

**BYRON-BERGEN CENTRAL SCHOOL
REORGANIZATIONAL MEETING/
BOARD OF EDUCATION MEETING
Monday, July 08, 2024
5:30 p.m. – Board Conference Room**

Reorganizational Meeting

Call to Order: Superintendent P. McGee called the meeting to order at 5:34 p.m.

Members Present: D. List, K. Carlson, L. Forsyth, C. Matthews, L. Smith

Members Absent: H. Ball, J. Cook

Also Present: P. McGee, L. Prinz, R. Stevens, and 0 member of the audience.

Oath of Office Administered to Board Clerk Rachel Stevens by Superintendent Patrick McGee.

Oath of Office Administered to Superintendent Patrick McGee by District Clerk Rachel Stevens.

Oath of Office Administered to Elected Board Members Debra List and Lynn Smith by Board Clerk Rachel Stevens.

Election of President: It was moved by K. Carlson and seconded by L. Forsyth to nominate D. List for President.

The motion passed 5 Yes, 0 No.

Oath of Office Administered to D. List, President by Board Clerk Rachel Stevens.

Election of Vice President: It was moved by L. Forsyth and seconded by D. List to nominate K. Carlson for Vice President.

The motion passed 5 Yes, 0 No.

Oath of Office Administered to K. Carlson, Vice-President by Board Clerk Rachel Stevens.

It was moved by L. Smith and seconded by C. Matthews **BE IT RESOLVED** that the following recommendations contained in Schedule A be approved for the 2024-2025 school year.

Schedule A

<u>Officers</u>	<u>Recommendation by Superintendent</u>
Board Clerk	Rachel Stevens
Deputy Board Clerk	Emily Willard
District Treasurer	Victoria Shallenberger
Deputy District Treasurer	Lori Prinz
Tax Collector	Rachel Stevens

The motion passed 5 Yes, 0 No.

It was moved by L. Smith and seconded by K. Carlson **BE IT RESOLVED** that the following Schedule B of designations be approved for the 2024-2025 school year. There was discussion.

Schedule B

Designations

Bank Depository	1) JP Morgan Chase Bank 2) Tompkins Community Bank
Official Newspaper	Batavia Daily News Genesee Valley Penny Saver
School Attorneys	Harris Beach Bond Schoeneck & King, PLLC Webster Szanyi
Insurance Agent	Tompkins Insurance
Auditor – External	Lumsden & McCormick, LLP
Auditor – Claims	Teresa McMullen
Petty Cash Funds	School lunch fund - \$210.00 One petty cash fund of \$300.00 will be established and will be located in the Business Office. One petty cash fund of \$50.00 will be established for athletic admissions and will be located in the Business Office.
Payroll Authorization	Patrick McGee
Official Bank Signatories	Victoria Shallenberger Lori Prinz Emily Willard
School Physician	United Memorial Medical Center (Rochester Regional)
Purchasing Agent	Patrick McGee
Deputy Purchasing Agent	Lori Prinz
Authorization to sign contracts	President of Board of Education Patrick McGee Lori Prinz
Records Management Officer	Rachel Stevens Lori Prinz
Central Treasurer	Victoria Shallenberger
Asbestos Designee	Roger Caldwell
Travel Reimbursement Rate	Internal Revenue Service standard mileage rate
Budget Transfer Authorization	Lori Prinz and/or Patrick McGee
Conference, Conventions, Workshop Authorization	Patrick McGee
Grant Application Authorization	Patrick McGee
Medical Director	Amy Stevens
Chemical Hygiene Officer	Mike Conine
Right-to-Know/Infection Control Officer	Amy Stevens
Title IX Compliance Officer	Elizabeth (Betsy) Brown
Section 504 Compliance Officer	Elizabeth (Betsy) Brown
Authorization to Adjust School Calendar	Patrick McGee
Records Access Officer	Lori Prinz

Residency Determination Officer	Lori Prinz
Homeless Liaison	Kaitlin Kaercher
Genesee Area Healthcare Plan Rep	Lori Prinz
Alternate Rep	Patrick McGee or Emily Willard
Dignities For All Students Act	
Coordinator	Kathryn Grattan
Sexual Harassment Officer	Elizabeth (Betsy) Brown
Data Protection Officer	Jennifer Back
Workplace Violence Prevention	
Coordinator	Elizabeth (Betsy) Brown
Chief Faculty Advisor	Paul Hazard
	Kristin Loftus

Regular Board Meeting Dates:

July 8, 2024	March 13, 2025
August 22, 2024	April 3, 2025
September 19, 2024	April 22, 2025
October 17, 2024	May 8, 2025 (Public Hearing)
November 14, 2024	May 20, 2025 (School Budget Vote – No Meeting)
December 12, 2024	May 22, 2025
January 16, 2025	June 12, 2025
February 13, 2025	

Readopt all policies and the code of ethics in effect during the 2023-2024 school year.

Board Resolution to vest all powers of the President of the Board to the Vice President in his/her absence or disability.

CSE/CPSE Board of Education Appointments

The following names are being submitted for approval as members of the CSE/CPSE for the 2024-2025 school year:

Committee on Special Education/Sub Committee on Special Education Membership:

District LEA Representative/Chairpersons:

Paul Hazard, Kristin Loftus, Elizabeth (Betsy) Brown, Christina Pascarella, Nichole Whiteford, Kaitlin Kaercher, Kathryn Grattan

Parent(s) or person(s) in parental relationship(s) to the student

Student, if appropriate.

Special Education Teacher or Provider:

To be determined based upon the student

Regular Education Teacher:

To be determined based upon the student

School Psychologist:

To be determined based upon the student

School Physician:

To be determined based upon the student

Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate:

To be determined based upon the student

Parent Members:

If specifically requested in writing by the parent of the student

To be determined

Committee on Preschool Special Education Membership:

District LEA Representative/Chairpersons:

Kristin Loftus, Elizabeth (Betsy) Brown, Christina Pascarella, Nichole Whiteford, Kaitlin Kaercher

Parents or persons in parental relationship to the student

Special Education Teacher or Provider:

To be determined based upon the student

Regular Education Teacher:

To be determined based upon the student

Individual who can interpret the instructional implications of an evaluation:

To be determined based upon the student

Representative of the municipality of the preschool child's residence

School Physician:

If specifically requested in writing by the parent of the student

Parent Member:

If specifically requested in writing by the parent of the student

To be determined

Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate

To be determined based upon the student

For a child in transition from early intervention programs and services, the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child.

The motion passed 5 Yes, 0 No.

Schedule C

NYS School Boards Association Representative and Voting Representative – J. Cook
Alternate Representative and Voting Representative – L. Forsyth

School Representative for Genesee Valley School Boards – D. List
Back-up – K. Carlson

Committee Appointments:

Budget/Finance Committee - H. Ball
- C. Matthews
- D. List

Audit Committee - H. Ball
- K. Carlson
- L. Smith

Policy Committee - K. Carlson
- L. Forsyth
- D. List

Facilities Committee - L. Forsyth
- C. Matthews
- L. Smith

SOAR Task Force - J. Cook
- D. List
- L. Forsyth

Elementary Level Collaborative Improvement Team
- C. Matthews

Jr-Sr High School Level Collaborative Improvement Team
- L. Forsyth

District Level Collaborative Improvement Team
- L. Smith

It was moved by L. Smith and seconded by C. Matthews that the recommendations in Schedule C be approved.

The motion passed 5 Yes, 0 No.

Board of Education Meeting

Business Administrator Comments: L. Prinz reviewed items that are up for approval under the Consent Agenda and New Business. She discussed that the GV BOCES bidding resolution is for the following school year. There was some minor updates to the Purchasing Handbook. The “Best Value” Purchasing Resolution was updated to add a new purchasing cooperative. The Audit Committee met with the auditor on June 27th to discuss the expectations of the upcoming audit in August.

Superintendent’s Comments: P. McGee congratulated the Board members on their reelection. July is a busy month for the Administration Team. The Administration Team is working on goals, priorities, and the Strategic Plan. They are going through year one and working on the goals for year two. At the August meeting a presentation will be done for an update to the Strategic Plan. The District received an award from NYSSBA the Elementary Schools Composting Initiative. There is a Leadership retreat scheduled for July 30th and 31st. The Board retreat is scheduled for August 21st at 5:00 p.m. There are several additions to New Business: 7.6 Approval of Additional Fall Sport Coaches/Advisors, 7.7 Approval of Substitute Cleaner (Student – Ian Pulcini, 7.8 Approval of School Counselor – Delaney Normile (Eff. 9/4/24), and 7.9 Approval of 2024 Extended School Year Program Teacher.

Consent Agenda: It was moved by L. Smith and seconded by L. Forsyth that the following consent agenda be approved: There was discussion.

Approval of Minutes

June 13, 2024

Financial Matters

General Fund Bills: Warrant A-79, Ck. # 25278-25280, \$1,885.48

Warrant A-81, Ck. # 25281-25343, \$655,592.02

Warrant A-82, Ck. # 25344, \$146.04

Warrant A-83, Wire # 99184, \$5,100.00

Warrant A-84, Wire # 99187, \$378,944.44

Warrant A-87, Ck. # 25345-25406, \$161,431.37

School Lunch Fund Bills: Warrant C-24, Ck. # 201249, \$13,133.30

Warrant C-26, Ck. # 201250-201268, \$17,344.05

Federal Fund Bills: Warrant F- 21, Ck. # 400567, \$893.92

Warrant F-22, Ck. # 400568-400571, \$24,719.86

Capital Fund Bills: Warrant H-21, Ck. 2785-2787, \$63,239.32

Trust & Agency Fund Bills: Warrant TA-25, Wire # 1742-1745,

Ck. # 301476-301481, \$569,314.47

Warrant TA-26, Wire # 1746-1751

Ck. # 301482-301487, \$1,475,335.23

Expendable Trust Fund Bills: Warrant TE-1,

Ck. # 500257-500285, \$9,718.17

Warrant TE-2, Ck. # 500286-500290, \$ 2,600.00

Debt Service Fund Bills: Warrant V-2, Wire # 99182, \$2,476,550.00

Warrant V-3, Wire # 99184, \$115,000.00

Monthly Treasurer's Report – May 2024

"Best Value" Purchasing Resolution:

WHEREAS, the District's purchases of materials and services are made in accordance with General Municipal Law Article 5-A;

WHEREAS, General Municipal Law § 103(16) allows the District, as a municipal entity, to purchase certain material and services at a price determined to be "best value," rather than lowest responsible bidder, by the Board of Education;

WHEREAS, "best value" is defined by New York State Finance Law § 163 as "the basis for awarding contracts for services to the offerer which optimizes quality, cost, cost and efficiency, among responsive and responsible offerers. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerers that are small businesses, certified minority- or women-owned business enterprises as defined in subdivisions one, seven, fifteen, and twenty of § 310 of the Executive Law to be used in evaluation of offerers for awarding of contracts for services.

WHEREAS, the District, as a municipal entity, may purchase, in accordance with General Municipal Law § 103(16), through bids solicited by the United States government, the New York State government, and New York's political subdivisions, including school districts; through bids let in a manner consistent with or materially equivalent to New York State requirements for bidding; or may piggyback on any contract or bid approved for piggybacking through New York State Office of General Services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Byron-Bergen Central School District hereby authorizes the purchase of materials and services using a "best value" determination, as an option to "lowest responsible bidder," in accordance with General Municipal Law § 103(16), and in compliance with all District purchasing policies and procedures, with Board approval.

BE IT FURTHER RESOLVED that this resolution shall take effect as of July 1, 2024.

WHEREAS, the Byron-Bergen Central School District (School District) pursuant to the authority granted in General

Municipal Law Article 5A (Public Contracts), § 103 desires to participate in the BuyBoard National Purchasing Cooperative, Choice Partners Cooperative Purchasing, Keystone Purchasing, NCPA National Cooperative Purchasing Alliance, NPPGov National Buying Cooperative, OMNIA Partners, Purchasing Cooperative of America, Sourcewell Purchasing Cooperative (formerly NJPA), and Tips-USA and;

WHEREAS §103 of the General Municipal Law permits the School District to make purchasing of apparatus, materials, equipment, or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, as may be required by the School District therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; and

WHEREAS the School District desires to participate for the purpose of fulfilling and executing its public governmental purposes, goals, objectives, programs and functions; and

WHEREAS THE School District has reviewed the benefits of participating in these programs and based on this review has concluded these programs will provide the best value to taxpayers of this School District through the anticipated savings to be realized.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Byron-Bergen Central School District authorizes the School District's participation in the BuyBoard National Purchasing Cooperative, Choice Partners Cooperative Purchasing, Keystone Purchasing, NCPA National Cooperative Purchasing Alliance, OMNIA Partners, Purchasing Cooperative of America, Sourcewell Purchasing Cooperative (formerly NJPA) and Tips-USA, and authorizes the Business Administrator or the Purchasing Agent to register with BuyBoard National Purchasing Cooperative, Choice Partners Cooperative Purchasing, Keystone Purchasing, NCPA National Cooperative Purchasing Alliance, NPPGov National Buying Cooperative, OMNIA Partners, Purchasing Cooperative of America, Sourcewell Purchasing Cooperative (formerly NJPA) and Tips-USA and programs on behalf of the School District.

Personnel Matters

Resignations/Retirement:

Resignation – Food Service Worker – Jeffrey Bater (Eff. 6/13/24)

Approvals:

2024 Extended School Year Program School Monitors

Lori Henry

Donna Peet

David Fish

Tenure Appointment:

Kelly Lovell

Kelly Lovell, who is certified in the Secondary Social Studies area, is hereby appointed on tenure in the Secondary Social Studies tenure area to be effective on September 4, 2024.

LTS Spanish Teacher – Cathy Bishop (Eff. 9/4/24)

Cathy Bishop, who holds permanent certification in the Spanish (7-12) certification area in the public schools of New York State, is hereby appointed to the temporary position of (Category IV) Long-Term Substitute Spanish Teacher commencing September 4, 2024 through June 27, 2025. The salary during this appointment will be paid in accordance with the salary schedule as outlined in the collective bargaining agreement between the Byron-Bergen Faculty Association (BBFA) and the Board of Education, and will be based upon Step 18.5. This is a benefit eligible position.

Substitute Teacher Rate for the 2024-2025 School Year

Additional Summer 2024 Curriculum Writing Hours –

Special Education

Evelyn Hunt

Tiffany Luksch

Additional Summer Special Education CSE Meeting Hours

Megan Wahl

Jodi Gilbert

Aylson Tardy

Kelly Stephen

Charity Kinkelaar

Michelle Matteson

Melissa Conaghan

Miscellaneous Matters

Child of Employee Jenna Carney (Liam Carney) to Attend BBCS

Tuition Free for 2024-2025 School Year

CSE/CPSE Review

CSE cases as presented

CPSE cases as presented

The motion passed 5 Yes, 0 No

Approval –
2024-2025
Hourly
Non-Affiliated
Pay Rates
(Eff. 7/1/24)

Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by C. Matthews to approve the 2024-2025 Hourly Non-Affiliated Pay Rates (Eff. 7/1/24).
The motion passed 5 Yes, 0 No.

Approval of
Participation in
Genesee Valley
BOCES Cooperative
Bidding Resolution

Upon the recommendation of the Superintendent, it was moved by
L. Smith and seconded by C. Matthews to approve the Participation in
Genesee Valley BOCES Cooperative Bidding Resolution.

RESOLUTION OF BOARD OF EDUCATION
FOR THE PURPOSE OF PARTICIPATING IN A COOPERATIVE BID
COORDINATED BY THE GENESSEE VALLEY EDUCATIONAL PARTNERSHIP
FOR

Various Commodities and/or Services as Listed in This Resolution

WHEREAS, The Board of Education of Byron Bergen Central School District (the School District) wishes to participate in the Cooperative Bidding Program conducted by the Genesee Valley Educational Partnership of Genesee, Livingston, Steuben and Wyoming Counties for the purchase of various commodities and/or services as authorized by and in accordance with the Education Law and General Municipal Law, Section 19-o; and

WHEREAS, the School District, more particularly, wishes to participate in the joint cooperative bid as listed and checked below (check "yes" or "no"):

	<u>PARTICIPATION</u>	
	<u>YES</u>	<u>NO</u>
A. Copier and Computer Paper	<u>X</u>	_____
B. Custodial Supplies	<u>X</u>	_____
C. Athletic/Physical Ed. Supplies	<u>X</u>	_____
D. Bread	<u>X</u>	_____
E. Milk Products	<u>X</u>	_____
F. Ice Cream Products	<u>X</u>	_____
G. Food Service Paper Supplies	<u>X</u>	_____
H. Grocery	<u>X</u>	_____
I. Grocery Diversions	<u>X</u>	_____
J. Kitchen Smallwares	<u>X</u>	_____
K. Refuse Collection	<u>X</u>	_____
L. Medical Supplies	<u>X</u>	_____
M. Fuel	<u>X</u>	_____
N. Copy and Printer Paper - Summer	<u>X</u>	_____
O. School and Office Supply	<u>X</u>	_____

NOW THEREFORE, BE IT RESOLVED that the School District hereby appoints Genesee Valley Educational Partnership as its representative and agent in all matters related to the Cooperative Bidding Program, including but not limited to responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the School District and making recommendations thereon, and

BE IT FURTHER RESOLVED, that Genesee Valley Educational Partnership is hereby authorized to award cooperative bids on behalf of the School District to the bidder deemed to be the lowest responsible bidder meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts and to enter into contracts for the purchase of the commodities and/or services as authorized herein, and

BE IT FURTHER RESOLVED, that the School District hereby authorizes its School Business Administrator or his/her designee on behalf of the School District to participate in cooperative bidding conducted by Genesee Valley Educational Partnership and if requested to furnish Genesee Valley Educational Partnership an estimated minimum number of units that will be purchased and such other documents and information which may be reasonably necessary or useful in conducting the Cooperative Bidding Program, and

BE IT FURTHER RESOLVED, that the School District agrees to assume its equitable share of the administrative costs of the cooperative bidding program and all of its obligations and responsibilities pursuant to any contract that may be awarded by Genesee Valley Educational Partnership on behalf of the School District.

	AYES	NAYS
Kimberly Carlson	X	
Lynn Smith	X	
Lisa Forsyth	X	
Debra List	X	
Cindy Matthews	X	

The motion passed 5 Yes, 0 No.

Approval of Updated Byron-Bergen Central School Purchasing Handbook	Upon the recommendation of the Superintendent, it was moved by L. Smith and seconded by K. Carlson to approve the Updated Byron-Bergen Central School Purchasing Handbook. The motion passed 5 Yes, 0 No.
Approval of Commitment of Fund Balance Resolution	Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by L. Forsyth to approve the Commitment of Fund Balance Resolution. <div>RESOLUTION</div> <div>COMMITMENT OF FUND BALANCE</div> <div>WHEREAS, the District has various employment contracts obligating School funds be contributed annually to employee’s health reimbursement accounts for the purpose of reimbursement of qualified medical expenses if the employee participates in the GAHP D2 healthcare plan, and</div>

WHEREAS, these School funds are required to be made available to employees subsequent to their employment if they are not fully spent at the time of retirement; and

WHEREAS, there is activity in each retired employee's health reimbursement account at least every five years;

THEREFORE, BE IT RESOLVED, that the Board commits a portion of the fund balance equal to the accumulation of these funds for purposes of reimbursement of qualifying medical expenses. Such amount totals \$519,582.58 as of June 30, 2024.

The motion passed 5 Yes, 0 No.

Approval of
Superintendent's
Contract (Eff.
7/1/24-6/30/29)

Upon the recommendation of the Superintendent, it was moved by L. Smith and seconded by K. Carlson to approve the Superintendent's Contract (Eff. 7/1/24-6/30/29).
The motion passed 5 Yes, 0 No.

Approval of
Additional Fall
Sport Coaches/
Advisors

Upon the recommendation of the Superintendent, it was moved by C. Matthews and seconded by K. Carlson to approve the Additional Fall Sport Coaches/Advisors:

Volleyball

Varsity – Cindy D'Errico (.50)

Madison Farnsworth (.50)

The motion passed 5 Yes, 0 No.

Approval of
Substitute
Cleaner (Student) –
Ian Pulcini

Upon the recommendation of the Superintendent, it was moved by C. Matthews and seconded by K. Carlson to approve Substitute Cleaner (Student) – Ian Pulcini.
The motion passed 5 Yes, 0 No.

Approval of
School Counselor –
Delaney Normile
(Eff. 9/4/24)

Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by L. Smith to approve School Counselor – Delaney Normile (Eff. 9/4/24).
Delaney Normile, who is in the process of attaining an initial certification in School Counselor (K-12) area in the public schools of New York State, is hereby appointed to the position of School Counselor in the School Counselor tenure area for a probationary period of four (4) years to commence on September 4, 2014 and to end at the end of the day on the first day of the school year in September, 2028. Delaney will work the regular teacher school year, plus up to 15 days during the summer of 2024. The salary during the first year of this appointment will be paid in accordance with the salary schedule as outlined in the collective bargaining agreement between the Byron-Bergen Faculty Association (BBFA) and the Board of Education, and will be based upon Step 1.
The motion passed 5 Yes, 0 No.

Approval of
2024 Extended
School Year
Program
Teacher

Upon the recommendation of the Superintendent, it was moved by L. Smith and seconded by L. Forsyth to approve the 2024 Extended School Year Program Teacher – Substitute Teacher – Faline Tyler. There was discussion.

The motion passed 5 Yes, 0 No.

Comments from the Audience:

None

Information/Announcements/Reports:

Parental Leave of Absence – MaryBernadette Bochicchio (Eff. 9/1/24)

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

Executive Session:

It was moved by L. Smith and seconded by K. Carlson to enter executive session at 6:45 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. There will not be any new business transacted after executive session.

The motion passed 5 Yes, 0 No.

Return to Public
Session:

It was moved by L. Smith and seconded by C. Matthews to return to public session at 7:37 p.m.

The motion passed 5 Yes, 0 No.

Adjournment:

It was moved by L. Smith and seconded by C. Matthews to adjourn the meeting at 7:38 p.m.

The motion passed 5 Yes, 0 No.