOCES

WHEREAS, the Board of Education of the Byron-Bergen Central School District (hereinafter referred to as the "District") desires to enter into a three (3) year service agreement with the Wayne-Finger Lakes Board of Cooperative Educational Services (hereinafter referred to as WFL BOCES) in order for the WFL BOCES to furnish certain services to the District pursuant to New York State Education Law §1950(4)(jj), those services being computer services in Co-Ser 586/674.

NOW, THEREFORE, it is

RESOLVED, that the Board of Education of Byron-Bergen agrees to enter into a contract with the WFL BOCES for the provision of said services to the District and associated EduTech charges with such amount to include annual WFL BOCES support costs and applicable taxes and surcharges, and with such support costs and applicable taxes and surcharges included at the current rate and subject to change as established in the WFL BOCES budget or mandated by any federal, state or local authority in an amount not to exceed in total over the life of this agreement an amount of \$272,254.

This amount may be amended with the approval of both parties. The District will be liable to WFL BOCES for early cancellation or withdrawal from this agreement to the same extent that WFL BOCES is liable to any vendor(s) of these services, including liability for applicable penalties or liquidated damages, and the District will also be liable for costs and expenses, including reasonable attorneys' fees and disbursements, incurred by WFL BOCES as consequence of any such early cancellation or withdrawal. Payment will be made as part of a regular annual WFL BOCES contract for services. Further, this agreement is subject to the approval of the Board of Education of WFL BOCES. This contract will be for a maximum period of 3 years commencing on or about May 1, 2024 and continue through May 1, 2027.

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 J. Cook and seconded by C. Matthews to adjourn the meeting at 6:57 p.m.
The motion passed 6 Yes, 0 No.



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	PO Number	Check Description	Check Amount	Liquidated
25090	04/19/2024	644	**CONTINUED** CHASE CARD SERVICES		CHASE CARD	PO BOX 1423, CHARLOTTE NC 28201-1423			Voided During Printing		
25091	04/19/2024		644 CHASE CARD SERVICES			PO BOX 1423, CHARLOTTE NC 28201-1423	200072102142	230744		220.00	220.00
A 1010.400-00-0000			BOARD OF ED CONTRACTUAL								
A 1240.450-00-0000			ADMIN - MAT & SUPPLY				99204143	230734		26.95	24.89
A 1240.400-00-0000			ADMIN - CONTRACTUAL				81731275	230597		432.00	431.00
A 2110.450-03-0000			MAT & SUPPLY - HS				9001806197	230123		1,178.50	1,178.50
A 2110.450-03-0000			MAT & SUPPLY - HS				5798G	230742		36.81	36.81
A 5510.450-00-0000			MAT & SUPPLY - OTHER				168115	230756		48.18	48.18
A 1010.400-00-0000			BOARD OF ED CONTRACTUAL	DEB LIST			2856-2024	230731		240.00	240.00
A 2855.450-03-0000			ATHLETIC - MAT & SUPPLY				TEXAS RH	230751		96.93	96.93
A 2855.450-03-0000			ATHLETIC - MAT & SUPPLY				GAS	230752		92.15	92.15
A 1240.400-00-0000			ADMIN - CONTRACTUAL		PAT MCGEE		2855-2024	230731		240.00	240.00
A 2855.450-03-0000			ATHLETIC - MAT & SUPPLY				RED LOBSTER	230751		217.02	217.02
A 2855.450-03-0000			ATHLETIC - MAT & SUPPLY				LATE FEES	230752		8.31	0.00
A 2855.450-03-0000			ATHLETIC - MAT & SUPPLY				MAURICES DELI	230751		31.23	31.23
Number of Transactions: 2										Check Total:	2,868.08
										Warrant Total:	2,868.08
Vendor Portion:										2,868.08	
Payroll Portion:										0.00	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \$2,868.08 in number, in the total amount of \$2,868.08. 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.

4/25/24 Doreen Mendenhall claims auditor
Date Signature Title

Check Warrant Report For A - 73: GENERAL FUND BILLS 04/26/2024 For Dates 4/26/2024 - 4/26/2024

Check # Account	Check Date	Vendor ID	Vendor Name Account Description	Explanation	Payment Address	Invoice Number	Check Description PO Number	Check Amount	Liquidated
25092	04/26/2024		4898 **CONTINUED** A-VERDI STORAGE CONTAINERS		14150 ROUTE 31, SAVANNAH NY 13146		Voided During Printing		
25093	04/26/2024		4898 A-VERDI STORAGE CONTAINERS		14150 ROUTE 31, SAVANNAH NY 13146			0.00	
A 1621.400-00-CONT	MAINT - CONTRACT				1718138	230138		144.00	144.00
A 1621.400-00-CONT	MAINT - CONTRACT				1718137	230138		218.00	218.00
A 1621.400-00-CONT	MAINT - CONTRACT				1718136	230138		218.00	218.00
A 1621.400-00-CONT	MAINT - CONTRACT				1713708	230138		109.00	109.00
A 1621.400-00-CONT	MAINT - CONTRACT				1713709	230138		317.00	317.00
A 1621.400-00-CONT	MAINT - CONTRACT				1716265	230138		396.00	396.00
A 1621.400-00-CONT	MAINT - CONTRACT				1714637	230138		109.00	109.00
A 1621.400-00-CONT	MAINT - CONTRACT				1714635	230138		99.00	99.00
A 1621.400-00-CONT	MAINT - CONTRACT				1713133	230138		99.00	99.00
A 1621.400-00-CONT	MAINT - CONTRACT				1713134	230138		99.00	99.00
A 1621.400-00-CONT	MAINT - CONTRACT				1712155	230138		109.00	109.00
A 1621.400-00-CONT	MAINT - CONTRACT				1716267	230138		144.00	144.00
25094	04/26/2024		8811 AMAZON.COM		PO BOX 035184 SEATTLE WA 98214-5184			2,061.00	
A 2630.450-03-0000	TECH MAT & SUPPLY - HS				1KGQ-4WYY MGLG	230789		131.34	115.47
A 2250.450-03-0000	SPEC ED - MAT & SUPPLY HS				1PRG-LJF7-KPFN	230797		34.49	34.49
A 2250.450-01-0000	SPEC ED - MAT & SUPPLY ELEM				1PRD-KW6P-F3VG	230801		112.62	112.62
A 2110.450-01-0000	MAT & SUPPLY ELEM				1JPG-MF1D-RFDK	230707		228.40	228.40
A 1620.450-00-0000	CUST - MAT & SUPPLY				1KX1-7R7Y-TH7W	230799		41.11	41.11
25095	04/26/2024		2804 APPLIED MAINTENANCE SUPPLIES & SOLUTIONS LLC		22510 NETWORK PLACE CHICAGO IL 60673-1225			547.96	
A 5510.400-00-REPA	CONTRACT - REPAIRS TO BUSES				7029104973	230784		1,079.95	1,079.95
25096	04/26/2024		5775 NORM AUGELLO JR		24 CHAPEL STREET ELBA NY 14058			1,079.95	
A 2855.400-03-0000	ATHLETIC - CONTRACT				BOYS VARSITY BASEBALL	04/16/2024		115.70	

Check Warrant Report For A - 73: GENERAL FUND BILLS 04/26/2024 For Dates 4/26/2024 - 4/26/2024

Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	Check Description	PO Number	Check Amount	Liquidated
25097	04/26/2024	498	TERRI BURCH			2115 PERRY ROAD, NORTH JAVA NY 14113			Check Total:	115.70	
A 2855.400-03-0000			ATHLETIC - CONTRACT	BOYS JV BASEBALL		04/15/2024				92.55	
25098	04/26/2024	545	CALEDONIA MUMFORD CSD			99 NORTH STREET, CALEDONIA NY 14423			Check Total:	92.55	
A 2855.400-03-0000			ATHLETIC - CONTRACT	23-24 FOOTBALL PROGRAM		38-2324			230806	30,000.00	30,000.00
25099	04/26/2024	771	CONNOR TIRE SERVICE			13759 WATERPORT CARLTN RD, ALBION NY 14411			Check Total:	30,000.00	
A 5510.450-00-TIRE			MAT & SUPPLY - TIRES	REMOVAL OF 5 SCRAP TIRES		4702			230091	50.00	50.00
25100	04/26/2024	838	CREEKSIDE INC			PO BOX 288, EAST REMBROKE NY 14056			Check Total:	50.00	
A 2855.450-03-0000			ATHLETIC - MAT & SUPPLY			Y40196			230385	200.00	200.00
25101	04/26/2024	893	CY FARMS - BATAVIA TURF			6465 TRANSIT ROAD, ELBA NY 14058			Check Total:	200.00	
A 1622.450-00-0000			GROUND - MAT & SUPPLY			41386			230812	1,024.40	1,024.40
25102	04/26/2024	9046	D'AMICO, DON			326 THORNELL RD, PITTSFORD NY 14534			Check Total:	1,024.40	
A 2855.400-03-0000			ATHLETIC - CONTRACT	BOYS JV BASEBALL GAME FEE		04/10/2024				92.55	
A 2855.400-03-0000			ATHLETIC - CONTRACT	EXTRA 1/2 FEE		04/10/2024				46.28	
25103	04/26/2024	7886	ANTHONY DEMARCO			191 NORTH STREET, CALEDONIA NY 14423			Check Total:	138.83	
A 2855.400-03-0000			ATHLETIC - CONTRACT	BOYS JV BASEBALL		04/16/2024				92.55	
25104	04/26/2024	7636	EMERSON OIL CO., INC			545 LYELL AVE, ROCHESTER NY 14606			Check Total:	92.55	
A 5510.450-00-OIL			MAT & SUPPLY - OIL, FLUIDS, LUBRICANTS, ETC	260 GAL BULK DEF		927587			230368	733.78	733.78
25105	04/26/2024	6187	ENERGY COOPERATIVE OF AMERICA			1408 SWEET HOME ROAD SUITE 8, AMHERST NY 14228			Check Total:	733.78	
A 5530.400-00-ELEC			CONTRACTUAL - ELECTRIC			1017677			230625	343.58	343.58
A 1620.400-00-ELEC			CUST - CONTRACT ELECTRIC			1017678			230494	6,261.82	6,261.82
25106	04/26/2024	5236	ENERGY ENTERPRISES INC			PO BOX 182 10 MILL STREET, MOUNT MORRIS NY 14510			Check Total:	6,605.40	

Check Warrant Report For A - 73: GENERAL FUND BILLS 04/26/2024 For Dates 4/26/2024 - 4/26/2024

Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	PO Number	Check Description	Check Amount	Liquidated
A 1621.400-00-CONT				MAINT - CONTRACT			191610	230037		300.00	✓
25107	04/26/2024		9041 FLOWER CITY ARTS CENTER			713 MONROE AVE, ROCHESTER NY 14607			Check Total:	300.00	
A 2110.400-03-0000			CONTRACTUAL - HS				4043	230803		750.00	✓
25108	04/26/2024		6839 ERIC GEITNER			8159 W. BERGEN ROAD, LEROY NY 14482			Check Total:	750.00	
A 2855.400-03-0000			ATHLETIC - CONTRACT				04/10/2024			138.00	✓
25109	04/26/2024		7665 GENESEE COMMUNITY CHARTER SCHOOL			657 EAST AVE, ROCHESTER NY 14607			Check Total:	138.00	
A 2110.473-01-0000			TUITION - CHARTER ELEM SCHOOL				5/1/2024BB	230008		4,271.66	✓
25110	04/26/2024		1364 GENESEE COUNTY SOCIAL SERVICES			5130 EAST MAIN STREET SUITE 3, BATAVIA NY 14020-3433			Check Total:	4,271.66	
A 2110.400-03-0000			CONTRACTUAL - HS				2024STEP3	230011		2,025.09	✓
25111	04/26/2024		3998 GENESEE DISTRIBUTING			22 SOUTHPOINT DRIVE, LANCASTER NY 14086			Check Total:	2,025.09	
A 5510.450-00-CUST			MAT & SUPPLY - CUSTODIAL SUPPLIES				8788	230064		100.50	✓
25112	04/26/2024		1476 GRAINGER			DEPT 809218829, PALATINE IL 60038-0001			Check Total:	100.50	
A 1621.450-00-0000			MAINT - MAT & SUPPLY				9074132441	230474		657.98	✓
A 1621.450-00-0000			MAINT - MAT & SUPPLY				9085905942	230474		3,059.73	✓
25113	04/26/2024		7094 HAUN WELDING SUPPLY			5921 COURT STREET RD, SYRACUSE NY 13206			Check Total:	3,717.71	
A 5510.450-00-WELD			MAT & SUPPLY - TANKS & REFILLS				91417	230079		84.64	✓
25114	04/26/2024		8746 HEARING EVALUATION SERVICES OF BUFFALO INC.			2733 WEHRLE DRIVE SUITE 200, WILLIAMSVILLE NY 14221			Check Total:	84.64	
A 2250.400-03-0000			SPEC ED - CONTRACT HS				210867	230209		1,670.74	✓
25115	04/26/2024		7624 HILLSIDE CHILDREN'S CENTER			1183 MONROE AVE, ROCHESTER NY 14620			Check Total:	1,670.74	

Check Warrant Report For A - 73: GENERAL FUND BILLS 04/26/2024 For Dates 4/26/2024 - 4/26/2024

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	PO Number	Check Description	Check Amount	Liquidated
A 2250.472-01-0000				SPEC ED TUITION - PRIVATE - ELEM				03/04-03/29/2024	230534		16,471.68	16,471.68
25116		04/26/2024		1694 HOME DEPOT CREDIT SERVICES		DEPT 32 - 2129147397 PO BOX 9001030 LOUISVILLE KY 40290-1030					16,471.68	
A 1621.450-00-0000				MAINT - MAT & SUPPLY				5013138	230144		251.72	251.72
25117		04/26/2024		8810 JMCC DBA CARMEN CHAVEZ		19 NORTH MAIN STREET ELBA NY 14058					251.72	
A 1620.400-00-0000				CUST - CONTRACT OTHER				APR122024 #16	230465		2,000.00	2,000.00
25118		04/26/2024		8852 KYLE KARMAZYN		10 STONERIDGE LN AKRON NY 14001					2,000.00	
A 2855.400-03-0000				ATHLETIC - CONTRACT		BOYS VARSITY BASEBALL		04/15/2024			115.70	
25119		04/26/2024		9049 MICHAEL T. KING JR		3160 LEHIGH ST, CALEDONIA NY 14423					115.70	
A 2855.400-03-0000				ATHLETIC - CONTRACT		BOYS JV BASEBALL		04/16/2024			92.55	
25120		04/26/2024		7066 KIM MILLS		6024 FISHER ROAD, OAKFIELD NY 14125					92.55	
A 2855.400-03-0000				ATHLETIC - CONTRACT		TRACK JUDGE		04/10/2024			127.00	
25121		04/26/2024		4625 MUSIC AND ARTS		5295 Westview Drive Suite 300, FREDERICK MD 21703					127.00	
A 2110.450-03-MUSI				MAT & SUPPLY - MUSIC				INV043653527	230164		50.00	50.00
A 2110.450-01-MUSI				MAT & SUPPLY - MUSIC				INV043169422	230217		70.92	70.92
25122		04/26/2024		5408 MUSIC THERAPY PATHWAYS		80 SOUTH MAIN STREET, OAKFIELD NY 14125					120.92	
A 2250.400-01-0000				SPEC ED - CONTRACT ELEM				24-MAR	230207		787.00	787.00
25123		04/26/2024		8774 NAPA AUTO PARTS		4630 LAKE RD SOUTH BROOKPORT NY 14420					787.00	
A 5510.450-00-PART				MAT & SUPPLY - BUS/EQUIP PARTS		#57 DOOR BODYWORK		70683	230092		9.37	9.37
A 5510.450-00-PART				MAT & SUPPLY - BUS/EQUIP PARTS		#57 BODY WORK		70718	230092		32.56	32.56
A 5510.450-00-PART				MAT & SUPPLY - BUS/EQUIP PARTS		GARAGE DOOR OPENER BATTERIES		71541	230092		15.98	15.98

Check Warrant Report For A - 73: GENERAL FUND BILLS 04/26/2024 For Dates 4/26/2024 - 4/26/2024

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	PO Number	Check Description	Check Amount	Liquidated
25124		04/26/2024	2488	NATIONAL GRID			PO BOX 371376, PITTSBURGH PA 15250-7376			Check Total:	57.91	
	A 5530 400-00-ELEC			CONTRACTUAL-ELECTRIC			03/11-04/09 2024	230093			443.73	443.73
	A 1620 400-00-ELEC			CUST - CONTRACT ELECTRIC			03/13-04/11 2024	230055			5,877.17	5,877.17
25125		04/26/2024	6805	NEW YORK ASSOCIATION OF AGRICULTURAL EDUCATORS			ATTN: 2024 NYAAE CONFERENCE 300 KENNEDY HALL CORNELL UNIVERSITY ITHACA NY 14853			Check Total:	6,320.90	
	A 2110 450-03-CORN			MAT & SUPPLY - CORNELL AG OUTREACH			2024 NYAAE CONFERENCE	230601			550.00	545.00
25126		04/26/2024	6629	NFHS CUSTOMER SERVICE			PO BOX 361246, INDIANAPOLIS IN 46236-5324			Check Total:	550.00	
	A 2855 450-03-0000			ATHLETIC - MAT & SUPPLY			229379-1	230382			141.80	126.00
25127		04/26/2024	2583	MATT NILSEN			10 JEFFERSON AVE, LEROY NY 14482			Check Total:	141.80	
	A 2855 400-03-0000			ATHLETIC - CONTRACT			BOYS VARSITY BASEBALL	04/10/2024			115.70	
25128		04/26/2024	2589	NOCO ENERGY CORPORATION			DEPARTMENT # 116218 PO BOX 5211, BINGHAMTON NY 13902-5211			Check Total:	115.70	
	A 5510 450-00-UNLE			MAT & SUPPLY - UNLEADED GASOLINE			SP12806024	230331			1,551.14	1,551.14
	A 5510 450-00-UNLE			MAT & SUPPLY - UNLEADED GASOLINE			SP12804314	230331			997.43	997.43
	A 5510 450-00-UNLE			MAT & SUPPLY - UNLEADED GASOLINE			SP12792735	230331			1,815.43	1,815.43
25129		04/26/2024	2591	NORMAN HOWARD SCHOOL			4 LAKEVIEW PARK, ROCHESTER NY 14613			Check Total:	4,364.00	
	A 2250 472-03-0000			SPEC ED TUITION - PRIVATE - HS			2024-0401	230417			9,660.80	9,660.80
25130		04/26/2024	7169	NORTHERN STAR MEDICAL BILLING AND COLLECTIONS			60 FINN RD SUITE A, HENRIETTA NY 14467			Check Total:	9,660.80	
	A 5510 400-00-PHYS			CONTRACT - DRIVER PHYSICALS			9A PHYSICAL AND DOT RANDOMS	9215	230072		505.00	505.00
25131		04/26/2024	9042	MARC PALMER			704 CLOVER STREET, ROCHESTER NY 14610			Check Total:	505.00	
	A 2110 450-03-0000			MAT & SUPPLY - HS			AMAZON	230808			46.98	46.98



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	PO Number	Check Description	Check Amount	Liquidated
A 2110.450-03-0000				MAT & SUPPLY - HS			WEBSTaurant STORE	230808		46.10	46.10
25132	04/26/2024		6349 PEARSON CLINICAL			13036 COLLECTION CENTER DRIVE , CHICAGO IL 60693			Check Total:	93.08	
A 2250.450-03-0000				SPEC ED - MAT & SUPPLY HS			25094989	230740		280.00	280.00
25133	04/26/2024		7206 QUADIENT LEASING USA, INC			478 WHEELERS FARM RD, MILDORD CT 06461			Check Total:	280.00	
A 1670.450-00-POST				POSTAGE - DISTRICT			Q1284611	230146		319.80	319.80
25134	04/26/2024		7024 ROCHESTER REGIONAL HEALTH, WESTERN NEW YORK MEDICAL PRACTICE PC			PO BOX 24325 NEW YORK NY 10087-4325			Check Total:	319.80	
A 2855.400-03-0000				ATHLETIC - CONTRACT			3117	230452		1,268.75	1,268.75
25135	04/26/2024		3220 RUFFELL REIMBURSEMENTS			ATTENTION: JOY RUFFELL 626 MARIS RUN WEBSTER NY 14580			Check Total:	1,268.75	
A 2250.400-01-0000				SPEC ED - CONTRACT ELEM			3757	230025		155.00	155.00
A 2250.400-03-0000				SPEC ED - CONTRACT HS			3757	230025		155.00	155.00
25136	04/26/2024		9048 SANTIAGO, JONATHAN			233 SOUTH SWAN, BATAVIA NY 14020			Check Total:	310.00	
A 2855.400-03-0000				ATHLETIC - CONTRACT		BOYS JV BASEBALL	04/15/2024			92.55	
25137	04/26/2024		8826 SENOR WOOLY			PO BOX 903, SKOKIE IL 60076			Check Total:	92.55	
A 2630.460-03-0000				TECH - SOFTWARE - HS			500821518	230804		150.00	150.00
25138	04/26/2024		3396 SHIFFLER			PO BOX 77020, CLEVELAND OH 44194-0015			Check Total:	150.00	
A 1620.450-00-0000				CUST - MAT & SUPPLY			10005403-00	230792		2,765.28	2,765.28
25139	04/26/2024		3438 SLOAT TIRE			5257 CLINTON STREET ROAD, BATAVIA NY 14020			Check Total:	2,765.28	
A 1622.450-00-0000				GROUNDS - MAT & SUPPLY			169250	230815		58.99	58.99
25140	04/26/2024		8907 THE HON COMPANY, LLC			PO BOX 1109, MUSCATINE IA 52761			Check Total:	58.99	
A 2110.450-01-0000				MAT & SUPPLY ELEM			2227589	230622		5,748.20	5,748.20

Check Warrant Report For A - 73: GENERAL FUND BILLS 04/26/2024 For Dates 4/26/2024 - 4/26/2024

Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	Check Description	PO Number	Check Amount	Liquidated
25141	04/26/2024		3885 UTICA NATIONAL INSURANCE			PO BOX 6532 , UTICA NY 13504-6532				5,748.20	
A 5510.400-00-INS			CONTRACT - VEHICLE INSURANCE		DEDUCTIBLE		1176924		230033	2,500.00 ✓	2,500.00
Check Total:											
25142	04/26/2024		7323 VILLA OF HOPE			3300 DEWEY AVENUE, ROCHESTER NY 14616				2,500.00	
A 2250.472-03-0000			SPEC'ED TUITION - PRIVATE HS				9404		230523	6,812.40 ✓	6,812.40
Check Total:											
25143	04/26/2024		9047 VOLNA, JOSEPH			9 GLENWOOD DR, ATTICA NY 14011				6,812.40	
A 2855.400-03-0000			ATHLETIC - CONTRACT		BOYS VARSITY BASEBALL		04/15/2024			115.70 ✓	
Check Total:											
25144	04/26/2024		5736 WEBSTER SZANYI LLP			1400 LIBERTY BUILDING , BUFFALO NY 14202				115.70	
A 1420.400-00-0000			LEGAL - CONTRACTUAL				54686		230036	137.50 ✓	137.50
A 1420.400-00-0000			LEGAL - CONTRACTUAL				54685		230036	907.50 ✓	907.50
Check Total:											
25145	04/26/2024		5752 THOMAS WESCOTT			7724 LEWISTON ROAD , BATAVIA NY 14020				1,045.00	
A 2855.400-03-0000			ATHLETIC - CONTRACT		BOYS VARSITY BASEBALL		04/10/2024			115.70 ✓	
A 2855.400-03-0000			ATHLETIC - CONTRACT		BOYS VARSITY BASEBALL		04/16/2024			115.70 ✓	
Check Total:											
25146	04/26/2024		9036 WESTERN NEW YORK INDEPENDENT LIVING, INC.			3108 MAIN STREET , BUFFALO NY 14214				231.40	
A 1620.400-00-OTHE			CUST - CONTRACT OTHER		1 TICKET		201		230798	30.00 ✓	30.00
A 2250.400-01-0000			SPEC'ED - CONTRACT ELEM		B. BROWN		201		230805	15.00 ✓	15.00
A 2250.400-03-0000			SPEC'ED - CONTRACT HS		B. BROWN		201		230805	15.00 ✓	15.00
A 1240.400-00-0000			ADMIN - CONTRACTUAL		P. MCGEE		201		230805	30.00 ✓	30.00
Check Total:											
25147	04/26/2024		4039 WILLIAMSON LAW BOOK COMPANY			790 CANNING PARKWAY, VICTOR NY 14564				90.00	
A 1060.450-00-0000			DISTRICT MEETING MAT & SUPPLY				201322		230769	519.60 ✓	519.60
Check Total:											
25148	04/26/2024		3946 ALBANY LLC			737 NEW LOUDON ROAD, LATHAM NY 12110				519.60	
A 5510.210-00-0000			TRANS - EQUIPMENT		2024 TOYOTA SIENNA MINIVAN		78562		230524	36,723.22 ✓	36,723.22
A 5510.210-00-0000			TRANS - EQUIPMENT		2024 TOYOTA SIENNA MINIVAN		78563		230524	36,723.22 ✓	36,723.22
Check Total:											



Check Warrant Report For A - 73: GENERAL FUND BILLS 04/26/2024 For Dates 4/26/2024 - 4/26/2024

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	Check Description	PO Number	Check Amount	Liquidated
Number of Transactions: 57												
Check Total: 73,446.44												
Warrant Total: 193,330.33												
Vendor Portion: 193,330.33												
Payroll Portion: 0.00												

Certification of Warrant

To The District Treasurer, I hereby certify that I have verified the above claims 57 in number, in the total amount of \$ 193,330.33. 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.

4/25/24 Chasen Mueller claims auditor
Date Signature Title

Check Warrant Report For C - 21: SCHOOL LUNCH FUND BILLS - 04/26/2024 For Dates 4/26/2024 - 4/26/2024

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	PO Number	Check Description	Check Amount	Liquidated
201231		04/26/2024		5912 AMERICAN FRUIT & VEGETABLE CO		205 MUSHROOM BLVD PO BOX 20613, ROCHESTER NY 14602						
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH			894636-IN	230113			175.00	✓
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH			895337-IN	230113			138.30	✓
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH			895471-IN	230113			178.00	✓
201232		04/26/2024		7507 SASHA FLEISCHER		231 SELYE TERRACE, ROCHESTER NY 14613					491.30	✓
	C 691			DEFERRED REVENUE			MEAL REIMBURSEMENT				11.75	✓
201233		04/26/2024		3079 REGIONAL DISTRIBUTORS INC		P.O. BOX 60859, ROCHESTER NY 14606					11.75	
	C 2860.450-00-0000			MATERIALS & SUPPLIES			S2033740.001	230111			725.42	✓
	C 2860.450-00-0000			MATERIALS & SUPPLIES			S2034018.001	230111			21.81	✓
	C 2860.450-00-0000			MATERIALS & SUPPLIES			S2033739.001	230111			305.95	✓
201234		04/26/2024		3634 SYSCO FOOD SVCS OF SYRACUSE		PO BOX 80, WARNERS NY 13164					1,053.18	
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH			427754816 2	230117			2,181.14	✓
201235		04/26/2024		3670 UPSTATE NIAGARA COOPERATIVE		PO BOX 74870, CLEVELAND OH 44194-0953					2,181.14	
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH			982108	230104			485.62	✓
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH			967569	230104			769.44	✓
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH			967570	230104			696.86	✓
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH			982109	230104			135.20	✓
201236		04/26/2024		4095 C H WRIGHT		PO BOX 10, LEROY NY 14482-0010					2,087.12	
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH			5377015	230106			240.00	✓
											240.00	



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

Warrant Total: 6,064.49
Vendor Portion: 6,064.49
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 \$6,064.49. 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.

4/25/24 Date
[Signature] Signature
claims auditor Title



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	Check Description	PO Number	Check Amount	Liquidated
400554		04/26/2024		7556 INC. AVI FOODSYSTEMS			2590 ELM ROAD NE, WARREN OH 44483					
	F 2115.400-03-PTEC			PTECH CONTRACTUAL - HS				CTR000403000		230794	55.00	✓
	F 2115.400-03-PTEC			PTECH CONTRACTUAL - HS				CTR000402998		230794	82.50	✓
	F 2115.400-03-PTEC			PTECH CONTRACTUAL - HS				CTR000402483		230794	77.00	✓
	F 2115.400-03-PTEC			PTECH CONTRACTUAL - HS				CTR000402993		230794	82.50	✓
	F 2115.400-03-PTEC			PTECH CONTRACTUAL - HS				CTR000402995		230794	82.39	✓
	F 2115.400-03-PTEC			PTECH CONTRACTUAL - HS				CTR000402996		230794	77.00	✓
											456.39	
400555		04/26/2024		259 BARNES & NOBLE INC			PO BOX 951610, DALLAS TX 75395-1610					
	F 2115.450-03-PTEC			PTECH MATERIALS & SUPPLIES - HS				179576 - C		230819	2,888.75	✓
	F 2115.450-03-PTEC			PTECH MATERIALS & SUPPLIES - HS				183424		230818	1,195.17	✓
												1,195.17
											4,083.92	
400556		04/26/2024		8972 BRI CONSULTANCY, LLC			24 BROOK TERRACE, BROCKPORT NY 14420					
	F 2115.400-03-PTEC			PTECH CONTRACTUAL - HS				2855		230821	6,200.00	✓
											6,200.00	
400557		04/26/2024		1353 GENESEE COMMUNITY COLLEGE			BUSINESS OFFICE ONE COLLEGE ROAD, BATAVIA NY 14020					
	F 2115.400-03-PTEC			PTECH CONTRACTUAL - HS				1342		230820	14,625.00	✓
											14,625.00	
											25,365.31	
											25,365.31	
											0.00	

Number of Transactions: 4

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number in the total amount of \$25,365.31. 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.

4/26/24 Debra Mendenhall Claims Auditor
Date Signature Title

BYRON CEN CSD

Check Warrant Report For H - 18: CAPITAL FUND BILLS - 04/26/2024 For Dates 4/26/2024 - 4/26/2024



Check # Account	Check Date	Vendor ID	Vendor Name Account Description	Payment Address	Invoice Number	Check Description PO Number	Check Amount	Liquidated
2766	04/26/2024		383 BLACKMON-FARRELL ELECTRIC INC	57 HALSTEAD STREET, ROCHESTER NY 14610				
H 2021.292-01-2023			ELECTRICAL - PHASE 1 - ELEM			220890	0.00	830.77
H 2021.292-04-2023			ELECTRICAL - PHASE 1 - NATATORIUM		APPLICATION NO. 11	220890	21,787.97	5,865.28
H 2021.292-05-2023			ELECTRICAL - PHASE 1 - BUS GARAGE			220890	0.00	971.82
H 2021.292-04-2023			ELECTRICAL - PHASE 1 - NATATORIUM		APPLICATION NO. 12	220890	7,531.69	0.00
2767	04/26/2024		7629 CAMPUS CONSTRUCTION MANAGEMENT GROUP INC.	1241 PITTSFORD-VICTOR RD #104, PITTSFORD NY 14534			29,319.66	
H 2021.204-00-2023			CONSTRUCTION MGMT		APPLICATION NO. APP-00025	210740	28,778.00	28,778.00
H 2021.205-00-2024			CONSTRUCTION MGMT REIMB - PHASE 2		APPLICATION NO. APP-00025	210740	238.24	
2768	04/26/2024		695 CLARK PATTERSON ENGINEERS, SUR	CPL ACCOUNTING DEPARTMENT 255 WOODCLIFF DRIVE, SUITE 200, FAIRPORT NY 14450			29,016.24	
H 1621.240-00-2324			CONTRACT - CAP OUTLAY 23-24 - HS		98529	230518	1,255.68	1,255.68
H 2021.201-00-2024			ARCHITECTS - PHASE 2		99181	210739	71,628.90	71,628.90
H 2021.202-00-2024			ARCHITECTS REIMBURSEABLES - PHASE 2		99181	210739	292.64	292.64
2769	04/26/2024		7027 KIRCHER CONSTRUCTION INC	3090 MT. MORRIS GENESEE ROAD, MT MORRIS NY 14510			73,177.22	
H 2021.290-03-2023			GENERAL CONST - PHASE 1 - HS		APPLICATION NO. 9	220887	240,350.00	240,350.00
H 2021.290-04-2023			GENERAL CONST - PHASE 1 - NATATORIUM		APPLICATION NO. 9	220887	15,950.37	15,950.37
2770	04/26/2024		8835 T BELL CONSTRUCTION CORPORATION	45 REGENCY OAKS BOULEVARD, ROCHESTER NY 14624			256,300.37	
H 2021.294-03-2023			HVAC - PHASE 1 - HS		APPLICATION NO. 8	220891	23,750.00	23,750.00
H 2021.294-03-2023			HVAC - PHASE 1 - HS		APPLICATION NO. 9	220891	52,250.00	52,250.00



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	Check Description	PO Number	Check Amount	Liquidated
Number of Transactions: 5												
Check Total:											76,000.00	
Warrant Total:											463,813.49	
Vendor Portion:											463,813.49	
Payroll Portion:											0.00	

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 \$ 463,813.49. 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.

4/25/24 Doreen Wamboldt claims auditor
Date Signature Title

Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	PO Number	Check Description	Check Amount	Liquidated
1727	04/25/2024	TA 021	2559 NEW YORK STATE INCOME TAX	NYS WITHHOLDING TAX	Trust & Agency Payment	PO BOX 1414, NEW YORK NY 10008-1414			Trust & Agency Payment	16,475.63	
1728	04/25/2024	TA 018	2641 NYS EMPLOYEE RETIREMENT SYSTEM	NYS EMPLOYEES' RETIREMENT	Trust & Agency Payment	110 STATE STREET, ALBANY NY 12244-0001			Trust & Agency Payment	16,475.63	
1729	04/25/2024	TA 029	4247 OMNI GROUP	EMPLOYEE TAX SHELTER ANNUITIES	Trust & Agency Payment	220 ALEXANDER STREET, SUITE 400 , ROCHESTER NY 14607			Trust & Agency Payment	4,130.45	
1730	04/25/2024	TA 026	5839 DEPARTMENT OF THE TREASURY	SOCIAL SECURITY WITHHOLDING	Trust & Agency Payment	INTERNAL REVENUE SERVICE, CINCINNATI OH 45999-0009			Trust & Agency Payment	18,359.59	
1731	04/25/2024	TA 026	5839 DEPARTMENT OF THE TREASURY	SOCIAL SECURITY WITHHOLDING	Trust & Agency Payment	INTERNAL REVENUE SERVICE, CINCINNATI OH 45999-0009			Trust & Agency Payment	24,341.28	
1732	04/25/2024	TA 022	5839 DEPARTMENT OF THE TREASURY	FEDERAL WITHHOLDING TAX	Trust & Agency Payment	INTERNAL REVENUE SERVICE, CINCINNATI OH 45999-0009			Trust & Agency Payment	33,934.86	
1733	04/25/2024	TA 026	5839 DEPARTMENT OF THE TREASURY	SOCIAL SECURITY WITHHOLDING	Trust & Agency Payment	INTERNAL REVENUE SERVICE, CINCINNATI OH 45999-0009			Trust & Agency Payment	5,692.68	



Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	Check Description	PO Number	Check Amount	Liquidated
TA 026			SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment					5,692.68	
1731	04/25/2024		6585 BANK OF CASTILE		29 MAIN STREET, LEROY NY 14482			Check Total: Trust & Agency Payment		94,002.78	
TA 010			CONSOLIDATED PAYROLL		Trust & Agency Payment					282,609.45	
301449	04/25/2024		4420 AFLAC-NEW YORK		REMITTANCE PROCESSING PO BOX 535178 PITTSBURGH PA 15253-5178			Check Total: Trust & Agency Payment - AFLAC-PR		282,609.45	
TA 050			AFLAC		Trust & Agency Payment - AFLAC-AF					441.60	
TA 050			AFLAC		Trust & Agency Payment - AFLAC-PR					695.44	
301450	04/25/2024		305 BB FACULTY ASSOCIATION		NY			Check Total: Trust & Agency Payment - TEACHDUJE		1,137.04	
TA 024			DUES		Trust & Agency Payment - TEACHDUJE					3,721.62	
301451	04/25/2024		1422 GILLAM GRANT COMMUNITY CENTER		6966 WEST BERGEN ROAD, BERGEN NY 14416			Check Total: Trust & Agency Payment - G-GRANT		3,721.62	
TA 096			DONATION - GILLAM GRANT CENTER		Trust & Agency Payment - G-GRANT					30.00	
301452	04/25/2024		6472 NYS CHILD SUPPORT PROCESSING CENTER		PO BOX 15363, ALBANY NY 12212-5363			Check Total: Trust & Agency Payment - GENSCU		30.00	
TA 023			GARNISHMENTS		Trust & Agency Payment - GENSCU	CA91969Q1 - DOLPH, APRIL M				23.07	
301453	04/25/2024		6472 NYS CHILD SUPPORT PROCESSING CENTER		PO BOX 15363, ALBANY NY 12212-5363			Check Total: Trust & Agency Payment - STLAWSCU		23.07	
TA 023			GARNISHMENTS		Trust & Agency Payment - STLAWSCU	BU40670J1 - RADEL, TINA M				40.00	
301454	04/25/2024		2651 NYS TEACHER RETIREMENT SYSTEM		PO BOX 5522, BINGHAMTON NY 13902-5522			Check Total: Trust & Agency Payment - TRSLN		40.00	
TA 027			TEACHERS' RETIREMENT SYSTEM LOAN		Trust & Agency Payment - TRSLN					2,469.00	
301455	04/25/2024		2690 NYSUT BENEFIT TRUST		800 TROY SCHENECTADY ROAD, LATHAM NY 12110-2455			Check Total: Trust & Agency Payment - NYSUT		2,469.00	
TA 033			NYSUT BENEFIT TRUST		Trust & Agency Payment - NYSUT					231.82	



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Payment Address	Invoice Number	Check Description	PO Number	Check Amount	Liquidated
301456	04/25/2024		4177 SAANYS			8 AIRPORT PARK BLVD ALBANY AIRPORT PARK, LATHAM NY 12110		Check Total: Trust & Agency Payment - SAANYS		231.82	
TA 024	DUES				Trust & Agency Payment - SAANYS					159.38	✓
301457	04/25/2024		3356 SEIU 200 UNITED			PO BOX 1130 , SYRACUSE NY 13201		Check Total: Trust & Agency Payment - UNIONDUE		159.38	
TA 024	DUES				Trust & Agency Payment - UNIONDUE					205.25	✓
301458	04/25/2024		3936 VOTE - COPE			VOTE-COPE 800 TROY-SCHENECTADY ROAD, LATHAM NY 12110-2455		Check Total: Trust & Agency Payment - V-COPE		205.25	
TA 034	VOTE/COPE DEDUCTION				Trust & Agency Payment - V-COPE					137.80	✓
Number of Transactions: 15											
Check Total:											137.80
Warrant Total:											423,733.98



BYRON- BERGEN CENTRAL SCHOOL DISTRICT

Jr./Sr. High School

6917 West Bergen Road | Bergen, NY 14416-9747
(585) 494-1220

Paul Hazard, Principal

Katie Grattan, Assistant Principal

Betsy Brown, Director of Instructional Services

To: Patrick McGee
Superintendent

From: Paul Hazard
Principal

Re: Recommendation of Social Studies Teacher

Date: April 25th, 2024

I am recommending Trey Nadolinski for the position of Social Studies Teacher (7-12) at Byron Bergen Central School effective September 4th, 2024. Mr Nadolinski has been a valuable Special Educator with us for the past two years, but we are excited to have him in this new role.

Paul Hazard

BYRON-BERGEN CENTRAL SCHOOL DISTRICT
DEPARTMENT OF ATHLETICS



INTEROFFICE MEMORANDUM

TO: PATRICK MCGEE; BOARD OF EDUCATION

FROM: RICH HANNAN, ATHLETIC DIRECTOR;

SUBJECT: RECOMMENDATION MEMO

DATE: APRIL 29, 2024

cc: Paul Hazard

I would like to recommend the following people serve as Coach / Advisor for the 2023-24 School year.

Softball

Volunteer- Jonathan Zehler

2019

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Bylaws

SUBJECT: AGENDA FORMAT

The Byron-Bergen Board of Education believes to effectively represent the citizens of the Byron-Bergen Central School District, and to effectively carry out the duties of a Board of Education, meetings must be run efficiently and in a business-like manner. At the same time, the Board desires to provide citizens an opportunity to communicate with the Board. To accomplish these purposes, the following rules of procedure have been established.

Basic Agenda

- a) Call to Order/Pledge of Allegiance;
- b) President's Report;
- c) Principals' Comments;
- d) Student Council Report;
- e) Superintendent's Comments and Agenda Review;
- f) Consent Agenda*;
 - 1. Approval of Previous Minutes;
 - 2. Financial Matters:
 - (a) Approval of bills;
 - (b) Treasurer's and Business Reports;
 - (c) Acceptance of gifts, donations, and grants.
 - 3. Personnel Matters:
 - (a) Resignations/Retirements/Leaves;
 - (b) Appointments;
 - (c) CSE/CPSE Review.

(Continued)

2019

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Bylaws

SUBJECT: AGENDA FORMAT (Cont'd.)

Examples of these reports would be:

1. Committees attended;
2. Trainings/seminars;
3. Conventions;
4. Events and activities Board member attended relating to school community.

- h) Old Business;
- i) New Business;
- j) Comments from the Audience;
- k) Information/Announcements/Reports;
- l) Requests Requiring Board Consideration:

The intent of this agenda item is to allow Board members the opportunity to request or present items that require consideration of the full Board.

Examples of these reports would be:

1. Conferences/trainings;
2. Future agenda items;
3. Policy;
4. Data;
5. Any request of the Superintendent.

- m) Review of Next Meeting's Agenda

Copies will be available at Board meetings for visitors.

Consent Agenda*

At almost every meeting, the Board has a number of actions to take which, although they are as important as any business the Board conducts, are usually not controversial and therefore require little, if any, discussion. Such proposed actions will be listed in detail in the agenda. The Consent Agenda shall include items of a routine nature on which the Board has received sufficient background information. (Board members may request clarification or explanation on any item and information items that require no presentation to the Board.)

(Continued)

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3 of 3

Bylaws

SUBJECT: AGENDA FORMAT (Cont'd.)

If any member of the Board requests removal of any item from the Consent Agenda or a member of the public request to speak on a Consent Agenda item, then that item shall be removed from the Consent Agenda and becomes the first item under the Reports Agenda. If an item is so removed from the Consent Agenda and added to the Reports Agenda, then with respect to those items only, the Board may take such action as it deems appropriate including the right to vote thereon.

Participation at Board Meetings

- a) Under "Comments from the Audience," District residents or employees may sign a "Request to Speak" form up to five minutes before the meeting, indicating the topic. The Board will review the requests, and if approved, the person may speak for three minutes.
- b) Under "Discussion," those who wish to speak on an agenda item when it is discussed must sign the "Request to Speak" form up to five minutes before the meeting, indicating the item to be discussed. They may speak for three minutes on the item.
- c) To request an item to be placed on the agenda, an individual must contact the Superintendent's Office by noon, Friday, previous to the meeting. The individual introducing the item may speak for five minutes at the outset of the discussion.
- d) When an action item is introduced, it will remain on the Board agenda as "Old Business" until resolved.
- e) Persons who willfully interrupt, disrupt, or cause disturbances at an official meeting of the Board may be directed to leave by the presiding officer. If any such person refuses to leave after being directed to do so, he or she is guilty of a misdemeanor.

Certain topics are not appropriate to be discussed in an open School Board meeting. These include negotiations and comments about school employees or Board members.

Education Law Section 1606
Public Officers Law Section 104(2)

Adopted: 6/6/19
Revised: 5/12/20

2019

3430

Community Relations

SUBJECT: UNIFORM VIOLENT AND DISRUPTIVE INCIDENT REPORTING SYSTEM (VADIR)

The District will record each violent or disruptive incident that occurs on school property or at school functions. School property means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus. A school function means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place.

The District will submit an annual report of violent and disruptive incidents (on the *Summary of Violent and Disruptive Incidents* form) from the previous school year to the Commissioner of Education. Summary data will be used to determine the rate of violent and disruptive incidents in each school and to identify schools as persistently dangerous.

The District will utilize the *Individual Violent and Disruptive Incident Report* form for the reporting of individual incidents by each building and/or program under its jurisdiction and for the tally count of incidents into the Summary Form. Copies of the incident reports will be retained for the time prescribed by the Commissioner. These reports will be available for inspection by the State Education Department (SED) upon request.

All personally identifiable information included in a violent or disruptive incident report will be confidential and will not be disclosed to any person for any purpose other than that specified in Education Law Section 2802, except as otherwise authorized by law.

The District will include a summary of the District's annual violent or disruptive incident report in its School District Report Card in the format prescribed by the Commissioner.

Reporting Guidelines

The District will utilize the SED's website to obtain copies of the forms, directions, glossary, and additional information.

Education Law §§ 2801(1) and 2802
Vehicle and Traffic Law § 142
8 NYCRR § 100.2 (gg)

Adopted: 6/6/19

2019

5150

Non-Instructional/Business
Operations**SUBJECT: CONTINGENCY BUDGET**

If the original proposed budget is not approved by District voters at the Annual District Meeting and Election, the Board has the option of either resubmitting the original or revised budget for voter approval at a special meeting held at a later date; or the Board may, at that point, adopt a contingency budget. If the Board decides to submit either the original or a revised budget to the voters for a second time, and the voters do not approve the second budget submittal, the Board must adopt a contingency budget and the tax levy cannot exceed the total tax levy of the prior year (0% levy growth).

The administrative component of the contingency budget will not comprise a greater percentage of the contingency budget exclusive of the capital component than the lesser of:

- a) The percentage the administrative component had comprised in the prior year budget exclusive of the capital component; or
- b) The percentage the administrative component had comprised in the last proposed defeated budget exclusive of the capital component.

Education Law §§ 2002, 2023, 2023-a, 2024 and 2601-a

Adopted: 6/6/19

2024

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Bylaws

SUBJECT: ABSENTEE, MILITARY, AND EARLY MAIL BALLOTS – 1st Reading 5/9/24**Absentee Ballots**

The Board authorizes the District Clerk or a Board designee to provide absentee ballots to qualified District voters. Absentee ballots will be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason they will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk or Board designee at least seven days before the election/vote if the ballot is to be mailed to the voter, or the day before the election/vote if the ballot is to be delivered personally to the voter.

An absentee ballot will also be mailed to every qualified District voter otherwise eligible for an absentee ballot who sends a signed letter requesting an absentee ballot which states the address of the voter to the District Clerk or Board designee. The signed letter must be received by the District Clerk or Board designee not earlier than the thirtieth day before the election/vote and at least seven days before the election/vote. Enclosed with the absentee ballot will be an application form for the absentee ballot. The absentee ballot will not be counted unless a valid application form is enclosed with the ballot.

A qualified District voter is eligible to vote by absentee ballot if they are unable to appear to vote in person on the day of the District election/vote because they:

- a) Are or will be a patient in a hospital, or are unable to appear personally at the polling place on the day of the election/vote because of illness or physical disability;
- b) Have duties, occupation or business responsibilities, or studies which require being outside of the county or city of residence on the day of the District election/vote;
- c) Will be on vacation outside of the county or city of residence on the day of the District election/vote;
- d) Will be absent from their voting residence due to detention in jail awaiting action by a grand jury or awaiting trial or is confined in prison after conviction for an offense other than a felony; or
- e) Will be absent from the District on the day of the District election/vote by reason of accompanying spouse, parent, or child who is or would be, if they were a qualified voter, entitled to apply for the right to vote by absentee ballot.

(Continued)

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Bylaws

**SUBJECT: ABSENTEE, MILITARY, AND EARLY MAIL BALLOTS (Cont'd.) – 1st Reading
5/9/24**

Statements on the application for an absentee ballot must be signed and dated by the voter.

A voter's absentee ballot must reach the Office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that their vote may be canvassed.

Qualified District voters who are unable to personally appear at the polling place because of a permanent illness or physical disability and whose registration record has been marked "permanently disabled" pursuant to law are entitled to receive an absentee ballot without application if they have previously applied for an absentee ballot.

A list of all persons to whom absentee ballots have been issued will be maintained in the Office of the District Clerk or Board designee and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of this list, file a written challenge of the qualifications as a voter of any person whose name appears on this list, stating the reason for the challenge. A challenge to an absentee ballot may not be made on the basis that the voter should have applied for an early mail ballot. The written challenge will be transmitted by the District Clerk or Board designee to the election inspectors on the day of the District election/vote.

Military Ballots

The Board authorizes the District Clerk or a Board designee to provide military ballots to military voters to be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A military voter is:

- a) A qualified voter of New York State who:
 - 1. Is in actual military service and, by reason of that military service, is absent from the District on the day of registration or election; or
 - 2. Is discharged from that military service within 30 days of an election; or
- b) A spouse, parent, child, or dependent of the previously described voter, accompanying or being with that voter, if a qualified voter of New York State and a resident of the District.

A military voter may designate a preference to receive a military ballot application or a military ballot by mail, fax, or email. This designation will remain in effect until revoked or changed by the military voter. If a military voter does not designate a preference, a military ballot application or a military ballot will be provided to the military voter by mail.

Military ballots will be distributed as soon as practicable, but no later than 25 days before the election/vote.

(Continued)

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Bylaws

**SUBJECT: ABSENTEE, MILITARY, AND EARLY MAIL BALLOTS (Cont'd.) – 1st Reading
5/9/24**

Three days before the first day for distribution of military ballots, the names of all candidates duly nominated for public office and the amendments, referenda, propositions, and questions to be voted for on the ballots will be determined. If, at a later date, the nomination of any candidate named on a military ballot is found invalid, the ballot will still be valid, but no vote for the invalid candidate will be counted in the election/vote.

A voter's military ballot must be received by the Office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that their vote may be canvassed at which point the military ballot will be processed in the same manner as absentee ballots.

All military ballot applications and military ballots must be returned by mail or in person.

Early Mail Ballots

The Board authorizes the District Clerk or a Board designee to provide early mail ballots to qualified District voters. Early mail ballots will be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A District voter must request in advance an application for an early mail ballot. The voter must complete the application. The application must be received by the District Clerk or Board designee at least seven days before the election vote if the ballot is to be mailed to the voter, or the day before the election/vote, if the ballot is to be delivered personally to the voter.

An early mail ballot will also be mailed to every qualified District voter otherwise eligible for an early mail ballot who sends a signed letter requesting an early mail ballot which states the address of the voter to the District Clerk or Board designee. The signed letter must be received by the District Clerk or Board designee not earlier than the thirtieth day before the election/vote and at least seven days before the election/vote. Enclosed with the early mail ballot will be an application form for the early mail ballot. The early mail ballot will not be counted unless a valid application form is enclosed with the ballot.

Any qualified District voter is eligible to vote by early mail ballot.

Statements on the application for an early mail ballot must be signed and dated by the voter.

A voter's early mail ballot must reach the Office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that their vote may be canvassed.

(Continued)

2024

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Bylaws

**SUBJECT: ABSENTEE, MILITARY, AND EARLY MAIL BALLOTS (Cont'd.) – 1st Reading
5/9/24**

A list of all persons to whom early mail have been issued will be maintained in the Office of the District Clerk or Board designee and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of this list, file a written challenge of the qualifications as a voter of any person whose name appears on this list, stating the reason for the challenge. A challenge to an early mail ballot may not be made on the basis that the voter should have applied for an absentee ballot. The written challenge will be transmitted by the District Clerk or Board designee to the election inspectors on the day of the District election/vote.

Education Law Sections 2014, 2018-a, 2018-b, 2018-d, 2018-e, 2018-f, and 2613
8 NYCRR Part 122

Adopted: 6/9/24
Amended:

2024

3110

Community Relations

**SUBJECT: MEDIA/MUNICIPAL GOVERNMENTS/SENIOR CITIZENS – 1st Reading
5/9/24**

School District Media

The building principal is responsible for the preparation of news releases concerning the activities within that building, and for reviewing them with the Superintendent prior to release. Copies of all final news releases will be sent to the Superintendent's Office.

In addition, a periodic newsletter may be prepared and sent to each resident of the District or posted on its website. Included in the newsletter will be information regarding school activities, a monthly calendar, and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

As the official spokesperson, the Superintendent or designee will issue all news releases concerning the District. All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk.

Municipal Governments

The Board will establish and maintain a positive working relationship with the governing bodies of the municipality. The Board will also cooperate with municipal, county, and state agencies whose work affects the welfare of the children of the District, including, but not limited to, the County Social Services Department, the Board of Health, the Recreation Department, the Public Library, and all community emergency services agencies.

Senior Citizens

The Board will consider school-related programs for senior citizens in accordance with Education Law and/or the Commissioner's regulations. These programs include special use of school buildings or school buses, school lunches, and partial tax exemptions.

Education Law Sections 1501-b(1)(a), 1501-b(1)(b), and 1709(22)
Real Property Tax Law Section 467

Adopted: 6/9/19
Amended:

2024

5130

Non-Instructional/Business
Operations**SUBJECT: BUDGET ADOPTION – 1st Reading 5/9/24**

The Board will review the recommended budget of the Superintendent and seek public input and feedback regarding the recommended budget including, but not limited to, holding a public budget hearing not less than seven nor more than 14 days prior to the Annual District Meeting and Election at which the budget vote is to occur. The Board may modify the recommended budget of the Superintendent prior to its submission to District voters. Final authorization of the proposed budget is dependent upon voter approval unless a contingency budget is adopted by the Board.

The District budget for any school year, or any part of the budget, or any proposition(s) involving the expenditure of money for that school year, will not be submitted for a vote of the qualified District voters more than twice.

The District budget, once adopted, becomes the basis for establishing the tax levy on real property within the District. The District will post its final annual budget and any multi-year financial plan adopted by the Board on its website.

Contingency Budget

In the event the original proposed budget is not approved at the Annual District Meeting and Election, the Board may resubmit the original proposed budget or a revised budget for voter approval, or individual propositions may be placed before District voters, at a special meeting held on the third Tuesday of June. If the voters fail to approve the second budget submittal, or budget proposition(s), or if the Board elects not to put the proposed budget to a public vote a second time, the Board must adopt a contingency budget with a tax levy that is no greater than the prior year's levy (i.e., 0% levy growth).

The administrative component of the contingency budget is capped at the lesser of:

- a) The percent of the administrative component to the total budget in the prior year's budget, not including the capital component; or
- b) The percent that the administrative component comprised in the last proposed defeated budget for the subsequent year, not including, the capital component.

Education Law Sections 1608, 1716, 1804, 1906, 1950, 2007, 2022, 2023, 2023-a, and 2601-a
8 NYCRR Section 170.3

NOTE: Refer also to Policy #5110 -- Budget Planning and Development

Adopted: 6/6/19

Amended:

2024

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Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT – 1st Reading
5/9/24****Overview**

The District is committed to the safety and security of its employees. Workplace violence presents a serious threat to the safety of employees, students, parents, and visitors. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Acts of violence against District employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken. All employees are responsible for: creating an environment of mutual respect for each other, as well as students, parents, and visitors; following all applicable documents; and for assisting in maintaining a safe and secure work environment.

This workplace violence prevention policy was developed in consultation with all authorized employee representatives and is designed to meet the requirements of New York State Labor Law and highlights some of the elements that are found within the District's Workplace Violence Prevention Program (WVPP).

Definitions

For purposes of this policy, the following definitions apply:

- a) "Authorized employee representative" means an employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law, the Public Employees' Fair Employment Act.
- b) "Imminent danger" means any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of the danger can be eliminated through the enforcement procedures.
- c) "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
- d) "Serious physical harm" means physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Penal Law.
- e) "Serious violation" means the failure to:
 - 1. Develop and implement a workplace violence prevention program;

(Continued)

2024

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Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.) –
1st Reading 5/9/24**

2. Address situations which could result in serious physical harm.
- f) "Supervisor" means any person within the District who has the authority to direct and control the work performance of an employee or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.
- g) "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by the District.

What is Workplace Violence

Workplace violence is any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Workplace violence may be committed against a District employee by anyone, including, but not limited to:

- a) Other employees;
- b) Former employees;
- c) Students;
- d) Parents;
- e) Visitors;

(Continued)

2024

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Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.) –
1st Reading 5/9/24**

- f) Individuals who have no connection to the workplace, but enter to commit a robbery or other crime; or
- g) An individual who has a personal relationship with an employee.

Prohibited Conduct

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace Violence Prevention Advisory Committee

The District will establish a Workplace Violence Prevention Advisory Committee that will meet periodically throughout the year. The purpose of the Workplace Violence Prevention Advisory Committee is to assist the District in coordinating its efforts to comply with its responsibilities related to workplace violence prevention, including overseeing the development and maintenance of the District's WVPP.

The Workplace Violence Prevention Advisory Committee will include:

- a) The Workplace Violence Prevention Coordinator;
- b) All authorized employee representatives;
- c) The Chief Emergency Officer.

It may also include one or more representatives from the following groups:

- a) District-wide school safety team;
- b) The building level emergency response team(s);
- c) District/building administrators;
- d) Teachers, including at least one special education teacher; and
- e) Other District staff.

(Continued)

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Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.) –
1st Reading 5/9/24****Workplace Violence Prevention Coordinator**

The District has designated the following District employee to serve as its Workplace Violence Prevention Coordinator:

Betsy Brown, Director of Instructional Services, 585-494-1220 Ext. 2509, bbrown@bbschools.org

The Workplace Violence Prevention Coordinator convenes and coordinates the activities and plans of the Workplace Violence Prevention Advisory Committee. The Workplace Violence Prevention Coordinator is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports.

Authorized Employee Representatives

The District must provide for employee participation in the WVPP through an authorized employee representative. Authorized employee representatives will participate on the Workplace Violence Prevention Advisory Committee. Authorized employee representatives have a right to, at a minimum, be involved in:

- a) Participating in the development and implementation of this policy.
- b) Evaluating the physical workplace environment to determine workplace violence risk factors.
- c) Developing the WVPP.
- d) Reviewing workplace violence incident reports at least once a year to identify trends in the types of incidents reported, if any.
- e) Evaluating the effectiveness of safeguards and actions taken to reduce the risk of workplace violence.
- f) Reporting violations of the District's WVPP.

Reporting Workplace Violence

The District has established and implemented a reporting system for incidents of workplace violence.

(Continued)

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Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.) –
1st Reading 5/9/24**

Any employee or authorized employee representative who becomes aware of a physical assault, threatening behavior, or verbal abuse in the workplace must immediately provide written notice of the facts and circumstances of the violent incident to a supervisor or the Workplace Violence Prevention Coordinator. If the report was provided to a supervisor, the supervisor must immediately forward to the report the Workplace Violence Prevention Coordinator.

If an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety, or the safety of others, or where a serious injury has occurred, the employee should immediately call 911 to obtain law enforcement and/or medical assistance. The employee should also immediately notify their immediate supervisor.

If an employee believes that either they or another employee are in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor or the Workplace Prevention Coordinator would not result in corrective action, then the employee may report the violation directly to the Public Employee Safety and Health Bureau (PESH).

The District will immediately respond to all incidents of violence or threatening behavior upon notification. After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice.

If there is a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury, the District will attempt to develop a protocol with the District Attorney or law enforcement to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who choose to file a criminal complaint after a workplace violence incident.

In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Inspections by the Commissioner of Labor**At the Request of an Employee or Authorized Employee Representative**

If, after being given notice and a reasonable opportunity to resolve the activity, policy, or practice, the matter has not been resolved and the employee or authorized employee representative still believes that a serious violation of the WVPP remains, or that an imminent danger exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor of the alleged violation or danger. The notice and request will be in writing, describing with reasonable particularity the grounds for the notice, and be signed by the employee or authorized employee

(Continued)

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Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.) –
1st Reading 5/9/24**

representative. A copy of the written notice will be provided by the Commissioner of Labor to the District or the person in charge no later than the time of inspection, except that on the request of the person giving the notice, the person's name and the names of individual employees or authorized employee representative will be withheld.

A District representative and an authorized employee representative will be given the opportunity to accompany the Commissioner of Labor during an inspection for the purpose of aiding the inspection. Where there is no authorized employee representative, the Commissioner of Labor will consult with a reasonable number of employees concerning matters of safety in the workplace.

The authority of the Commissioner of Labor to inspect a premises pursuant to an employee complaint will not be limited to the alleged violation contained in the complaint. The Commissioner of Labor may inspect any other area of the premises in which they have reason to believe that a serious violation of the workplace violence prevention law exists.

Initiated by the Commissioner of Labor

The Commissioner of Labor may inspect any premises occupied by the District if they have reason to believe that a violation of the workplace violence prevention law has occurred. The current PESH administrative plan will be used for the enforcement of the workplace violence prevention law, including a general schedule of inspection, which provides a rational administrative basis for the inspection.

Workplace Risk Evaluation and Developing a Workplace Violence Prevention Program (WVPP)

The District will engage in a process of workplace risk evaluation designed to identify the risks of workplace violence to which employees could be exposed.

The District will then develop and implement a written WVPP to prevent, minimize, and respond to any workplace violence. The Workplace Violence Advisory Committee, which includes all authorized employee representatives, will oversee the development and maintenance of the WVPP. During the development process, the authorized employee representative(s) will provide input on those situations in the workplace that pose a threat of workplace violence.

The WVPP will include the following:

- a) A list of the risk factors identified in the workplace risk evaluation.
- b) The methods the District will use to prevent incidents of workplace violence. Examples include, but are not limited to:
 - 1. Making high-risk areas more visible to more people;

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Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.) –
1st Reading 5/9/24**

2. Installing good external lighting;
 3. Using drop safes or other methods to minimize cash on hand;
 4. Posting signs stating that limited cash is on hand;
 5. Providing training in conflict resolution and nonviolent self-defense responses; and
 6. Establishing and implementing reporting systems for incidents of aggressive behavior.
- c) A hierarchy of controls to which the program will adhere as follows: engineering controls, work practice controls, and personal protective equipment (PPE).
 - d) The methods and means by which the District will address each specific hazard identified in the workplace risk evaluation.
 - e) A system designed and implemented by the District to report any workplace violence incidents that occur in the workplace. The reports must be in writing and maintained for the annual program review.
 - f) A written outline or lesson plan for employee program training.
 - g) A plan for program review and update on at least an annual basis. This review and update will detail any mitigating steps taken in response to any incident of workplace violence.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The District will not take retaliatory action against any employee because the employee exercises any right accorded to them under this policy.

Training

At the time of hire and annually thereafter, all employees will participate in the District's workplace violence prevention training program. Additionally, retraining is required for all employees any time there is a significant change to the WVPP, a newly identified risk factor, or a control measure addition.

Notification

This policy will be posted where notices to employees are typically posted. A copy of the District's WVPP may be obtained by contacting the District's Workplace Violence Prevention Coordinator. The District will also make the WVPP available for reference to employees, authorized employee representatives, and the Commissioner of Labor in the work area.

(Continued)

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Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.) --
1st Reading 5/9/24**Labor Law Section 27-b
12 NYCRR Section 800.6

NOTE: Refer also to Policies #3410 -- Code of Conduct
#3411 -- Prohibition of Weapons on School Grounds
#3412 -- Threats of Violence in School
#3420 -- Non-Discrimination and Anti-Harassment in the District
#3421 -- Title IX and Sex Discrimination
#5681 -- School Safety Plans
#5684 -- Use of Surveillance Cameras in the District and on School Buses
#5690 -- Exposure Control Program
#6121 -- Sexual Harassment in the Workplace
#6122 -- Employee Grievances
#7350 -- Timeout and Physical Restraint
#7360 -- Weapons in School and the Gun-Free Schools Act

Adopted: 2/15/24
Amended:

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Personnel

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT**Overview**

The District is committed to the safety and security of its employees. Workplace violence presents a serious threat to the safety of employees, students, parents, and visitors. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Acts of violence against District employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken. All employees are responsible for: creating an environment of mutual respect for each other, as well as students, parents, and visitors; following all applicable documents; and for assisting in maintaining a safe and secure work environment.

This workplace violence prevention policy was developed in consultation with all authorized employee representatives and is designed to meet the requirements of New York State Labor Law and highlights some of the elements that are found within the District's Workplace Violence Prevention Program (WVPP).

Definitions

For purposes of this policy, the following definitions apply:

- a) "Authorized employee representative" means an employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law, the Public Employees' Fair Employment Act.
- b) "Imminent danger" means any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of the danger can be eliminated through the enforcement procedures.
- c) "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
- d) "Serious physical harm" means physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Penal Law.
- e) "Serious violation" means the failure to:
 - 1. Develop and implement a workplace violence prevention program;

(Continued)

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Personnel

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

2. Address situations which could result in serious physical harm.
- f) "Supervisor" means any person within the District who has the authority to direct and control the work performance of an employee or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.
- g) "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by the District.

What is Workplace Violence

Workplace violence is any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Workplace violence may be committed against a District employee by anyone, including, but not limited to:

- a) Other employees;
- b) Former employees;
- c) Students;
- d) Parents;
- e) Visitors;

(Continued)

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Personnel

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

- f) Individuals who have no connection to the workplace, but enter to commit a robbery or other crime; or
- g) An individual who has a personal relationship with an employee.

Prohibited Conduct

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace Violence Prevention Advisory Committee

The District will establish a Workplace Violence Prevention Advisory Committee that will meet periodically throughout the year. The purpose of the Workplace Violence Prevention Advisory Committee is to assist the District in coordinating its efforts to comply with its responsibilities related to workplace violence prevention, including overseeing the development and maintenance of the District's WVPP.

The Workplace Violence Prevention Advisory Committee will include:

- a) The Workplace Violence Prevention Coordinator;
- b) All authorized employee representatives;
- c) The Chief Emergency Officer.

It may also include one or more representatives from the following groups:

- a) District-wide school safety team;
- b) The building level emergency response team(s);
- c) District/building administrators;
- d) Teachers, including at least one special education teacher; and
- e) Other District staff.

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Personnel

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)**Workplace Violence Prevention Coordinator**

The District has designated the following District employee to serve as its Workplace Violence Prevention Coordinator:

Betsy Brown, Director of Instructional Services, 585-494-1220 Ext. 2509, bbrown@bbschools.org

The Workplace Violence Prevention Coordinator convenes and coordinates the activities and plans of the Workplace Violence Prevention Advisory Committee. The Workplace Violence Prevention Coordinator is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports.

Authorized Employee Representatives

The District must provide for employee participation in the WVPP through an authorized employee representative. Authorized employee representatives will participate on the Workplace Violence Prevention Advisory Committee. Authorized employee representatives have a right to, at a minimum, be involved in:

- a) Participating in the development and implementation of this policy.
- b) Evaluating the physical workplace environment to determine workplace violence risk factors.
- c) Developing the WVPP.
- d) Reviewing workplace violence incident reports at least once a year to identify trends in the types of incidents reported, if any.
- e) Evaluating the effectiveness of safeguards and actions taken to reduce the risk of workplace violence.
- f) Reporting violations of the District's WVPP.

Reporting Workplace Violence

The District has established and implemented a reporting system for incidents of workplace violence.

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Personnel

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

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In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

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Personnel

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

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Initiated by the Commissioner of Labor

The Commissioner of Labor may inspect any premises occupied by the District if they have reason to believe that a violation of the workplace violence prevention law has occurred. The current PESH administrative plan will be used for the enforcement of the workplace violence prevention law, including a general schedule of inspection, which provides a rational administrative basis for the inspection.

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Personnel

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

2. Installing good external lighting;
 3. Using drop safes or other methods to minimize cash on hand;
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 5. Providing training in conflict resolution and nonviolent self-defense responses; and
 6. Establishing and implementing reporting systems for incidents of aggressive behavior.
- c) A hierarchy of controls to which the program will adhere as follows: engineering controls, work practice controls, and personal protective equipment (PPE).
 - d) The methods and means by which the District will address each specific hazard identified in the workplace risk evaluation.
 - e) A system designed and implemented by the District to report any workplace violence incidents that occur in the workplace. The reports must be in writing and maintained for the annual program review.
 - f) A written outline or lesson plan for employee program training.
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Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The District will not take retaliatory action against any employee because the employee exercises any right accorded to them under this policy.

Training

At the time of hire and annually thereafter, all employees will participate in the District's workplace violence prevention training program. Additionally, retraining is required for all employees any time there is a significant change to the WVPP, a newly identified risk factor, or a control measure addition.

Notification

This policy will be posted where notices to employees are typically posted. A copy of the District's WVPP may be obtained by contacting the District's Workplace Violence Prevention Coordinator. The District will also make the WVPP available for reference to employees, authorized employee representatives, and the Commissioner of Labor in the work area.

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Personnel

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

Labor Law Section 27-b
12 NYCRR Section 800.6

NOTE: Refer also to Policies #3410 -- Code of Conduct
#3411 -- Prohibition of Weapons on School Grounds
#3412 -- Threats of Violence in School
#3420 -- Non-Discrimination and Anti-Harassment in the District
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#5681 -- School Safety Plans
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#6121 -- Sexual Harassment in the Workplace
#6122 -- Employee Grievances
#7350 -- Timeout and Physical Restraint
#7360 -- Weapons in School and the Gun-Free Schools Act

Adopted: 2/15/24
Amended: 5/9/24

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Personnel

SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING – 1st Reading 5/9/24**Registration**

All employees who are certificate holders must register with the State Education Department (SED) every five years through the TEACH system. An employee is a certificate holder if they hold a permanent or professional certificate in the classroom teaching service, a permanent or professional certificate in the educational leadership service (i.e., school building leader, school district leader, or school district business leader), or a Level III Teaching Assistant certificate. Only registered employees may teach or supervise in the District.

Employees who were certificate holders prior to July 1, 2016 had to apply for initial registration during the 2016-2017 school year and each subsequent five-year period thereafter.

Any individual who is issued a new certificate is automatically registered with SED. These certificate holders must renew their registration every five years during their birth month.

Any certificate holder who fails to register by the beginning of the appropriate registration period may be subject to late filing penalties.

Certificate holders must notify SED of any change of name or mailing address within 30 days of such change through the TEACH system. Any certificate holder who willfully fails to inform SED of changes to their name and/or address within 180 days of such change may be subject to moral character review.

Continuing Teacher and Leader Education (CTLE) Credit Hours

All continuing teacher and leader education certificate holders (CTLE certificate holders) must successfully complete a minimum of 100 hours of acceptable CTLE hours during each five-year registration period to maintain a valid certificate. An employee is a CTLE certificate holder if they hold a professional certificate in the classroom teaching service, a professional certificate in educational leadership service, or a Level III Teaching Assistant certificate. This requirement may be completed at any time over the course of a five-year period. Credit hours cannot carry over to subsequent registration periods.

SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy.

(Continued)

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Personnel

**SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING (Cont'd.) - 1st Reading
5/9/24**

The District will describe opportunities for teachers and administrators to engage in CTLE in its professional learning plan. The District will annually certify, in a format and on a timetable prescribed by the Commissioner of Education, that the requirements to have a professional learning plan for the succeeding school year have been met and that it has complied with the professional learning plan for the current school year.

The District will provide CTLE opportunities that are designed to improve the teacher or leader's pedagogical and/or leadership skills and are targeted at improving student performance, among other things. A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.

Language Acquisition CTLE and Exemption

Employees holding an English to speakers of other languages (all grades) certificate or a bilingual extension are required to complete a minimum of 50% of the required CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English Language Learner (ELL) students. All other certificate holders must complete a minimum of 15% of the required CTLE hours dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs. A minimum of 15% of the required CTLE hours for employees holding a Level III Teaching Assistant certificate will be dedicated to language acquisition addressing the needs of ELLs and integrating language and content instruction for ELLs.

Employees holding school district business leader certificates are exempt from the language acquisition CTLE requirements for each year that they are employed in the District. Instead, they must complete a minimum of 15% of the required CTLE hours dedicated to the needs of ELLs and federal, state, and local mandates for ELLs.

Employees may be eligible for a waiver of language acquisition CTLE requirements. Each school year when there are fewer than 30 ELLs enrolled in the District or ELLs make up less than 5% of the total student population, the District may obtain an exemption. If the District obtains this exemption, employees would be exempt from the language acquisition CTLE requirement for each year that they are employed in the District.

CTLE Adjustments

The Commissioner may adjust an employee's number of CTLE hours and/or time to complete them due to poor health, as certified by a health-care provider; extended active duty in the Armed Forces; or other acceptable good cause.

(Continued)

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Personnel

**SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING (Cont'd.) - 1st Reading
5/9/24**

Any employee holding a certificate in the classroom teaching service who obtains certification from the National Board for Professional Teaching Standards will be considered CTLE-compliant for the registration period in which they obtain this certification. However, the employee must still meet any language acquisition requirements.

Recordkeeping and Reporting Requirements

Employees must maintain a record of completed CTLE hours for at least three years from the end of the applicable registration period. The record must include the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of ELLs, the sponsor's name, any identifying number, attendance verification, and the date and location of the program.

The District will maintain a record of any professional learning it conducts or provides for educators for at least seven years from the date of completion. These records will be available for review by SED.

Education Law Sections 3006, 3006-a, and 3012-d
8 NYCRR Subpart 80-6
8 NYCRR Sections 100.2(dd) and 154-2.3(k)

NOTE: Refer also to Policy #6160 -- Professional Growth/Staff Development

Adopted: 6/6/19
Amended:

2024

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Personnel

SUBJECT: LEAVES OF ABSENCE – 1st Reading 5/9/24

In general, leaves of absence will be administered by the Superintendent. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing.

Leaves of Absence, Contractual, Et Al.

- a) Employees who are members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

- b) Employees who are not members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted by these employees where the requests are consistent with provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee.

- c) Employees who are under contract to the District:

Authorization is granted to implement provisions for leaves of absence contained in each contract.

Leaves of Absence, Unpaid, Not Covered Above

- a) Subject to limitations enumerated in this policy statement, authorization is granted for the following unpaid leaves of absence:

1. For a period of time not to exceed one school year for approved graduate study, this leave to include any required internship experience.
2. At the expiration of a paid sick leave of absence, this leave may be extended for a period of time not longer than the end of the school year after the school year in which the paid leave of absence began.

- b) Unpaid leaves of absence cannot be used to extend vacation periods, to take vacations, to engage in other occupations, or to provide additional personal leaves, except that the Superintendent will have discretion, where circumstances warrant, to approve leaves of absence for those purposes.

- c) Unpaid leaves of absence will not be granted unless the services of a substitute employee, satisfactory in the discretion of the Superintendent, can be secured.

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Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.) - 1st Reading 5/9/24

- d) Except where it interferes with an employee's legal or contractual rights, the timing of unpaid leaves of absence will be granted at the convenience of the District.

Other Leaves of Absence

Other leaves of absence include, but are not limited to, the following:

a) **Emergency Service Volunteer Leave**

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers will be granted leave from work with pay for up to 20 days in any calendar year to participate in specialized disaster relief operations. This leave will be provided without loss of seniority, compensation, sick leave, vacation leave, or other overtime compensation to which the volunteer is otherwise entitled.

b) **Screenings for Cancer**

Employees will be granted up to four hours of paid leave on an annual basis to undertake a screening for cancer. This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

c) **Blood Donation**

The District must either, at its option:

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

(Continued)

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Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.) - 1st Reading 5/9/24**d) Bone Marrow Donation**

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of bone marrow donation under any other provision of law will not be prevented.

e) Nursing Mothers (Breastfeeding/Lactation)

The District will provide reasonable unpaid break time or permit the use of paid break time or meal time to allow an employee to express breast milk for their nursing child each time the employee has reasonable need to express breast milk for up to three years following childbirth.

Upon employee request, the District will designate a room or other location to be used by the employee to express breast milk which will be in close proximity to the work area, well lit, shielded from view, and free from workplace or public intrusion. The location will, at a minimum, contain a chair, a working surface, nearby access to clean running water, and an electrical outlet. The location will not be a restroom or toilet stall. The District will provide access to refrigeration for the purposes of storing expressed milk.

If the sole purpose of the location is not dedicated for use by employees to express breast milk, the location will be made available to employees when needed and will not be used for any other purpose while in use. The District will provide notice to all employees as soon as practicable when the location has been designated for use by employees to express breast milk.

At the employee's option, the District will allow the employee to work before or after their normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide a written notification regarding the rights of nursing employees to express breast milk in the workplace to each employee upon hire, annually thereafter, and to employees returning to work following the birth of a child. This notice will be based on a written policy developed by the Commissioner of Labor and will at a minimum:

1. Inform employees of their rights pursuant to law;

(Continued)

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Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.) - 1st Reading 5/9/24

2. Specify how a request may be submitted to the District for a room or other location for use by an employee to express breast milk;
3. Require the District to respond to requests within a reasonable time frame that is not to exceed five business days.

The District will not discriminate or retaliate against an employee who chooses to express breast milk in the workplace.

f) Witnesses or Victims of Crimes

The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise their rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law.

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. The District is permitted to ask the party who sought the attendance or testimony of the employee to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising their rights as provided under the law.

g) Victims of Domestic Violence

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

h) Military Leave

The District will comply with state and federal laws regarding military leave and re-employment.

(Continued)

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Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.) - 1st Reading 5/9/24**i) Jury Duty**

As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to their term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ensure that all absences for this purpose are granted in accordance with law and the terms of any applicable collective bargaining agreement.

j) Voting

Employees who are registered voters and have four consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls, will be deemed to have sufficient time to vote and will therefore not be eligible for paid leave to vote in any election.

Employees who are registered voters, and do not have sufficient time outside of their working hours to vote in any election, may without loss of pay for up to two hours, take so much time off as will, when added to their voting time outside of their working hours, enable them to vote. The employee will be allowed time off for voting only at the beginning or the end of their working shift, as the District may designate, unless otherwise mutually agreed.

Employees requiring working time off to vote must notify the District not more than ten or less than two working days before the day of the election.

The District must post a notice informing employees of their right to leave in order to vote not less than ten working days before an election and until polls close on election day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

29 USC Section 218d

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USC Sections 4301-4333

Civil Service Law Sections 71-73 and 159-b

Education Law Sections 1709(16), 2509(6), 2573(12), 3005, 3005-a and 3005-b

Election Law Section 3-110

Executive Law Section 296(22)

General Municipal Law Sections 92, 92-c, and 92-d

Judiciary Law Sections 519 and 521

Labor Law Sections 202-a, 202-i, 202-j, 202-l, and 206-c

Military Law Sections 242 and 243

Penal Law Section 215.14

Adopted: 6/6/19

Amended: 5/12/20,