

BYRON-BERGEN CENTRAL SCHOOL
Reorganization Meeting/Board of Education Meeting
Tuesday, July 12, 2022
4:00 p.m. – Board Conference Room

GOVERNANCE TEAM NORMS

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

Our MISSION at Byron-Bergen is to...

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

4:00 P.M. – Reorganizational Meeting

Page	1.	Call to Order/Pledge of Allegiance
Reorg.	2.	Oath of Office
Meeting	2.1	District Clerk by Superintendent
	2.2	Superintendent by District Clerk
	2.3	Board Members by District Clerk
		Heidi Ball
		Jeffrey Cook
	2.4	Election of President -
		Board President by District Clerk
	2.5	Election of Vice-President -
		Board Vice-President by District Clerk
	3.	Approvals
	3.1	Schedule A
	3.2	Schedule B
	3.3	Schedule C (discussion)
Regular	4.	Business Administrator Comments
Meeting	5.	Superintendent’s Comments and Agenda Review
	6.	Consent Agenda (unless Board member requests removal of any item)
1-11	a.	Approval of Previous Minutes
12		June 15, 2022
		June 21, 2022
	b.	Financial Matters
13-34		General Fund Bills
35-38		School Lunch Fund Bills
39-40		Federal Fund Bills
41		Capital Fund Bills
42-47		Trust & Agency Fund Bills
48-49		Expendable Trust Fund Bills
50		Debt Service Fund Bills
51-52		“Best Value” Purchasing Resolution
	c.	Personnel Matters
		Resignations/Retirement:
		Building Maintenance Worker – William Reinagel (Eff. 6/24/22)

- Food Service Worker – Victoria Priestley-Maid (Eff. 6/30/22)
- 2022-2023 Alliance for Equality Advisor – Ashley Hill
- 2022-2023 Student Council Advisor – Ashley Hill
- Jr./Sr. High Assistant Principal – Morgan Marcello (Eff. 7/18/22)
- Approvals:
- 53 School Social Worker – Alyssa Hancock (Eff. 9/6/22)
- 54 Substitute Building Maintenance Worker –
William Reinagel (Eff. 6/27/22)
- 55 Substitute Building Maintenance Worker –
Jason Best (Eff. 6/21/22)
- 56 Substitute Cleaner – Sage Johnson
- 57 Additional 2022-2023 Summer Curriculum Writing Hours
- 58 TOSA ELA/Social Studies Content & RTI Specialist (UPK-5)
- 59 Revised 2022-2023 Summer Learning Program Recommendations
- Amendment to Employment Agreement – Superintendent
- d. Miscellaneous Matters
None
- e. CSE/CPSE Review

Reports: Public Hearing – District Wide School Safety Plan

- 7. New Business
 - 60 7.1 Approval of 2022-2023 Hourly Non-Affiliated Pay Rates
(Eff. 7/1/22)
 - 61-64 7.2 Approval of At Will Employee Agreement – Michael List
 - 7.3 Approval of First Reading of Policy # 7552 – Student Gender
Identity
 - 65-66 7.4 Approval of First Reading of Policy # 8110 – Curriculum
Development, Resources, and Evaluation
 - 67-70 7.5 Approval of First Reading of Policy # 8320 – Textbooks, Library
Materials, and Other Instructional Materials
 - 71-73 7.6 Approval of First Reading of Policy # 8330 – Objection to
Instructional Materials and Controversial Issues
 - 74-77 7.7 Approval of First Reading of Policy # 8340 – Instructional
Materials and Nonpublic School Students
 - 78 7.8 Approval of Commitment of Fund Balance Resolution
 - 79 7.9 Approval of Transfer to Capital Fund Resolution
 - 80-81 7.10 Approval of Participation in Genesee Valley BOCES Cooperative
Bidding Resolution
 - 82 7.11 Approval of Funding of Reserves
 - 83-97 7.12 Approval of Updated Byron-Bergen Central School Purchasing
Handbook
- 8. Comments from the Audience
- 9. Information/Announcements/Reports
Parental Leave – Justine Fritz (Eff. 12/5/22)
- 10. Requests Requiring Board Consideration
- 11. Review of Next Meeting's Agenda

DATES TO REMEMBER:

8/18/22 – BOE Meeting at 4:30 p.m. – Professional Development Room

**BYRON-BERGEN CENTRAL SCHOOL
BOARD OF EDUCATION MEETING
Wednesday, June 15, 2022
6:00 p.m. – Professional Development Room**

Board of Education Member Recognition

- Call to Order:** The meeting was called to order at 5:34 p.m. by President D. List.
- Members Present:** D. List, Y. Ace-Wagoner, K. Carlson, W. Forsyth, A. Phillips, T. Menzie, J. VanValkenburg
- Members Absent:** None
- Executive Session:** It was moved by Y. Ace-Wagoner and seconded by A. Phillips to enter executive session at 5:35 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 7 Yes, 0 No.
- Return to Public Session:** It was moved by T. Menzie and seconded by K. Carlson to return to public session at 6:03 p.m.
The motion passed 7 Yes, 0 No.
- Also Present:** P. McGee, L. Prinz, R. Stevens, A. Grillo, B. Brown, and 22 members of the audience.
- President's Report:** D. List said she can't believe another year has come to an end. She loved that the FFA members came dressed in full attire. The Board is very thankful for Y. Ace-Wagoner and J. VanValkenburg's service, knowledge and dedication to the Board of Education.
- Academic Focus:** P. Spence – Costa Rica/Panama
P. Spence presented a slideshow from the 2022 Costa Rica and Panama trip over Spring Recess. They did a walking tour of an active volcano in Guanacaste. Students swam and snorkeled in the ocean and saw a waterfall at La Fortuna. They were able to eat many different types of food that were native to the area, they even went to a pineapple farm and tried fresh pineapple. In Panama they were able to see Old Panama City and the canal.
- J. Parnapy – FFA
J. Parnapy and several FFA members talked about the many awards they won this year. Natalie Randall, Jillian Weaver, Paige O'Brien and Gary Donofrio, III participated in Junior Tool Identification. Carter Kuipers and

Justin Deleo earned 1st place in the state as a team, and Carter Kuipers won 1st place as an individual, and Justin Deleo won 8th place as an individual. Grayson Erion earned 1st place in the Agricultural Education contest. Madelynn Pimm earned a \$1,500 scholarship from National FFA, the highest amount awarded to a member in New York; she also earned a 1st place gold rank for Sheep Proficiency. Her application will be graded against all the other state sheep proficiencies. Rachel Best earned a 2nd place bronze rank for Beef Entrepreneurship Proficiency; she also earned a participant rank for Dairy Production Proficiency. The Byron-Bergen FFA Alumni and Supporters were awarded an Honorary Empire Degree.

Student Council
Report:

None

Principals'
Comments:

A. Grillo reported:

- Senior Exit projects are all finished and went well.
- The Senior Trip last week was great and there was no issues. The seniors had a nice time finishing out the year together.
- Monday was the Senior breakfast, DWI simulation, and Senior Walk through at the Elementary School.
- Prom is Friday night at 6:00 p.m. at Mill Creek Golf Club.

B. Brown reported:

- Band and chorus concerts finished up over the last few weeks.
- On June 10th, the annual STEAM Day was finally able to be brought back. Several Jr./Sr. High faculty members and students came over to the Elementary to participate. There were activities both inside and outside the building - games, face painting, and experiments.
- Farm Day was a huge success.
- The Olympics and Fun in the Sun Day are set for tomorrow.
- Wednesday is the last day of school for students and the 5th Grade Moving Up Day.

Director Of
Instructional
Services
Comments:

B. Brown introduced Kaitlin Kaercher who is up for approval for the Coordinator of Student Services position. Under New Business, the Response to Intervention Plan, Professional Learning Plan, and the Byron-Bergen Central School District Annual Professional Performance Review Plan are up for Board approval.

Business
Administrator
Comments:

L. Prinz stated the debt payment is scheduled to be paid. The final payroll for the 2021-2022 school year is next week. The auditors would like to set up a pre-audit meeting in July. The 2021-2022 District Reserve Plan is up for approval under New Business.

Superintendent's
Comments:

P. McGee thanked Y. Ace-Wagoner and J. VanValkenburg for their service and said they will be greatly missed. Last week he attended a Transportation Conference about the zero emission buses. The staff picnic is next Friday. All of the year end activities (Farm Day, STEAM Day, concerts, etc.) went great. He is looking forward to Prom and Graduation Day. There was one new addition to New Business: 12.8 Approval of Additional 2022-2023 Summer Learning Program Recommendations.

Consent Agenda:

It was moved by Y. Ace-Wagoner to replace the 2022-2023 Non-Affiliated Salary Increases recommendation with a revised 2022-2023 Non-Affiliated Salary Increases recommendation and seconded by J. VanValkenburg.

The motion passed 7 Yes, 0 No

It was moved by Y. Ace-Wagoner and seconded by J. VanValkenburg that the following consent agenda be approved:

Approval of Minutes

May 26, 2022

Financial Matters

General Fund Bills: Warrant A-77, Ck. # 22191-22195, \$22,654.30

Warrant A-79, Ck. # 22196-22265, \$85,387.92

Federal Fund Bills: Warrant F-21, Ck. # 400407-400412, \$107,340.18

Capital Fund Bills: Warrant H-10, Ck. 2638-2639, \$150,195.25

Expendable Trust Fund Bills: Warrant TE-1, Ck. 500184-500215,
\$10,111.40

Monthly Treasurer's Report – May 2022

Personnel Matters

Resignations/Retirement/Termination:

Resignation – Custodian – Kimberly Maskell (Eff. 6/11/22)

Resignation – Teacher Aide – Michelle Shade (Eff. 7/1/22)

Approvals:

Appointment – Music Teacher – Joseph Paris (Eff. 9/6/22)

Joseph Paris, who holds an Initial New York State certificate in the Music certification area in the public schools of New York State, is hereby appointed to the position of Music Teacher in the Music tenure area for a probationary period of four (4) years to commence on September 6, 2022 and to end at the end of the day on the first day of the school year in September, 2026. 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 10 of the 2022-2023 BBFA Contract.

Appointment – Physical Education Teacher – Grace Campbell (Eff. 9/6/22)

Grace Campbell, who holds an Initial New York State certificate in the Physical Education certification area in the public schools of New York State, is hereby appointed to the position of Physical Education Teacher in the Physical Education tenure area for a probationary period of four (4) years to commence on September 6, 2022 and to end at the end of the day on the first day of the school year in September, 2026. 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 2 of the 2022-2023 BBFA Contract (due to contiguous service during the 2021-2022 school year).

Additional 2022-2023 Summer Learning Program Recommendations

Summer Learning Program Bus Drivers/Bus Aides:

Donna Peet

John Johnson

Substitute Teacher Aide – Michelle Shade

Tenure Appointments:

Nichole Whiteford –

Nichole Whiteford, who is certified in the School Psychologist area, is hereby appointed to tenure in the School Psychologist tenure area to be effective on August 1, 2022.

Jillian Bradigan –

Jillian Bradigan, who is certified in the Special Education (1-6) area, is hereby appointed to tenure in the Special Education tenure area to be effective on September 6, 2022.

Matthias Ellis, II –

Matthias Ellis, II, who is certified in the Physical Education area, is hereby appointed to tenure in the Physical Education tenure area to be effective on September 6, 2022.

Jessica Golino-Smith –

Jessica Golino-Smith, who is certified in the English Language Arts (7-12) Education area, is hereby appointed to tenure in the English Language Arts Education tenure area to be effective on September 6, 2022.

Heather Painting –

Heather Painting, who is certified in the Special Education (1-6) area, is hereby appointed to tenure in the Special Education tenure area to be effective on September 6, 2022.

2022-2023 Non-Affiliated Salary Increases

2022-2023 Summer Curriculum Hours

Leah Lyons	Ayn Gardner
Shana Feissner	Charity Kinkelaar
Beth Overhoff	Diane Taylor
Megan Wahl	Courtney Bapst
Melissa Coniglio	Craig Schroth
Terry Vick	Elliot Flint
Jeanne Rivera	Sue Price
Peter Spence	Andrew McNeil
Jonathan DiLaura	Jenn Back
Nicholas Muhlenkamp	Mike Conine

2022-2023 Summer Hours for Instructional Coaches

Diana Walther	Debbie Slocum
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2022-2023 Summer Hours for Technology Coordinator

Jenn Back

Appointment – Coordinator of Student Services – Kaitlin Kaercher

(Eff. 7/1/22)

Kaitlin Kaercher, is in the process of attaining her Certificate of Advance Study and who will be attaining her initial New York State certificates in the School Building Leader and School District Leader certification areas in the public schools of New York State, is hereby appointed to the 12-month, full-time position of Coordinator of Student Services in the Coordinator of Student Services tenure area for a probationary period of four (4) years to commence on July 1, 2022 and to end at the end July 1, 2026. The salary during the 2022-2023 school year is as presented to the Board of Education. All other terms and conditions of employment are as stated in the Byron-Bergen Administrators and Supervisors Association Agreement.

2022-2023 Jr./Sr. High Extracurricular Activity Appointments

<u>Extracurricular Activity</u>	<u>Faculty Member(s)</u>
Academic Challenge Bowl	Sara MacKenzie
Alliance for Equality	Ashley Hill
Art Club Jr. High	Sandy Auer
Art Club Sr. High	Justine Fritz
Class Advisor 6th Grade	Ken Rogowski
Class Advisor 7th Grade	Ken Gropp
	Kerri Smith
Class Advisor 8th Grade	Aaron Clark
Class Advisor 9th Grade	Evelyn Hunt
Class Advisor 10th Grade	Briana DelVecchio
Class Advisor 11th Grade	Jennifer Back
Class Advisor Grade 12	Tiffany Luksch
	Nick Muhlenkamp
Color Guard	Alyson Tardy
Drama Club	Alyson Tardy
FFA	Jeff Parnapy

Interscholastic Competition in English (ICE)	Andrew McNeil
Intramural Coordinator	Ken Rogoyski
Marching Band	Kevin Bleiler
Math League Jr. High	Rebecca Logan
Math League Sr. High	Jon DiLaura
Mock Trial 6th Grade	Ken Rogoyski
Mock Trial 7th & 8th Grade	Aaron Clark
	Ken Gropp
Mock Trial 9th-12th Grade	Evelyn Hunt
	Andrew McNeil
Musical Director	Alyson Tardy
National Junior Honor Society	Ken Gropp
	Kerri Smith
National Honor Society	Laurie Penepent
	Justine Fritz
Page Turners Jr. High	Sara MacKenzie
Page Turners Sr. High	Laurie Penepent
S.A.D.D./Reality Check	Alana Penna
Scholastic Bowl	Sara MacKenzie
Science Olympiad	Terry Vick
	Sherri Dressler
	Ken Rogoyski
	Ken Rogosyki
Ski Club	
Solo Festival/ All-County Band/ NYSSMA 7th - 12th Grade	Kevin Bleiler
Solo Festival/ All-County Band/ NYSSMA 5th - 6th Grade	Bob Lancia
Solo Festival/ All-County Chorus/ NYSSMA 5th - 6th Grade	Karen Tischer
Solo Festival & All-State	Kevin Bleiler - Instrumental
Spanish Club Jr. High	Sue Price
Spanish Club Sr. High	Jeanne Rivera
Steppin Up/Key Club	Jay Wolcott
Strategic Games Club Jr. High	Aaron Clark
Strategic Games Club Sr. High	Nick Muhlenkamp
Student Council	Ashley Hill
	Alana Penna
Technology Club Jr. High	Jay Wolcott
TESA/Robotics	Marc Palmer
Varsity Club	Tiffany Luksch
	Nick Muhlenkamp
Yearbook Club	Briana DelVecchio

Interim Elementary Principal Stipend
2022-2023 Summer Hours – ENL Teacher

Pam Johnson

Revised 2022-2023 Elementary Summer Learning Program Coordinator
Jenna Carney

Revised Appointment Elementary Teacher – Savannah Vascukynas
(Eff. 9/6/22)

Savannah Vascukynas, who holds Emergency COVID-19 New York State certificates in the Childhood Education (1-6) and Students with Disabilities (1-6) certification areas in the public schools of New York State, is hereby appointed to the position of Elementary Education Teacher in the Elementary Education (1-6) tenure area for a probationary period of three (3) years to commence on September 6, 2022 and to end at the end of the day on the first day of the school year in September, 2025 (due to serving as a long-term substitute Elementary Education Teacher for the 2021-2022 school year). 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 2 (due to contiguous service as a long-term substitute Elementary Education Teacher (Gr. 3) for the 2021-2022 school year).

JUUL Agreement for Employee Dated June 8, 2022

Miscellaneous Matters

None

CSE/CPSE Review

CSE

Case # 4583, # 4591, # 4668, # 4808

CPSE

Case # 4583, # 4672, # 4677, # 4678, # 4711, # 4807

The motion passed 7 Yes, 0 No

Reports:

Maintenance Report -

There continues to be staff shortages, substitute and part-time cleaners are being utilized to get the work done. This year several full-time cleaners were hired to replace retirements. R. Montgomery and J. Baldwin have been excellent additions to the team.

Elementary & Jr./Sr. High Goals Reports – Principals

Both the Elementary and Jr./Sr. High goals were reviewed and assessed and were on target for the school year. Some of the goals will lead in to the next school year to be built upon.

SEL Progress Update – M. Wahl

M. Wahl gave her final SEL update for the school year. She handed out a postcard with a positive message to the Board; she also gave them a blank one to write a positive message to pass on to someone. The second half of the year was filled with grade level days, professional development for staff, assemblies, classroom lessons, and the introduction of the therapy dog pilot program. Looking ahead for next year she plans to continue to meet at District and building levels, provide resources for teachers, introduce the Lift Project and Zones of Regulations, and review policies and procedures with administration.

Policy Committee Update: Met and there will be four or five policies up for a first reading in July.

Facilities Committee Update: Met earlier and everything is on track for Phase 1 submission and bidding for the project in the fall is still on target.

Budget Committee Update: None

Audit Committee Update: Meeting July 12, 2022 after the Re-Organizational Meeting.

SOAR Update:

Positive Recognition: B. Brown and P. Spence were recognized for Positive Recognition.
A Resolution of the
Byron-Bergen Central School District
Board of Education
June 15, 2022

WHEREAS, the Byron-Bergen Central School District mission is to inspire, prepare, and support using the values of compassion, humility, kindness, and persistence with the vision to change the world one student at a time; and

WHEREAS, Mrs. Betsy Brown is the Director of Instructional Services within Byron-Bergen Central School District; and

WHEREAS, Mrs. Brown took on multiple extra responsibilities and duties at the Elementary School without reservation while still performing duties in her role as Director of Instructional Services; and

WHEREAS, by ensuring a smooth operations and systems at the Elementary School, Mrs. Brown continued to move the Elementary School forward in a positive direction.

BE IT RESOLVED that the Board of Education sincerely appreciates the efforts of Mrs. Betsy Brown for her extreme multi-tasking and for keeping the Elementary School running smoothly for the last part of the school year. Students, faculty, and staff all need strong leadership and guidance and Mrs. Brown stepped in without hesitation and did a fantastic job!

A Resolution of the
Byron-Bergen Central School District
Board of Education
June 15, 2022

WHEREAS, the Byron-Bergen Central School District mission is to inspire, prepare, and support using the values of compassion, humility, kindness, and persistence with the vision to change the world one student at a time; and

WHEREAS, The Outdoor Adventure Club was supposed to travel in April of 2021 to Costa Rica and Panama; however, due to COVID-19 restrictions, their trip had to be rescheduled; and

WHEREAS, Peter Spence, Science Teacher and Outdoor Adventure Club Advisor, went on a trip to Costa Rica and Panama with 21 students over April 2022 spring break; and

WHEREAS, during that trip, some students were quarantined with COVID-19 and could not travel out of the country, so Mr. Spence ended up staying an additional 7 days in Panama with the students to ensure their safety and assist them during their quarantine.

BE IT RESOLVED that the Board of Education sincerely appreciates the efforts of Mr. Spence during the aforementioned trip. This trip (which he initiated) is a great opportunity for the students at Byron-Bergen who may not otherwise have the chance to travel to another country and learn about different cultures. His dedication to our students and their well-being speaks volumes about him as an educator.

Approval – 2022-2023 Code of Conduct	Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by J. VanValkenburg to approve the 2022-2023 Code of Conduct. The motion passed 7 Yes, 0 No.
Approval – 2022-2023 Professional Learning Plan	Upon the recommendation of the Superintendent, it was moved by J. VanValkenburg and seconded by Y. Ace-Wagoner to approve the 2022-2023 Professional Learning Plan. The motion passed 7 Yes, 0 No.

Approval –
2021-2022
Reserve Plan

Upon the recommendation of the Superintendent, it was moved by Y. Ace-Wagoner and seconded by J. VanValkenburg to approve the 2021-2022 Reserve Plan.
The motion passed 7 Yes, 0 No.

Approval –
2022-2023
Response
To Intervention
Plan

Upon the recommendation of the Superintendent, it was moved by J. VanValkenburg and seconded by Y. Ace-Wagoner to approve the 2022-2023 Response to Intervention Plan.

The motion passed 7 Yes, 0 No.

Approval –
Re-Organizational
Meeting to be
Set July 12, 2022
At 4:00 p.m. in
Board Conference
Room

Upon the recommendation of the Superintendent, it was moved by Y. Ace-Wagoner and seconded by J. VanValkenburg to approve the Re-Organizational Meeting to be set July 12, 2022 at 4:00 p.m. in the Board Conference Room.

A Resolution of the
Byron-Bergen Central School District
Board of Education
June 15, 2022

The Board of Education will hold their annual Re-Organizational Meeting on Tuesday, July 12, 2022.

The motion passed 7 Yes, 0 No.

Approval –
Byron-Bergen
Central School
District Annual
Professional
Performance
Review Plan
(APPR)

Upon the recommendation of the Superintendent, it was moved by J. VanValkenburg and seconded by Y. Ace-Wagoner to approve the Byron-Bergen Central School District Annual Professional Performance Review Plan (APPR).

The motion passed 7 Yes, 0 No.

Approval –
Ratification of
Byron-Bergen
Faculty Association
Contract (Eff.
7/1/22-6/30/26)

Upon the recommendation of the Superintendent, it was moved by Y. Ace-Wagoner and seconded by J. VanValkenburg to approve the Ratification of the Byron-Bergen Faculty Association Contract (Eff. 7/1/2022-6/30/2026).

The motion passed 7 Yes, 0 No.

Approval –
Additional
2022-2023
Summer Learning
Program
Recommendations

Upon the recommendation of the Superintendent, it was moved by J. VanValkenburg and seconded by Y. Ace-Wagoner to approve the Additional 2022-2023 Summer Learning Program Recommendations: Aiden Flaherty, Thomas Flynn (substitute), and Kolleen Zaffran (substitute).

The motion passed 7 Yes, 0 No.

Public Comment: None

Information/Announcements/Reports:

Parental Leave – Sarah Saeli (Eff. 7/27/22)

Requests Requiring Board Consideration:

None

Review of Next Meeting's Agenda:

Policy Committee Update

Facilities Committee Update

Budget Committee Update

Audit Committee Update

SOAR Committee Update

Positive Recognition

Adjournment:

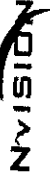
It was moved by W. Forsyth and seconded by T. Menzie to adjourn the meeting at 8:11 p.m.

The motion passed 7 Yes, 0 No.

**BYRON-BERGEN CENTRAL SCHOOL
BOARD OF EDUCATION MEETING
Tuesday, June 21, 2022
5:00 p.m. – Board of Education Room**

- Call to Order:** The meeting was called to order at 5:03 p.m. by President D. List.
- Members Present:** D. List, Y. Ace-Wagoner, K. Carlson, A. Phillips (left at 5:55 p.m.),
T. Menzie, J. VanValkenburg
- Members Absent:** W. Forsyth
- Also Present:** P. McGee, R. Stevens
- Executive Session:** It was moved by A. Phillips and seconded by Y. Ace-Wagoner to enter executive session at 5:04 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 be not be any new business transacted after executive session.
The motion passed 6 Yes, 0 No.
- Return to Public Session:** It was moved by Y. Ace-Wagoner and seconded by J. VanValkenburg to return to public session at 5:59 p.m.
The motion passed 5 Yes, 0 No.
- Adjournment:** It was moved by K. Carlson and seconded by T. Menzie to adjourn the meeting at 6:00 p.m.
The motion passed 5 Yes, 0 No.

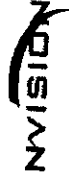
Check Warrant Report For A - 82: GENERAL FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22269		06/10/2022		4898	**CONTINUED** A-VERDI STORAGE CONTAINERS		VOIDED DURING PRINTING				
22270		06/10/2022		4898	A-VERDI STORAGE CONTAINERS					0.00	
A 1621.400-06-7007					MAINT - CONTRACT			1459746	210127	109.00	109.00
A 1621.400-06-7007					MAINT - CONTRACT			1461953	210127	109.00	109.00
A 1621.400-06-7007					MAINT - CONTRACT			1459773	210127	109.00	109.00
A 1621.400-06-7007					MAINT - CONTRACT			1461954	210127	218.00	218.00
A 1621.400-06-7007					MAINT - CONTRACT			1459280	210127	99.00	99.00
A 1621.400-06-7007					MAINT - CONTRACT			1462470	210127	99.00	99.00
A 1621.400-06-7007					MAINT - CONTRACT			1461406	210127	99.00	99.00
A 1621.400-06-7007					MAINT - CONTRACT			1462471	210127	109.00	109.00
A 1621.400-06-7007					MAINT - CONTRACT			1460852	210127	99.00	99.00
A 1621.400-06-7007					MAINT - CONTRACT			1463504	210127	396.00	396.00
A 1621.400-06-7007					MAINT - CONTRACT			1463553	210127	99.00	99.00
A 1621.400-06-7007					MAINT - CONTRACT			1464436	210127	144.00	144.00
Check Total:										1,689.00	
22271		06/10/2022		2804	APPLIED MAINTENANCE SUPPLIES						
A 5516.450-11-6407					MAT & SUPPLY - BUS/EQUIP PARTS		SPRAY TRIGGER HANDLE	7024298010	210318	74.51	74.51
A 5510.450-11-6407					MAT & SUPPLY - BUS/EQUIP PARTS		BOLTS, NUTS, WASHERS	7024354116	210318	165.67	165.67
22272		06/10/2022		5797	ASBO NEW YORK					240.18	
A 1310.400-05-0000					BUS ADMIN - CONTRACTUAL			300005799	210010	388.38	1,310.00
22273		06/10/2022		5726	NORM AUGUSTO JR					388.35	
A 2855.400-10-5000					ATHLETIC - CONTRACT		5/14/22 VARSITY BASEBALL			100.25	
A 2855.400-10-5000					ATHLETIC - CONTRACT		5/17/22 VARSITY BASEBALL			100.35	
22274		06/10/2022		7440	JAMES BALDWIN					200.30	

BYRON BERGEN CSD

Check Warrant Report For A - 82: GENERAL FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22275	A 1621.400-06-7007	06/10/2022		MAINT - CONTRACT			21-22 CELL PHONE STIPEND			800.00	
Check Total: 800.00											
22276	A 2855.400-10-5000	06/10/2022		ATHLETIC - CONTRACT			5/13/22 MOD SOFTBALL			106.65	
Check Total: 106.65											
22277	A 2855.400-10-5000	06/10/2022		ATHLETIC - CONTRACT			5/25/22 MOD SOFTBALL			106.65	
Check Total: 106.65											
22278	A 9060.800-14-0000	06/10/2022	6624	BENEFIT RESOURCE INC						213.30	
Check Total: 213.30											
22279	A 9060.800-14-0000	06/10/2022		EMPLOYEE BENE - MEDICAL INSURANCE				680977	210022	50.00	
Check Total: 50.00											
22279	A 5510.400-11-6102	06/10/2022		CONTRACT - UNIFORM SERVICE			UNIFORM REIMBURSEMENT			312.50	
Check Total: 312.50											
22278	A 2855.400-10-5000	06/10/2022	440	JACK W BRENNAN						100.25	
Check Total: 100.25											
22279	A 2855.400-10-5000	06/10/2022		ATHLETIC - CONTRACT			5/20/22 VARSITY SOFTBALL			100.25	
Check Total: 100.25											
22280	A 5530.400-11-6403	06/10/2022		CONTRACTUAL - OTHER			21-22 CELL PHONE STIPEND			800.00	
Check Total: 800.00											
22280	A 2815.400-01-0000	06/10/2022		HLTH - CONTRACT ELEM				2524-22A	210006	717.93	
Check Total: 717.93											
22281	A 2020.400-04-0000	06/10/2022		PRIN OFF - CONTRACT ELEM						400.00	
Check Total: 400.00											
22282	A 2020.400-03-0000	06/10/2022		PRIN OFF - CONTRACT HS						400.00	
Check Total: 400.00											
22282	A 530.400-01-0000	06/10/2022		BYRON BERGEN SCHOOL LUNCH FUND						600.00	
Check Total: 600.00											

BYRON BAY SEN CSD

Check Warrant Report For A - 82: GENERAL FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
	A 1240.450-05-0000			ADMIN - MAT & SUPPLY				5/5/22	210844	275.00	275.00
22283		06/10/2022		556 CADENDE MUSIC						275.00	
	A 2110.450-05-0000			MAT & SUPPLY - MUSIC				20220527-01	210193	450.00	450.00
22284		06/10/2022		541 ROGER CALDWELL JR						450.00	
	A 1624.400-06-0000			ADMIN - CONTRACT				21-22 CELL PHONES/STIPEND		800.00	
22285		06/10/2022		7692 STEVEN W. CLEMM						800.00	
	A 2835.400-10-5000			ATHLETIC - CONTRACT				5/18/22 VARSITY BASEBALL		100.25	
22286		06/10/2022		838 CREEKSIDE INC						100.25	
	A 2855.400-10-5000			ATHLETIC - CONTRACT				W50265	210097	100.00	100.00
	A 2855.400-10-5000			ATHLETIC - CONTRACT				W50266	210097	100.00	100.00
	A 2855.400-10-5000			ATHLETIC - CONTRACT				W50264	210097	100.00	100.00
22287		06/10/2022		848 CROCKERS ACE HARDWARE						300.00	
	A 1824.450-06-0000			MAINT - MAT & SUPPLY				19/452	210147	34.18	34.18
22288		06/10/2022		7001 EMPIRE TRACTOR INC						34.18	
	A 1622.450-00-0000			GROUNDS - MAT & SUPPLY				BC80926	210146	781.76	781.76
22289		06/10/2022		7074 JARED FREGOE						781.76	
	A 2855.400-10-5000			ATHLETIC - CONTRACT				5/25/22 MOD BASEBALL		108.65	
22290		06/10/2022		556 CADENDE MUSIC						108.65	
	A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE				JUNE 2022	210000	118,498.78	35,032.92
	A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE				JUNE 2022	210000	98,456.36	0.00
	A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE				JUNE 2022	210000	2,829.36	0.00

Check Warrant Report For A - 82: GENERAL FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022

VISION

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
	A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE	MED BLUE			JUNE 2022	210000	3,313.87	0.00
	A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE	SUPP			JUNE 2022	210000	2,871.09	0.00
22291	06/10/2022	6208		GENESEE COUNTY SHERIFF OFFICE						223,969.49	
	A 2110.400-03-0000			CONTRACTOR				BESRG JUNE 22	210024	9,248.00	0.283.10
22292	06/10/2022	1375		GENESEE LUMBER COMPANY						6,248.30	
	A 1622.450-00-0000			GROUND - MAT & SUPPLY				982031	210829	961.44	961.44
22293	06/10/2022	5770		SHERIFF						961.44	
	A 2855.400-10-5000			ATHLETIC - CONTRACT				5/16/22 TRACK STARTER		129.00	
22294	06/10/2022	1000		REGIS						129.00	
	A 2110.450-03-0000			MAT & SUPPLY - HS				5628-25	210298	118.26	118.26
22295	06/10/2022	7691		ASHLEY GRILLO						118.26	
	A 2020.400-03-0000			PRIME CONTRACTORS				2122 GEL PHONE STIPEND		800.00	
22296	06/10/2022	1534		PATRICIA L GUNIO						800.00	
	A 1240.400-05-0000			ADMIN CONTRACTUAL				2122 GEL PHONE STIPEND		800.00	
22297	06/10/2022	1383		**CONTINUED** GV EDUCATIONAL PARTNERSHIP				Voided During Printing		800.00	
22298	06/10/2022	1383		GV EDUCATIONAL PARTNERSHIP						0.00	
	A 1310.400-02-0000			BOARDS/GRAD BOCES				JUNE 2022	210001	846.10	846.10
	A 1310.400-05-0000			BUS ADMIN BOCES				JUNE 2022	210001	247.34	247.34
	A 1345.490-05-0000			BOCES SERVICES - PURCHASING				JUNE 2022	210001	267.60	267.60

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
	A 1680.490-07-0000			BOCES SERVICES - DATA PROCESSING				JUNE 2022	210001	8,172.19	8,172.19
	A 1981.490-04-0000			BOCES SERVICES - ADMINISTRATIVE/CLERICAL				JUNE 2022	210001	26,086.00	26,086.00
	A 2020.490-08-0000			BOCES SERVICES				JUNE 2022	210001	690.60	690.60
	A 2250.490-09-3000			BOCES SERVICES - SPEC ED				JUNE 2022	210001	79,430.27	79,430.27
	A 2610.490-00-0000			BOCES SERVICES - AV				JUNE 2022	210001	9,441.95	2,322.80
	A 3063.490-10-5000			BOCES SERVICES - ATHLETICS				JUNE 2022	210001	5,631.01	373.90
	A 1420.490-00-0000			LEGAL - BOCES				JUNE 2022	210001	4,883.50	4,883.50
	A 1320.490-05-0000			BOCES SERVICE - GASB 75				JUNE 2022	210001	554.00	554.00
	A 2280.490-03-0000			BOCES - HS				JUNE 2022	210001	55,701.96	55,701.96
	A 1480.490-00-0000			BOCES				JUNE 2022	210001	16,401.03	3,273.64
	A 2110.490-03-0000			BOCES SERVICES - HS				JUNE 2022	210001	37,840.33	37,840.33
	A 1430.490-00-0000			BOCES - PERSONNEL				JUNE 2022	210001	1,209.93	0.00
	A 1670.490-07-0000			BOCES SERVICES - PRINTING				JUNE 2022	210001	2,380.96	0.00
	A 2010.490-00-0000			BOCES SVCS - CURRICULUM DEV				JUNE 2022	210001	2,150.69	0.00
	A 2110.490-01-0000			BOCES SERVICES - ELEM				JUNE 2022	210001	21,740.65	0.00
22280	06/10/2022	06/10/2022	7683	DAVID HALL					Check Total:	281,729.14	
A 2855.400-10-5000				ATHLETIC - CONTRACT				5/14/22 VARSITY BASEBALL		100.25	
22300	06/10/2022	06/10/2022	5361	RICHARD HANNAN					Check Total:	100.25	
A 2855.400-10-5000				ATHLETIC - CONTRACT				21-22 CELL PHONE STIPEND		500.00	
A 2855.450-10-5000				ATHLETIC - MAT & SUPPLY				5/18/22 REIMBURSEMENT	210851	30.00	30.00
22301	06/10/2022	06/10/2022	7094	HAUN WELDING SUPPLY					Check Total:	530.00	
A 5510.450-10-5400				ATHLETIC - MAT & SUPPLY				5/18/22 REIMBURSEMENT	210851	77.42	77.42
22302	06/10/2022	06/10/2022	1843	JOES AWARDS & TROPHIES					Check Total:	77.42	

Check Warrant Report For A - 82: GENERAL FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022



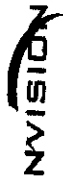
Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 2110.450-03-0000					MAT & SUPPLY - HS			7262	210113	390.00	390.00
A 2110.450-03-0000					MAT & SUPPLY - HS			7267	210113	216.00	216.00
22303		06/10/2022		5580 CHUCK KIRCHOFF					Check Total:	606.00	
A 2855.400-10-5000					ATHLETIC - CONTRACT			5/17/22 VARSITY BASEBALL		100.25	
22304		06/10/2022		5567 LAKE STREET SPORTS GIFT SHOP					Check Total:	100.25	
A 2855.450-10-5000					ATHLETIC - MAT & SUPPLY			2127	210086	25.50	25.50
A 2855.450-10-5000					ATHLETIC - MAT & SUPPLY			2128	210086	42.14	42.14
A 2855.450-10-5000					ATHLETIC - MAT & SUPPLY			2129	210086	45.50	45.50
A 2855.450-10-5000					ATHLETIC - MAT & SUPPLY			2130	210086	32.50	32.50
A 2855.450-10-5000					ATHLETIC - MAT & SUPPLY			2138	210086	19.00	19.00
A 2855.450-10-5000					ATHLETIC - MAT & SUPPLY			2139	210086	6.50	6.50
22305		06/10/2022		2027 LEONARD BUS SALES INC					Check Total:	174.14	
A 5510.450-11-6407					MAT & SUPPLY - BUS/EQUIP PARTS			X103002026:01	210328	40.77	40.77
22306		06/10/2022		9029 JENSEN LOVEM					Check Total:	40.77	
A 2110.400-03-0000					CONTRACTUAL - HS			FINGERPRINT REIMBURSEMENT		100.25	
22307		06/10/2022		7626 MARGIE LO MORGAN					Check Total:	100.25	
A 2020.400-03-0000					PRIN OFF - CONTRACT HS			21-22 CELL PHONE STIPEND		733.34	
22308		06/10/2022		1680 PATRICKS MOORE					Check Total:	733.34	
A 1240.400-05-0000					ADMIN - CONTRACTUAL			21-22 CELL PHONE STIPEND		800.00	
22309		06/10/2022		5365 BRIAN MEISNER					Check Total:	800.00	
A 2020.400-03-0000					PRIN OFF - CONTRACT HS			21-22 CELL PHONE STIPEND		800.00	
06/09/2022 04:42 PM									Check Total:	800.00	

Check Warrant Report For A - 82: GENERAL FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022

NVISION

Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22310	06/10/2022		7419 MATT MERRILL							
A 2855 400-10-5000			ATHLETIC - CONTRACT			5/31/22 TRACK STARTER			91.20	
22311	06/10/2022		2397 MONROE COUNTY WATER AUTHORITY						91.20	
A 1620 400-06-7007			CUST - CONTRACT WATER	ELEM		4/22/22-5/25/22	210049		596.36	596.36
A 1620 400-06-7007			CUST - CONTRACT WATER	PRSPR HIGH		4/22/22-5/25/22	18649		407.97	407.97
22312	06/10/2022		4282 REBECCA MONTGOMERY						1,003.73	
A 1620 400-06-0000			CUST - CONTRACT OTHER			21-22 CELL PHONE STIPEND			400.00	
22313	06/10/2022		2426 MR ROOTER PLUMBING						400.00	
A 1621 400-06-7007			MAINT - CONTRACT			103504578	210140		821.11	821.11
22314	06/10/2022		4825 MUSIC AND ARTS						821.11	
A 2110 450-01-MUSI			MAT & SUPPLY - MUSIC			INV031602948	210225		26.71	26.71
A 2110 450-03-MUSI			MAT & SUPPLY - MUSIC			INV031704327	210226		90.00	90.00
A 2110 450-01-MUSI			MAT & SUPPLY - MUSIC			INV031589306	210225		186.99	186.99
A 2110 450-03-MUSI			MAT & SUPPLY - MUSIC			INV031807870	210226		2.99	2.99
A 2110 450-03-MUSI			MAT & SUPPLY - MUSIC			INV031833617	210226		52.00	52.00
A 2110 450-03-MUSI			MAT & SUPPLY - MUSIC			INV031808655	210226		290.18	290.18
22315	06/10/2022		5408 MUSIC THERAPY PATHWAYS						646.87	
A 2250 400-01-0000			SPEC ED - CONTRACT ELEM			22-MAY	210057		408.00	408.00
22316	06/10/2022		7172 NAPA WESTRIDGE						408.00	
A 5530 450-11-6407			MAT & SUPPLY - BUS/EQUIP			#72 CUPILLER CANISTER VENT VALVE	210336		117.06	117.06
22317	06/10/2022		2259 NORMAN HOWARD SCHOOLS						117.06	
A 2250 420-00-0000			SPEC ED TUTION PRIVATE HS			2022-2023	210359		13,804.70	13,804.70
Check Total:									117.06	
Check Total:									13,804.70	

Check Warrant Report For A - 82: GENERAL FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22318		06/10/2022		7169 NORTHERN STAR MEDICAL BILLING AND COLLECTIONS							
	A 5510.400-11-6300			CONTRACT DRIVER		DOT PHYSICAL & DRUG TESTS		8650	210335	372.00	372.00
										372.00	
22319		06/10/2022		5003 DANNY O'CONNELL						372.00	
	A 2855.400-10-5000			ATHLETIC - CONTRACT				5/20/22 VARSITY BASEBALL		100.25	
										100.25	
22320		06/10/2022		2760 PATRICK PACINO							
	A 2855.400-10-5000			ATHLETIC - CONTRACT				5/21/22 VARSITY BASEBALL		100.25	
										100.25	
22321		06/10/2022		2870 PEPPER MUSIC							
	A 2110.480-03-MUSI			TEXTBOOKS - MUSIC				364331347	210234	777.61	777.61
										777.61	
22322		06/10/2022		2630 ANDREW PROFF							
	A 2630.400-01-0000			TECH CONTRACTUAL - ES				21-22 CELL PHONE STIPEND		400.00	
								21-22 CELL PHONE STIPEND		400.00	
										800.00	
22323		06/10/2022		6616 LORI PRINZ							
	A 1310.400-05-0000			BUS ADMIN - CONTRACTUAL				21-22 CELL PHONE STIPEND		800.00	
										800.00	
22324		06/10/2022		7206 QUADIENT LEASING USA, INC.							
	A 1670.450-07-0000			POSTAGE - DISTRICT				11467145	210053	4,000.00	4,000.00
										4,000.00	
22325		06/10/2022		3162 ROCHESTER GAS CO							
	A 2110.400-03-0000			CONTRACTUAL - HS				20220012	210854	2,335.80	2,335.80
										2,335.80	
22326		06/10/2022		15206 ROCHESTER GAS AND ELECTRIC							
	A 1620.400-06-7012			GAS - CONTRACTUAL				5/1/22-5/31/22	210341	152.00	152.00
										152.00	

Check Warrant Report For A - 82: GENERAL FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22327	A 2610 450-01-10000	06/10/2022	5623	SCHOLASTIC BOOK FAIR				06/10/2022 0956		2,533.41	
										Check Total:	
22328	A 2610 450-01-10000	06/10/2022	3513	RON SPIOTTA						3,565.69	
										Check Total:	
22329	A 1310 400-05-0000	06/10/2022	6303	RACHEL STEVENS						100.25	
										Check Total:	
22330	A 2020 450-01-0000	06/10/2022	117	**CONTINUED** SYNCB/AMAZON						500.00	
										Check Total:	
22331	A 1010 450-04-0000	06/10/2022		BOARD OF ED MAT / SUPP						21.87	
										Check Total:	
A 2250 450-03-0000				SPEC ED - MAT & SUPPLY HS						17.95	
A 2110 450-01-ART				MAT & SUPPLY - ART						49.99	
A 2020 450-01-0000				BRINGOFF - MAT & SUPPLY						38.84	
				ELEM						Check Total:	
A 2110 450-01-0000				MAT & SUPPLY ELEM						298.11	
A 1310 450-05-0000				BUSADMIN - MAT & SUPPLY						85.23	
A 5540 480-10-6403				MAT & SUPPLY - CLEANING						166.32	
				SUPPLIES						Check Total:	
A 2110 450-01-1005				MAT & SUPPLY - 5TH GRADE						52.97	
A 2610 450-03-0000				LIBRARY MAT & SUPPLY - HS						30.56	
A 2020 450-01-ART				MAT & SUPPLY - ART						49.99	
A 2110 450-01-ART				MAT & SUPPLY - ART						49.99	
A 2110 450-01-ART				MAT & SUPPLY - ART						49.99	
A 2110 450-01-ART				MAT & SUPPLY - ART						49.99	
A 2110 450-01-ART				MAT & SUPPLY - ART						49.99	
A 2110 450-01-ART				MAT & SUPPLY - ART						49.99	
										Check Total:	
22332		06/10/2022	7243	JON THOMPSON						980.72	

BYRON B F SEN CSD

Check Warra... Report For A - 82: GENERAL FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22333	A 5510.400-11-6102	06/10/2022		CONTRACT - UNIFORM SERVICE			21-22 UNIFORM REIMBURSEMENT			500.00	
		06/10/2022		7244-JAIME-VINDIGNI			Check Total			500.00	
	A 5530.400-11-6403			CONTRACTUAL - OTHER			21-22 CELL PHONE STIPEND			800.00	
22334		06/10/2022		3976-WAYNE FINGER LAKES ROGIES			Check Total			800.00	
	A 2010.400-01-0000			CURR DEV - CONTRACT ELEM			604-22A		210849	26.00	26.00
22335		06/10/2022		4517-JEFFYOUNG			Check Total			26.00	
	A 2855.400-10-5000			ATHLETIC CONTRACT			50922-VARSITY BASEBALL			100.25	

Check Total: 100.25

Warrant Total: 545,661.83

Vendor Portion: 545,661.83

Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer, I hereby certify that I have verified the above claims, and I am hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6/10/22
 Signature
 Title

BYRON BROWN GEN CSD

Check Warrant Report For A - 83: June 2022 403(b) NonELECTIVE Contrib For Dates 6/24/2022 - 6/24/2022

VISION

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
99160		06/24/2022		4247 OMNI GROUP			JUNE 2022 EMPLOYER NON ELECTIVE CONTRIBUTION				
A 1621.400-06-7007				MAINT - CONTRACT		R CALDWELL NONELECTIVE CONTRIBUTION		JUNE 2022		1,000.00	
A 1310.400-05-0000				BUS ADMIN - CONTRACTUAL		L PRINZ NONELECTIVE CONTRIBUTION		JUNE 2022		1,600.00	
A 2020.150-01-0000				PRIN OFF - INST SALARIES ELEM		B BROWN NONELECTIVE CONTRIBUTION		B BROWN 21-22		22,500.00	

Number of Transactions: 1

Check Total: 25,100.00
Warrant Total: 25,100.00
Vendor Portion: 25,100.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 25,100. 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.

6/23/22 Jana Miller claims auditor
Date Signature Title

Check Warrant Report For A - 84: GENERAL FUND - 6/17/22 For Dates 6/17/2022 - 6/17/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22336	A 1060.400-00-0000	06/17/2022		DISTRICT MEETING -	644 CHASE CARD SERVICES	ALDI		5/14/22	210824	7.38 ✓	7.38
	A 1060.400-00-0000			CONTRACTUAL							
	A 1060.400-00-0000			DISTRICT MEETING				5/22/22	210824	17.58 ✓	42.62
	A 1060.400-00-0000			CONTRACTUAL							
22337	A 5510.400-11-6000	06/17/2022		6886 EZ PASS						24.94	
	A 5510.400-11-6000			CONTRACTUAL				17695.53804	210471	9.07 ✓	9.07
22338	A 5530.400-11-7012	06/17/2022		7423 FIRST WESTERN EQUIPMENT		FINANCE				9.07	
	A 5530.400-11-7012			CONTRACTUAL							
22339	A 5510.450-11-6400	06/17/2022		6095 UGI ENERGY SERVICES LLC				3238879	210135	1,758.03 ✓	2,588.87
	A 5530.400-11-7012			CONTRACTUAL - NATURAL GAS						1,758.03	
22340	A 5510.450-11-6400	06/17/2022		6398 VALLEY ENERGY SERVICES LLC				G5342670	210378	180.87 ✓	180.87
	A 5530.400-11-7012			CONTRACTUAL				G5342670	210365	2,833.59 ✓	2,833.59
	A 5510.450-11-6400			MAT & SUPPLY - DIESEL FUEL				423571	210342	2,316.25 ✓	2,316.25
	A 5510.450-11-6400			MAT & SUPPLY - GASOLINE				423578	210343	2,262.29 ✓	2,262.29
	A 5510.450-11-6400			MAT & SUPPLY - DIESEL FUEL				424873	210342	1,844.99 ✓	1,844.99
	A 5510.450-11-6400			MAT & SUPPLY - GASOLINE				424880	210343	2,258.82 ✓	2,258.82
	A 5510.450-11-6400			MAT & SUPPLY - DIESEL FUEL				425856	210342	3,202.84 ✓	3,202.84
	A 5510.450-11-6400			MAT & SUPPLY - GASOLINE				425879	210343	1,379.61 ✓	1,379.61
22341	A 5530.400-11-7012	06/17/2022		3913 VERIZON WIRELESS						13,264.80	
	A 5530.400-11-7012			CONTRACTUAL - TELEPHONE				9907734217	210002	75.98 ✓	75.98
22342	A 5530.400-11-7006	06/17/2022		3962 WASTE MANAGEMENT OF NY LLC						75.98	
	A 5530.400-11-7006			CONTRACTUAL - WASTE DISPOSAL				0635449-2225-3	210344	88.40 ✓	88.40
	A 5530.400-11-7006			CONTRACTUAL						88.40	

Check #	Account	Check Date	Vendor ID	Vendor Name	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 7										
								Warrant Total:	18,235.68	
								Vendor Portion:	18,235.68	
								Payroll Portion:	0.00	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$ 18,235.68 and that the money is available for payment. I am authorized to sign this warrant and certify that the amount of each claim allowed and charge back to the proper fund.

6/23/22

Jenssa Muller

claims auditor

Date

Signature

Title

BYRON E GEN CSD

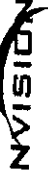
Check Warrant Report For A - 86: GENERAL FUND - 6/24/22 For Dates 6/24/2022 - 6/24/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22343	A 1621.400-06-7007	06/24/2022		4898 A-VERDI STORAGE CONTAINERS				1466017	210127	218.00 ✓	218.00
	A 1621.400-06-7007	06/24/2022		MAINT - CONTRACT				1466018	210127	149.00 ✓	149.00
	A 1621.400-06-7007	06/24/2022		MAINT - CONTRACT				1466019	210127	218.00 ✓	218.00
										580.00	
22344	A 2110.400-03-0000	06/24/2022	6834	AMERICAN RED CROSS				22436091	210861	162.00 ✓	162.00
				CONTRACTUAL HS						162.00	
22345	A 2855.400-10-5000	06/24/2022	247	TIMOTHY BALONEK						106.65 ✓	106.65
				ATHLETIC - CONTRACT				6/3/22 MOD			
								SOFTBALL			
22346	A 2855.450-10-5000	06/24/2022	6702	BATAVIAS ORIGINAL PIZZERIA						206.49 ✓	206.49
				ATHLETIC - MAT & SUPPLY				CR29	210091	206.49 ✓	150.26
22347	A 1622.450-00-0000	06/24/2022		6883 BUBBAS AND SCARPE						108.00 ✓	108.00
				GROUNDS - MAT & SUPPLY				39107	210862	108.00 ✓	108.00
22348	A 1622.450-00-0000	06/24/2022		6883 BUBBAS AND SCARPE				39197	210862	108.00 ✓	108.00
				GROUNDS - MAT & SUPPLY						216.00	
				530 BYRON BERGEN SCHOOL LUNCH							
				FUND							
22349	A 2815.450-03-0000	06/24/2022		HLTH - MAT & SUPPLY HS				5/5/22	210852	66.00 ✓	66.00
				TISSUE/CUPS							
										19,631.00	19,631.00
22350	A 2855.400-10-5000	06/24/2022	388	GREENSIDE INC				JCD-3527	200671	19,631.00 ✓	19,631.00
				ATHLETIC - CONTRACT						19,631.00	
								W60267	210097	100.00 ✓	100.00
				ATHLETIC - CONTRACT				W60268	210097	100.00 ✓	100.00
22351	A 2630.460-03-0000	06/24/2022	442	TECH SIDNETING						200.00	
				TECH SOFTWARE LES				2022-22493	210734	563.85 ✓	563.85
				TECH - SOFTWARE - HS				2022-22493	210734	563.85 ✓	563.85

BYRON F GEN CSD

Check Warrant Report For A - 86: GENERAL FUND - 6/24/22 For Dates 6/24/2022 - 6/24/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22352	A 2610.450-03-0000	06/24/2022	873	JOHN CUMMINGS						1,127.70	
					MAT SUPPLY - RE/MEN/ETH			210865		270.00 ✓	270.00
										270.00	
22353	A 4040.450-04-0000	06/24/2022	4249	DJB PENS							
					BOARD OF ED-MAT / SUPP			ORD158494	210808	145.70 ✓	145.70
										145.70	
22354	A 2855.400-10-5000	06/24/2022	7704	CHRISTOPHER EAMES							
					ATHLETIC - CONTRACT			5/12/22 MOD BASEBALL		106.65 ✓	
22355	A 1621.400-06-7007	06/24/2022									
					MAINT - CONTRACT			24578	210124	135.36 ✓	360.13
										135.36	
22356	A 2620.450-03-0000	06/24/2022									
					PRINCE OF MAT & SUPPLIES			210534		145.00 ✓	180.00
										145.00	
22357	A 1010.450-04-0000	06/24/2022									
					BOARD OF ED-MAT / SUPP			210891		2175.00 ✓	2175.00
										2175.00	
22358	A 2810.400-03-0000	06/24/2022	6126	GCASA						2,175.00	
					GUIDANCE CONTRACTS			210598		600.00 ✓	600.00
					GUIDANCE CONTRACTS			210598		600.00 ✓	600.00
22359	A 2630.450-10-5000	06/24/2022	1378	GENESEE REGION ATHLETIC						1,200.00	
					ASOC			6/15/22	210866	280.00 ✓	280.00
					ATHLETIC MAT & SUPPLIES					280.00	
22360	A 2630.450-03-0000	06/24/2022									
					TECH MAT & SUPPLIES			6526	210658	708.44 ✓	707.82
					TECH MAT & SUPPLY - HS			6649	210858	708.44	707.82

BYRON E GEN CSD

Check Warrant Report For A - 86: GENERAL FUND - 6/24/22 For Dates 6/24/2022 - 6/24/2022



Check # Account	Check Date	Vendor ID	Vendor Name Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22368	06/24/2022		7384 JOHNSON NEWSPAPER CORP C/O NEW YORK PRESS SERVICE						
A 1310.400-05-0000			BUS ADMIN CONTRACTUAL			96541FB28	210953	64.04 ✓	64.04
22369	06/24/2022		6975 PAMELA R JOHNSON				Check Total:	64.04	
A 2250.400-03-0000			SPEC ED - CONTRACT HS					79.09 ✓	
22370	06/24/2022		6620 JOSTENS						
A 2110.400-03-0000			CONTRACTUAL - HS			28978300	210828	953.41 ✓	1,690.00
22371	06/24/2022		7065 KUMBERS CONSULTING, INC				Check Total:	953.41	
A 2010.400-01-0000			CURR DEV - CONTRACT ELEM			3324	210822	660.00 ✓	660.00
22372	06/24/2022		4880 PATRICK MCGEE				Check Total:	660.00	
A 120.400-05-0000			ADMIN CONTRACTUAL					50.00 ✓	
22373	06/24/2022		5364 MINTAB INC						
A 2630.200-03-0000			TECH COMPUTER EQUIP - HS			545INV0339816	210855	1,152.00 ✓	1,152.00
22374	06/24/2022		2395 MONROE COUNTY SCHOOL BOARDS					1,152.00	
A 1010.400-04-0000			BOARD OF ED CONTRACTUAL			9413	210846	120.00 ✓	120.00
22375	06/24/2022		4868 MUGS AND MORE				Check Total:	120.00	
A 2285.5150-10-0000			ARTIFICIAL MAT & SUPPLY			7901	210863	1620.00 ✓	1,620.00
22376	06/24/2022		7172 NAPA WEST RIDGE				Check Total:	1,620.00	
A 5510.450-11-6407			MAT & SUPPLY - BUS/EQUIP #87 FRONT BRAKES PARTS			57580	210331	102.69 ✓	102.69
22377	06/24/2022		2488 NATIONAL GRID				Check Total:	102.69	
A 1620.400-06-7015			CUST - CONTRACT ELECTRIC			5112/22-6/13/22	210043	7,208.35 ✓	7,208.35

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Check Warrant Report For A - 86: GENERAL FUND - 6/24/22 For Dates 6/24/2022 - 6/24/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22378	A 2855400-10-5000	06/24/2022	7698	MATT PECK						7,208.35	
										Check Total:	
22379	A 2110450-01-0000	06/24/2022	2870	PEPPER MUSIC						80.80	
22380	A 2110450-01-0000	06/24/2022	2883	PESI						209.77	
										Check Total:	
22381	A 2250400-01-0000	06/24/2022			SPEC ED - CONTRACT ELEM					679.91	
										Check Total:	
22382	A 1310400-05-0000	06/24/2022			BUS ADMIN - CONTRACTUAL					493.02	
										Check Total:	
22383	A 1310400-05-0000	06/24/2022			BUS ADMIN - CONTRACTUAL					1208	
										Check Total:	
22384	A 2110450-01-0000	06/24/2022	3017	QUILL CORPORATION						1,855.70	
										Check Total:	
22385	A 2110450-01-0000	06/24/2022	3041	RALPH AND ROSIES DELI						81.34	
										Check Total:	
22386	A 2855400-10-5000	06/24/2022	3054	RAY SANDS GLASS						140.75	
										Check Total:	



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 5510.400-11-6100	CONTRACT - REPAIRS TO BUSES	06/24/2022			#90 WINSHIELD			1-4110	210340	276.68	276.68
A 5510.400-11-6100	CONTRACT - REPAIRS TO BUSES	06/24/2022			#92 WINSHIELD			1-3789	210340	110.00	110.00
22387		06/24/2022		3222 RURAL SCHOOLS ASSOCIATION						386.68	
A 1240.400-05-0000	ADMIN - CONTRACTUAL	06/24/2022						226100001	210890	860.00	860.00
22388		06/24/2022		4503 RUSH HENRIETTA CENTRAL SCHOOL						560.00	
A 2250.470-03-0000	SPEC ED TUITION - PUBLIC - HS	06/24/2022						285-22A	210055	1,939.20	1,640.00
22389		06/24/2022		3305 SCHOOL SPECIALTY INC						1,939.20	
A 2250.450-01-0000	SPEC ED - MAT & SUPPLY ELEM	06/24/2022						208130068861	210821	317.30	380.76
22390		06/24/2022		3515 RON SPOITTA						317.30	
A 2855.400-10-5000	ATHLETIC - CONTRACT	06/24/2022						6/3/22 MOD BASEBALL		106.55	
22391		06/24/2022		6303 RACHEL STEVENS						106.55	
A 1010.400-04-0000	BOARD OF ED CONTRACTUAL	06/24/2022						MILEAGE REIMBURSEMENT		58.62	
A 1310.400-05-0000	BUS ADMIN - CONTRACTUAL	06/24/2022						MILEAGE REIMBURSEMENT		53.53	
22392		06/24/2022		117 SVNCH/AMAZON						122.15	
A 2110.450-01-0000	MAT & SUPPLY ELEM	06/24/2022						889834383339	210859	126.26	186.48
A 2630.450-01-0000	TECH MAT & SUPPLY - ES	06/24/2022						834454585346	210856	6.65	6.99
A 2630.450-01-0000	TECH MAT & SUPPLY - ES	06/24/2022						977574855639	210785	125.00	625.00
A 2280.450-03-0000	SPEC ED - MAT & SUPPLY HS	06/24/2022						437934670564	210869	270.57	276.98
A 2630.450-03-0000	TECH MAT & SUPPLY - HS	06/24/2022						834454585346	210856	209.57	209.57
A 2630.450-03-0000	TECH MAT & SUPPLY - HS	06/24/2022						977574855639	210785	125.00	625.00
A 2630.450-03-0000	TECH MAT & SUPPLY - HS	06/24/2022						485486599466	210856	47.98	48.08

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22393		06/24/2022	5595	JAMES THOMPSON						910.03	
A 2026 400-03-0000 PRINCE OF GEORGE CONTRACTS											
Check Total:										910.03	
22394		06/24/2022	3740	THRU-WAY SPRING							
A 1622 450-00-0000 GROUNDS - MAT & SUPPLY											
Check Total:										475.60	
22395		06/24/2022	5491	LOUANN M. TERNEY							
A 2855 400-10-5000 ATHLETIC - CONTRACT											
Check Total:										153.00	
22396		06/24/2022	5767	TOSHIBA BUSINESS SOLUTIONS							
A 2110 451-00-2110 MAT & SUPPLY - CENTRAL SUPPLIES											
Check Total:										140.76	
22397		06/24/2022	5766	WEBSTER 3740/10/10							
A 1420 400-05-0000 LEGAL - CONTRACTUAL											
Check Total:										1,745.50	
22398		06/24/2022	7024	WESTERN NEW YORK MEDICAL PRACTICE PC							
A 2855 400-10-5000 ATHLETIC - CONTRACT											
Check Total:										1,703.88	
Warrant Total:										75,308.00	
Vendor Portion:										75,308.00	
Payroll Portion:										0.00	
Number of Transactions: 58											

Certification of Warrant

I, the undersigned, hereby certify that I have verified the above claims, and I am authorized to pay for the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6/23/22 *Susan Webster* *of over 20 years*

Date

Signature

Title

Check Warrant Report For A - 1: July HSA Contributions Cash Disbursement For Dates 7/1/2022 - 7/29/2022

VISION

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
99159		07/18/2022	6624	BENEFIT RESOURCE INC			FUNDING OF EMPLOYEES HSA ACCOUNTS FOR THE 2022-23 SCHOOL YEAR				
	A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE			FUNDING OF HSA FOR SMITH	2021-22 AND 2022-23		1,500.00	
	A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE			FUNDING OF HSA FOR EVANS	2022-23		1,500.00	
	A 9060.800-14-0000			EMPLOYEE BENE - MEDICAL INSURANCE			FUNDING OF HSA FOR CLARE	2022-23		3,000.00	
Number of Transactions: 1										Check Total:	6,000.00
										Warrant Total:	6,000.00
										Vendor Portion:	6,000.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 6,000.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6/23/22 Susan Weirich claims auditor
 Date Signature Title

Check Warrant Report For C - 21: SCHOOL LUNCH FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
200898	C 2860.410-00-0000	06/10/2022		5912 AMERICAN FRUIT & VEGETABLE CO		FOOD PURCHASE - LUNCH	0840758-IN	210061	90.70	90.70
	C 2860.410-00-0000					FOOD PURCHASE - LUNCH	0841346-IN	210061	121.80	121.80
	C 2860.410-00-0000					FOOD PURCHASE - LUNCH	0842022-IN	210061	141.70	141.70
	C 2860.410-00-0000					FOOD PURCHASE - LUNCH	0843242-IN	210061	92.50	92.50
									Check Total:	446.50
200899	C 2860.430-00-0000	06/10/2022		1363 GIVE EDUCATIONAL PARTNERSHIP			JUNE 2022	210370	11478.14	11478.14
									Check Total:	11,478.14
200900	C 2860.410-00-0000	06/10/2022		5909 HERSHEY'S ICE CREAM						
	C 2860.410-00-0000					FOOD PURCHASE - LUNCH	INVE0017760700	210060	278.64	278.64
									Check Total:	278.64
200901	C 2860.450-00-0000	06/10/2022		6698 LATINA FOODS						
	C 2860.450-00-0000					MATERIALS & SUPPLIES	1387654	210070	57.38	57.38
	C 2860.410-00-0000					FOOD PURCHASE - LUNCH	1388882C	210069	1665.48	1665.48
	C 2860.450-00-0000					MATERIALS & SUPPLIES	1379954	210070	47.51	47.51
	C 2860.410-00-0000					FOOD PURCHASE - LUNCH	1387652	210069	86.70	86.70
	C 2860.410-00-0000					FOOD PURCHASE - LUNCH	1379845E	210069	1,220.40	1,220.40
	C 2860.410-00-0000					FOOD PURCHASE - LUNCH	1385589C	210069	1,582.18	1,582.18
									Check Total:	4,659.65
200902	C 2860.411-00-0000	06/10/2022		2178 MAID-RITE SPECIALTY FOODS INC						
	C 2860.411-00-0000					FOOD - COMMODITIES	28321441	210071	352.80	352.80
									Check Total:	352.80
200903	C 2860.410-00-0000	06/10/2022		3070 REGIONAL DISTRIBUTORS INC						
	C 2860.450-00-0000					MATERIALS & SUPPLIES	S1899846.001	210074	941.79	941.79
									Check Total:	941.79
200904	C 2860.410-00-0000	06/10/2022		7659 SOUTHEASTERN FILTRATIONS						
	C 2860.450-00-0000					EQUIPMENT SYSTEMS	INV/2022/1592	210805	316.64	316.64
									Check Total:	316.64
200905	C 2860.410-00-0000	06/10/2022		3824 SYGGO FOODS (FCS OF SYRACUSE)						
	C 2860.410-00-0000					FOOD PURCHASE - LUNCH	327761896	210076	2,315.07	2,315.07
									Check Total:	2,315.07
200906	C 2860.410-00-0000	06/10/2022		3870 UPSTATE NIAGARA COOPERATIVE						
									Check Total:	2,315.07

BYRON B GEN CSD

Check Warrant Report For C - 21: SCHOOL LUNCH FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				404846	210080	848.45	848.45
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				404847	210080	463.21	463.21
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				434497	210080	1,050.09	1,050.09
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				434498	210080	431.94	431.94
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				434499	210080	1,054.48	1,054.48
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				434500	210080	567.20	567.20
200907		06/10/2022		4095 C.H.WRIGHT						6,185.34	
	C 2860.410-00-0000			FOOD PURCHASE - LUNCH				434501	210080	1,054.48	1,054.48
										516.60	
										27,491.17	
										27,491.17	
										0.00	

Number of Transactions: 10										
Check Total: 6,185.34										
Warrant Total: 27,491.17										
Vendor Portion: 27,491.17										
Payroll Portion: 0.00										

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims. 10 in number, in the total amount of \$ 6,185.34 to have been authorized and directed to pay to the claimant(s) identified above the amount of each claim allowed and charge each to the proper fund.

10/10/22 Date
[Signature] Signature
Claims Auditor Title

Check Warrant Report For C - 22: SCHOOL LUNCH FUND - 6/24/22 For Dates 6/24/2022 - 6/24/2022



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
200908	06/24/2022	5912	AMERICAN FRUIT & VEGETABLE CO							
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						0844422-IN	210061	110.15 ✓	110.15
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						0844661-IN	210061	150.05 ✓	150.05
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						0844674-IN	210061	199.15 ✓	199.15
200909	06/24/2022	1187	EXTREME STREETWEAR						455.35	
C 2860.450-00-0000	MATERIALS & SUPPLIES						47113	210062	159.50 ✓	159.50
200910	06/24/2022	5909	HERSHEY'S ICE CREAM						359.50	
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						INVE0017853304	210066	198.60 ✓	198.60
200911	06/24/2022	6698	LATINA FOODS						198.60	
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						1394154A	210069	1,569.05 ✓	1,569.05
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						1402170B	210069	3,684.09 ✓	3,684.09
C 2860.430-00-0000	MATERIALS & SUPPLIES						1402190	210070	51.72 ✓	51.72
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						1397092B	210069	1,387.00 ✓	1,387.00
200912	06/24/2022	3079	REGIONAL DISTRIBUTORS INC						6,691.87	
C 2860.450-00-0000	MATERIALS & SUPPLIES						S1905256004	210074	1,042.14 ✓	1,042.14
C 2860.450-00-0000	MATERIALS & SUPPLIES						S1905262001	210074	1,249.43 ✓	1,249.43
200913	06/24/2022	3634	SYSCO FOOD SVCS OF SYRACUSE						2,291.87	
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						327785904	210076	1,615.21 ✓	1,615.21
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						327808984	210076	3,627.36 ✓	3,627.36
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						327785905	210076	1,346.02 ✓	1,346.02
200914	06/24/2022	13870	UPSTATE NIAGARA COOPERATIVE						6,598.59	
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						463455	210080	305.31 ✓	305.31
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						493119	210080	374.43 ✓	374.43
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						463456	210080	444.43 ✓	444.43
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						493120	210080	382.28 ✓	382.28
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						477940	210080	963.38 ✓	963.38
C 2860.410-00-0000	FOOD PURCHASE - LUNCH						477941	210080	384.36 ✓	384.36

Check Warrant Report For C - 22: SCHOOL LUNCH FUND - 6/24/22 For Dates 6/24/2022 - 6/24/2022



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
Number of Transactions: 7								
Check Total:							3,454.19	
Warrant Total:							20,039.97	
Vendor Portion:							20,039.97	
Payroll Portion:							0.00	

Certification of Warrant

To the District Treasurer, the undersigned hereby certify that the above claims, 2003193 in number in the total amount of \$200,319.37 You state hereby authorized and directed to pay to the claimant the amount of each claim allowed and charge each to the proper fund.

6/23/22 James M. Webb claims auditor

14

Signature

52

BYRON F GEN CSD

Check Warrant Report For F - 22: FEDERAL FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
400413		06/10/2022	7617	THE REGENTS OF THE UNIVERSITY OF COLORADO						

R2101645000PTEC	PTCCH MATERIALS & SUPPLIES	2022031622	210686	7,200.00	7,200.00
-----------------	----------------------------	------------	--------	----------	----------

Check Total: 7,200.00					
Warrant Total: 7,200.00					
Vendor Portion: 7,200.00					
Payroll Portion: 0.00					

Certification of Warrant

To The District Treasurer, I hereby certify that I have verified the above claims in number in the total amount of \$7,200.00. You are hereby authorized and directed to pay the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6/16/22
Byron Winkler
 Date Signature Title
claims auditor

BYRON F. GEN CSD
Check Warrant Report For F - 23: FEDERAL FUND - 6/24/22 For Dates 6/24/2022 - 6/24/2022

NOISIAN

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 \$15,133.31 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.

6/23/22 Laron McVicker claims auditor
Date Signature Title



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
2640		06/24/2022		7629	CAMPUS CONSTRUCTION	MANAGEMENT GROUP, INC.					
	H 2021-2024-00-2023				CONSTRUCTION MGMT			82522	210739	7,700.00	7,700.00
2641		06/24/2022		695	CLARK PATTERSON ENGINEERS,	SUR				7,700.00	
	H 2021-2024-00-2023				ARCHITECTS PHASE			82522	210739	61,739.62	61,739.62
	H 2021-2024-00-2023				ARCHITECTS PHASE			82522	210739	117,184.41	117,184.41
	H 2021-2024-00-2023				ARCHITECTS			82522	210739	648.93	648.93
	H 2021-2024-00-2023				REIMBURSEABLES - PHASE 1			82522	210739	63.77	63.77
	H 2021-2024-00-2023				REIMBURSEABLES PHASE					179,616.73	
										187,316.73	
										187,316.73	
										0.00	

Number of Transactions: 2

Certification of Warrant

To The District Treasurer, I hereby certify that I have verified the above claims, 2 in number, in the total amount of 187,316.73. 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.

6/23/22 Loren Mumbach Chairman

Date Signature

BYRON FORD GEN CSD

Check Warrant Report For TA - 25: PAYROLL 24 - 5/26/22 TA For Dates 5/16/2022 - 5/31/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1504	TA 021	05/26/2022		2559 NEW YORK STATE INCOME TAX		Trust & Agency Payment					
				NYS WITHHOLDING TAX		Trust & Agency Payment				17,316.43	✓
1505		05/26/2022		2641 NYS EMPLOYEE RETIREMENT SYSTEM		Trust & Agency Payment				17,316.43	✓
	TA 018			NYS EMPLOYEES' RETIREMENT		Trust & Agency Payment				3,344.68	✓
	TA 018			NYS EMPLOYEES' RETIREMENT		Trust & Agency Payment				42.14	✓
	TA 018			NYS EMPLOYEES' RETIREMENT		Trust & Agency Payment				894.00	✓
1506		05/26/2022		4217 OMNI GROUP		Trust & Agency Payment				4,280.82	✓
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				125.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				780.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				5,050.40	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				300.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				1,900.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				400.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				6,189.19	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				2,290.48	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				265.00	
	TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				990.00	
1507		05/26/2022		5839 DEPARTMENT OF THE TREASURY		Trust & Agency Payment				18,290.07	✓
	TA 026			SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				25,250.80	
				SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				25,250.80	



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
TA 022					FEDERAL WITHHOLDING TAX	Trust & Agency Payment				36,072.79	
TA 026					SOCIAL SECURITY	Trust & Agency Payment				5,905.41	
TA 026					WITHHOLDING	Trust & Agency Payment				5,905.41	
TA 026					SOCIAL SECURITY	Trust & Agency Payment				5,905.41	
TA 026					WITHHOLDING	Trust & Agency Payment				5,905.41	
1508		05/26/2022		6585 BANK OF CASTLE		Trust & Agency Payment				98,385.21	
TA 010				CONSOLIDATED PAYROLL		Trust & Agency Payment				292,898.94	
301053		05/26/2022		4420 AFLAC NEW YORK		Trust & Agency Payment				292,898.94	
TA 050				AFLAC		Trust & Agency Payment - AFLAC AF				602.16	
TA 050				AFLAC		Trust & Agency Payment - AFLAC PR				695.44	
301054		05/26/2022		305 BB FACULTY ASSOCIATION		Trust & Agency Payment - TEACHDUE				1,297.60	
TA 024				DUES		Trust & Agency Payment - TEACHDUE				3,851.17	
301055		05/26/2022		1422 GILLAM GRANT COMMUNITY CENTER		Trust & Agency Payment - G-GRANT				3,851.17	
TA 096				DONATION - GILLAM GRANT CENTER		Trust & Agency Payment - G-GRANT				39.00	
301056		05/26/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - GENSCU				39.00	
TA 023				GARNISHMENTS		Trust & Agency Payment - GENSCU		CA91969Q1 - ELLIOTT APRIL M		23.07	
301057		05/26/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - GENSCU				23.07	
TA 023				GARNISHMENTS		Trust & Agency Payment - GENSCU		BM244642G5 - ANDERSON CHRISTOPH		75.00	
301058		05/26/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - SFLAWSCU				75.00	
TA 023				GARNISHMENTS		Trust & Agency Payment - SFLAWSCU		BU406703H - RADEL, TINAM		35.00	

BYRON FORD GEN CSD

Check Warrant Report For TA - 25: PAYROLL 24 - 5/26/22 TA For Dates 5/16/2022 - 5/31/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
301059		05/26/2022	2651	NYS TEACHER RETIREMENT SYSTEM		TEACHERS RETIREMENT SYSTEM LOAN	Trust & Agency Payment - TRSLN		Check Total:	36.00	
TA 027										2,402.00	
301060		05/26/2022	2690	NYSUT BENEFIT TRUST			Trust & Agency Payment - NYSUT		Check Total:	2,402.00	
TA 033										148.67	
301061		05/26/2022	4177	SAANYS			Trust & Agency Payment - SAANYS		Check Total:	148.67	
TA 024										240.73	
301062		05/26/2022	3956	SEIU 200 UNITED			Trust & Agency Payment - UNIONDUE		Check Total:	240.73	
TA 024										155.00	
301063		05/26/2022	3936	VOTE - COPE			Trust & Agency Payment - V-COPE		Check Total:	155.00	
TA 034										140.25	
Number of Transactions: 16											
Check Total:											140.25
Warrant Total:											439,579.96
Vendor Portion:											439,579.96
Payroll Portion:											0.00

Certification of Warrant

To The District Court, I hereby certify that I have verified the above claims. \$ 439,579.96 in number in the total amount of \$ 439,579.96 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.

Date: 5/26/2022

Signature: [Signature]

Title: [Title]



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1509	TA 021	06/09/2022		2559 NEW YORK STATE INCOME TAX		Trust & Agency Payment					
				NYS WITHHOLDING TAX		Trust & Agency Payment				20,492.39	
1510	TA 029	06/09/2022		4247 OMNI GROUP		Trust & Agency Payment				20,492.39	
				EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				125.00	
				EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				780.00	
				EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				5,050.40	
				EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				300.00	
				EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				1,908.00	
				EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				400.00	
				EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				6,289.19	
				EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				2,230.48	
				EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				265.00	
				EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				990.00	
1511	TA 026	06/09/2022		5839 DEPARTMENT OF THE TREASURY		Trust & Agency Payment				18,390.07	
				SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				30,218.91	
				SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				30,218.91	
				FEDERAL WITHHOLDING TAX		Trust & Agency Payment				43,613.10	
				SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				7,067.37	
				SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				7,067.37	
1512	TA 010	06/09/2022		5885 BANK OF CASTLE		Trust & Agency Payment				118,185.66	
				CONSOLIDATED PAYROLL		Trust & Agency Payment				356,048.88	

BYRON F GEN CSD

Check Warrant Report For TA - 26: PAYROLL 25 - 6/9/22 TA For Dates 6/1/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
301064	TA 024	06/09/2022		305 BB FACULTY ASSOCIATION	DUES	Trust & Agency Payment - TEACHDUE	Trust & Agency Payment - TEACHDUE		Check Total:	356,048.88	
301065	TA 024	06/09/2022		1422 GILLAM GRANT COMMUNITY CENTER		Trust & Agency Payment - G-GRANT	Trust & Agency Payment - G-GRANT		Check Total:	39.00	
301066	TA 023	06/09/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER	GARNISHMENTS	Trust & Agency Payment - GENSCU	Trust & Agency Payment - GENSCU		Check Total:	34.61	
301067	TA 023	06/09/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER	GARNISHMENTS	Trust & Agency Payment - GENSCU	Trust & Agency Payment - GENSCU		Check Total:	75.00	
301068	TA 023	06/09/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER	GARNISHMENTS	Trust & Agency Payment - GENSCU	Trust & Agency Payment - GENSCU		Check Total:	36.00	
301069	TA 033	06/09/2022		2690 NYSUT BENEVOLENT TRUST		Trust & Agency Payment - NYSUT	Trust & Agency Payment - NYSUT		Check Total:	148.67	
301070	TA 024	06/09/2022		4177 SAANYS	DUES	Trust & Agency Payment - SAANYS	Trust & Agency Payment - SAANYS		Check Total:	240.73	
301071	TA 024	06/09/2022		3356 SEIU 200 UNITED	DUES	Trust & Agency Payment - UNIONDUE	Trust & Agency Payment - UNIONDUE		Check Total:	155.00	
301072	TA 034	06/09/2022		3936 VOTE - COPE	VOTE/COPE DEDUCTION	Trust & Agency Payment - V-COPE	Trust & Agency Payment - V-COPE		Check Total:	183.90	

BYRON FORGEN CSD

Check Warrant Report For TA - 26: PAYROLL 25 - 6/9/22 TA For Dates 6/1/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 13											
Check Total:										183.90	
Warrant Total:										517,877.08	
Vendor Portion:										517,877.08	
Payroll Portion:										0.00	

Certification of Warrant

I, The District Treasurer, hereby certify that I have verified the above claims. In number is the total amount of \$ 517,877.08. 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.

6/9/22 Date
 [Signature] Signature
 [Title] Title

BYRON RGEN CSD

Check Warrant Report For TE - 2: EXPENDABLE TRUST FUND - 6/10/22 For Dates 6/10/2022 - 6/10/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
500216	TE 2989	06/10/2022	7677	CALEB CARLSON	SCHOLARSHIPS	STEELE TRUAX SCHOLARSHIP		250.00	
500217	TE 2705.61	06/10/2022	6657	STREETTER, ALAYNA	ALUMNI SCHOLARSHIP	CLASS OF '64 PAYING IT FORWARD		1,000.00	
Number of Transactions: 2									
Warrant Total:									1,250.00
Vendor Portion:									1,250.00
Payroll Portion:									0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$1,250.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6/10/22 *Jessica M. Mendenhall* *claims auditor*

Date Signature Title

Check #	Account	Check Date	Vendor ID	Vendor Name	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
500218	TE 2989.29	06/24/2022	WRIDE, MARY MEMORIAL	7670 BROOKE JARKIEWICZ			MARY WRIDE		50.00	

ATTENDANCE

Check Total: 50.00

Number of Transactions: 1

Warrant Total: 50.00

Vendor Portion: 50.00

Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 50.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charged against the property.

6/23/22 Seamus Wride claimant

Date

Signature

Title

BYRON BERGEN CSD

Debt
your fund

Check Warrant Report For V - 4: JUNE 2022 BOND PRIN & INT PAYMENT For Dates 6/14/2022 - 6/15/2022



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
99158	06/14/2022		4291 DEPOSITORY TRUST COMPANY			PAYMENT OF JUNE 15, 2022 BOND PRINCIPAL & INTEREST				
V 9711.700-00-0000			BOND INTEREST			Interest payment for Bond dated 2020	June 15, 2022		144,750.00	
V 9711.700-00-0000			BOND INTEREST			Interest payment for Bond dated 2012 Refinanced 2020	June 15, 2022		110,100.00	
V 9711.600-00-0000			BOND PRINCIPAL			Principal payment for Bond dated 2020	June 15, 2022		970,000.00	
V 9711.600-00-0000			BOND PRINCIPAL			Principal payment for Bond dated 2012 & Refinanced 2020	June 15, 2022		1,270,000.00	

Number of Transactions: 1

Check Total:	2,494,850.00
Warrant Total:	2,494,850.00
Vendor Portion:	2,494,850.00
Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 2,494,850.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\$ 2,494,850.00

5/26/22 Date
Susan Verhulst Signature
Claims Auditor Title

lip

“BEST VALUE” PURCHASING RESOLUTION

July 12, 2022

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 district s; 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, 2022.

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 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;

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 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 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 programs on behalf of the School District.

AYES: _____

NAYS: _____

BYRON-BERGEN CENTRAL SCHOOL DISTRICT**INTEROFFICE MEMORANDUM**

TO: Patrick McGee, Superintendent
FROM: Ashley John Grillo, Jr/Sr High School Principal
SUBJECT: Recommendation for Alyssa Hancock
DATE: June 3, 2022
CC: Personnel File, Board of Education

I recommend Alyssa Hancock as the 1.0 FTE Social Worker effective September 6, 2022. Alyssa interviewed very well and we feel that she is the best candidate for this position. She is currently a Social Worker for Orleans County Mental Health. She has satellite offices at Holley Middle/High School and Holley Elementary School. She will make a great addition to the staff here at Byron-Bergen Jr/Sr High School.

CIVIL SERVICE POSITION RECOMMENDATION

Upon my recommendation, Bill Reinagel (candidate name) is hereby recommended to be appointed to the ☐ provisional* ☐ probationary** ☐ permanent (check one) Civil Service ☒ substitute ☐ parttime ☐ full-time (check one) position of Building Maintenance Worker (Civil Service job title).

- * The position is considered provisional if it is a Civil Service tested position and we did not hire from the list of eligibles. The candidate must take the test as soon as it is offered and be reachable on the eligible list to become a probationary employee.
- ** If the position is probationary, please state what the probationary period will be. Probationary period is _____ weeks (max. 52 weeks).

The rate of pay will be \$ 16.00 per ☒ hour ☐ annum (will be pro-rated if hired after start of fiscal school year) (check one). All other terms and conditions are per the below applicable employment contract (check one):

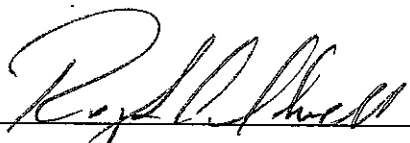
☐ Office Personnel & Teachers' Aides Association

☐ Bus Driver's Association

☐ Service Employees International Union Local 200United

☒ None Applicable

Additional Information/Comments: Effective 6/27/22


Supervisor Signature

6/14/22
Date

FOR BUSINESS/DISTRICT OFFICE USE ONLY

For BOE Meeting on: _____ Candidate Start Date: _____

Replaces: _____ Payroll Budget Code: _____

Attachments Required for Board Recommendation:

- ☐ Civil Service Application
☐ Civil Service Approval

- ☐ Reference Information
☐ Fingerprint Clearance

CIVIL SERVICE POSITION RECOMMENDATION

Upon my recommendation, JASON BEST (candidate name) is hereby recommended to be appointed to the ☐ provisional* ☐ probationary** ☐ permanent (check one) Civil Service ☒ substitute ☐ parttime ☐ full-time (check one) position of BUILDING MAINTENANCE WORKER (Civil Service job title).

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

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

The rate of pay will be \$ 16.00 per ☒ hour ☐ annum (will be pro-rated if hired after start of fiscal school year) (check one). All other terms and conditions are per the below applicable employment contract (check one):


☐ Office Personnel & Teachers' Aides Association

☐ Bus Driver's Association

☐ Service Employees International Union Local 200 United

☒ None Applicable

Additional Information/Comments: _____


Supervisor Signature

6/29/22
Date

FOR BUSINESS/DISTRICT OFFICE USE ONLY

For BOE Meeting on: 7/12/22 Candidate Start Date: 6/21/22

Replaces: _____ Payroll Budget Code: _____

Attachments Required for Board Recommendation:

☐ Civil Service Application

☐ Reference Information

☐ Civil Service Approval

☐ Fingerprint Clearance

CIVIL SERVICE POSITION RECOMMENDATION

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

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

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

The rate of pay will be \$ 13²⁰ per ☒ hour ☐ annum (will be pro-rated if hired after start of fiscal school year) (check one). All other terms and conditions are per the below applicable employment contract (check one):

☐ Office Personnel & Teachers' Aides Association

☐ Bus Driver's Association

☐ Service Employees International Union Local 200United

☒ None Applicable

Additional Information/Comments: _____

Roy A. Chubb
Supervisor Signature

6/29/22
Date

FOR BUSINESS/DISTRICT OFFICE USE ONLY

For BOE Meeting on: 7/12/22 Candidate Start Date: 7/5/22

Replaces: _____ Payroll Budget Code: _____

Attachments Required for Board Recommendation:

☐ Civil Service Application

☐ Reference Information

☐ Civil Service Approval

☐ Fingerprint Clearance



INTEROFFICE MEMORANDUM

TO: PATRICK MCGEE, SUPERINTENDENT
FROM: BETSY BROWN, DIRECTOR OF INSTRUCTIONAL SERVICES *bb*
SUBJECT: SUMMER CURRICULUM WRITING
DATE: JUNE 24, 2022

Pat,

I am recommending the following teachers to work on curriculum this summer with a focus on developing curriculum and assessments, as well as, identifying areas of learning loss from the 2021-22 School Year. Teachers will be paid at the professional rate per BBFA contract.

Teacher Name	Grade	Hours
Amber Taylor-Burns	TOSA UPK-5	up to 12 hours
Tiffany Lucksh	15:1 Math	up to 6 hours
Laurie Penepent	English	up to 6 hours



INTEROFFICE MEMORANDUM

TO: PATRICK MCGEE, SUPERINTENDENT
FROM: BETSY BROWN, DIRECTOR OF INSTRUCTIONAL SERVICES *BB*
SUBJECT: TOSA RECOMMENDATION FOR 2022-23 SCHOOL YEAR
DATE: JUNE 24, 2022

Pat,

As a part of the American Rescue Plan Act of 2021 - Elementary and Secondary School Emergency Relief Fund (ARP ESSER), the district has decided to use a portion of these funds to create Teacher on Special Assignment (TOSA) positions to support students and teachers in implementation of curriculum and RTI at the elementary school. The Content/RTI Specialist will work with students, teachers, instructional coaches, and administrators by leading data sessions that look at assessment results and then implementing and monitoring interventions for students.

I am recommending the following candidates to be approved as TOSA - Content and RTI Specialist for UPK-5th Grade for the 2022-23 school year.

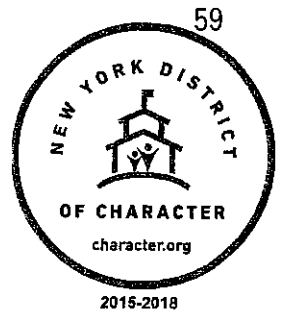
Amber Taylor-Burns	TOSA ELA/Social Studies Content and RTI Specialist for UPK-5th Grade
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BYRON-BERGEN CENTRAL SCHOOL DISTRICT

Elementary School

8917 West Bergen Road
Bergen, NY 14416-9747
(585) 494-1220



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Superintendent – Patrick McGee
Business Administrator – Lori Prinz
Director of Instructional Services – Betsy Brown
Principal – Brian T. Meister

To: Patrick McGee, Superintendent
From: Betsy Brown, Director of Instructional Services
Re: Summer Learning 2022 Recommendations
Date: July 5, 2022

Revised Appointments

As part of the American Rescue Plan Act of 2021 – Elementary and Secondary School Emergency Relief Fund (ARP ESSER), the District has determined to use a portion of these funds to continue a summer learning and enrichment program that is open to all students who are currently enroll in Kindergarten through eighth grade.

Each day of the program will look similar in structure and will consist of academic activities while integrating opportunities for the arts, STEM, and recreation. Students will be engaged in activities tailored to their needs and interests.

The following candidates are recommended to be approved as Bus Drivers, Substitute Bus Drivers or School Monitors for the Summer Learning Program which runs from July 11th through August 11, 2022.

Lori Henry	School Monitor
Donna Peet	School Monitor

Dawn Davalos	Bus Driver	Noma Evans	Bus Driver
Sharon Grefrath	Bus Driver	Richard Harter	Driver (School)
Gregory Humphrey	Bus Driver	John Johnson	Bus Driver
Elwood Jordan	Bus Driver	Allen Leach	Bus Driver
Catherine MacConnell	Bus Driver	Christopher Mattison	Bus Driver
Tina Radel	Bus Driver	Robert Wilkins	Bus Driver
Shandra Webster	Bus Driver	Jennifer Zastrocky	Bus Driver

Nicole Kochmanski	Substitute Bus Driver
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**BYRON BERGEN CENTRAL SCHOOL
PAY RATES FOR OTHER NON-AFFILIATED PERSONNEL
FOR THE SCHOOL YEAR 2022-23**

6/13/2022

POSITION	2022-23		DESCRIPTION
	2021-22 APPROVED RATE	PROJECTED RATE AS OF 7/1/22	
GVEP BOCES Courier	\$ 1.00	\$ 1.00	Per Day
School Monitor	\$ 13.20	\$ 14.00	Per Hour
Event Chaperone (Non BBFA member)	\$ 21.00	\$ 21.00	Per Hr
Sports Study Hall (Non BBFA member)	\$ 24.18	\$ 24.18	Per Hr
Detention (Non BBFA member)	\$ 24.18	\$ 24.18	Per Hr
CPR Instructor	\$ 40.00	\$ 40.00	Per Hour
Student Lifeguard - hourly rate (Supervision required)	\$ 15.00	\$ 17.00	Per Hour
Lifeguard - hourly rate (Non BBFA member)	\$ 23.48	\$ 25.00	Per Hour
Lifeguard - Certified (entire day)	\$ 90.00	\$ 110.00	Per Day
Lifeguard - NonCertified (entire day)	\$ 90.00	\$ 125.00	Per Day
Referees for Scrimmages	\$ 50.00	\$ 52.00	Per Game
Substitute Bus Driver - School (7 passengers or less)	\$ 18.50	\$ 19.00	Per Hour
Substitute Bus Driver	\$ 20.50	\$ 21.00	Per Hour
Substitute Bus Driver - Extra Duty/fieldtrips/Athletics/Etc	\$ 19.00	\$ 19.00	Per Hour
Substitute Bus Driver - Meals (Lunch/Dinner)	\$10.00/\$15.00	\$10.00/\$15.00	Per Event Lunch 11:30 am to 1:00 pm/Dinner 4:30 pm to 7:00 pm
Substitute Cleaner	\$ 13.20	\$ 13.90	Per Hour
Substitute Cleaner - Retired from Byron Bergen	\$ 15.00	\$ 16.00	Per Hour
Substitute Food Service Worker	\$ 13.20	\$ 13.90	Per Hour
Substitute Maintenance Worker	Up to \$16.00	Up to \$16.00	Per Hour
Substitute School Monitor	\$ 13.20	\$ 14.00	Per Hour
Substitute Teacher Aide	\$ 13.20	\$ 13.90	Per Hour
Substitute Secretary	\$ 13.20	\$ 14.00	Per Hour
Substitute Secretary - Retired from Byron Bergen	\$ 15.25	\$ 16.00	Per Hour
Substitute Teacher- Certified	\$ 90.00	\$ 125.00	Per Day
Substitute Teacher - NonCertified	\$ 90.00	\$ 110.00	Per Day
Substitute Nurse	\$ 95.00	\$ 110.00	Per Day
Stop/Shot Clock Rate	\$ 21.00	\$ 21.00	Per Hour

BILLING RATES:

Facility Use - Clean/Cust/Maint - Monday through Saturd	\$ 42.00	\$ 43.00	Per Hour	Calculated using highest paid B&G
Facility Use - Clean/Cust/Maint - Sunday	\$ 56.00	\$ 57.00	Per Hour	Calculated using highest paid B&G
Facility Use - Food Svc Wrkr	\$ 24.00	\$ 25.00	Per Hour	Calculated using highest paid Food Svc Wrkr

POLICY

2022

7552

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Students

SUBJECT: STUDENT GENDER IDENTITY

1st READING 7/12/22

All students need a safe and supportive educational environment to progress academically and developmentally. The District is committed to fostering a safe learning environment for all students, free from discrimination and harassment on the basis of sex, gender, gender identity, gender nonconformity, and gender expression. In accordance with applicable law, regulations, and guidelines, the District will ensure that students have equal access to all District programs, facilities, and activities. The District will assess and address the specific needs of each student on a case-by-case basis.

Key Terms

"Assigned sex at birth" means the sex designation, usually male or female, assigned to a person when they are born.

"Cisgender" means a person whose gender identity corresponds to their assigned sex at birth.

"Gender" means actual or perceived sex and includes a person's gender identity or expression.

"Gender expression" means the ways in which a person conveys their gender identity to others, such as through behavior, appearance, clothing, hairstyle, activities, voice, and mannerisms.

"Gender identity" means a person's inner sense or psychological knowledge of being male, female, neither, or both.

"Gender nonconforming" (GNC) means someone whose gender identity or gender expression does not conform to social or stereotypical expectations of a person with that gender assigned at birth. This is also referred to as gender variant or gender atypical.

"Transgender" means someone whose gender identity is different than their assigned sex at birth.

"Transition" means the process by which a person socially and/or physically aligns their gender expression more closely to their gender identity than their assigned sex at birth.

Records

Following the submission of a name change order or other government issued document or court issued documentation of a name change for any current or past student, the District will update the student's name on any document or record issued or maintained by the District. This is not applicable to archival records that cannot be accessed or when modifying archival records is prohibited by law. The District will update any current or past student's gender upon submission of any form of government identification.

POLICY

2022

7552

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Students

SUBJECT: STUDENT GENDER IDENTITY

1st READING 7/12/22

For any current or past student who has not officially changed their name or gender, the District will, upon request, update its records to reflect the student's asserted name and/or gender. However, the

District may need to use the student's legal name and gender in certain, limited circumstances. Any student identification cards will be issued with the name reflecting the gender identity the student consistently asserts at school.

The District will maintain the confidentiality of student information and records as required by law. Further, any records with a student's assigned birth name and gender will be maintained in a separate, confidential file.

Names and Pronouns

When apprised of a student's transgender or GNC status, the District will endeavor to engage the student and their parents or guardians, as appropriate, in an effort to agree upon a plan that will accommodate the student's individual needs at school. Transgender and GNC students have the right to discuss and convey their gender identity and expression openly and to decide when, with whom, and how much to share this confidential information. The plan may therefore include when and how to initiate the student's preferred name and associated pronoun use and if, when, and how this is communicated to others. District staff will use the name and pronoun that corresponds to the gender identity the student consistently asserts at school.

Restrooms and Locker Rooms

The District will allow a transgender or GNC student to use the restroom and locker room that corresponds to the student's consistently expressed gender identity at school. Any student requesting increased privacy or other accommodations when using bathrooms or locker rooms will be provided with a safe and adequate alternative, but they will not be required to use that alternative. Additionally, the District will ensure that all single-occupancy bathroom facilities are designated as gender neutral for use by no more than one occupant at a time or for family or assisted use.

Physical Education and Sports

Physical education is a required part of the District's curriculum. Where these classes are sex-segregated, students will be allowed to participate in a manner consistent with their gender identity. Students will likewise be allowed to participate in intramural activities consistent with their gender identity.

POLICY

2022

7552

3 of 4

Students

SUBJECT: STUDENT GENDER IDENTITY

1st READING 7/12/22

Upon written notification that a transgender or GNC student would like an opportunity to participate in the District's interscholastic athletics program consistent with their gender identity, the District will determine their eligibility in accordance with applicable law, regulations, and guidelines.

The District's athletic director will notify opposing team athletic directors or the New York State Public High School Athletic Association if a student needs any accommodations during competitions. Any appeal regarding the District's eligibility decision will be directed to the Commissioner of Education.

Other Activities

Generally, in other circumstances where students may be sex-segregated, such as overnight field trips, students may be permitted to participate in accordance with the gender identity that the student consistently asserts at school. Student privacy concerns will be addressed individually and on a case-by-case basis in accordance with District policy and applicable law, regulations, and guidelines.

Dress Code and Team Uniforms

Transgender or GNC students may dress in accordance with their gender identity or expression, within the parameters of the District's dress code. The District will not restrict students' clothing or appearance on the basis of gender.

Family Educational Rights and Privacy Act (FERPA), 20 USC § 1232g
 Title IX of the Education Amendments Act of 1972, 20 USC § 1681 et seq.
 34 CFR Parts 99 and 106
 Civil Rights Law §§ 40-c, 64, and 67
 Education Law Article 2 and §§ 2-d, 313, and 3201-a
 New York State Human Rights Law, Executive Law § 290 et seq.
 8 NYCRR § 100.2

POLICY

2022

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Students

SUBJECT: STUDENT GENDER IDENTITY

1st READING 7/12/22

NOTE: Refer also to Policies #3410 -- Code of Conduct
#3420 -- Non-Discrimination and Anti-Harassment in the District
#3421 -- Title IX and Sex Discrimination
#5633 -- Gender Neutral Single-Occupancy Bathrooms
#7550 -- Dignity for All Students
#7551 -- Sexual Harassment of Students
#7553 -- Hazing of Students
#8242 -- Civility, Citizenship, and Character Education/Interpersonal
Violence Prevention Education

Adopted: 6/10/21
Revised: _____

POLICY

2022

8110

1 of 2

Instruction

SUBJECT: CURRICULUM DEVELOPMENT, RESOURCES, AND EVALUATION

1st READING 7/12/22

The Board of Regents and the New York State Education Department (NYSED) are responsible for setting state learning standards for what all students should know and be able to do as a result of skilled instruction. The District must provide students with instruction on certain specified topics as outlined in law, regulation, and guidance and will develop curriculum based on established state learning standards, laws, regulations, and guidance.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Curriculum" means the outline or scope and sequence of the content, concepts, and skills students will learn to enable them to meet state learning standards.
- b) "Instruction" means the ways (e.g., approaches, strategies, environments, materials, interactions) that an educator chooses to teach the curriculum, based on the needs of their students.
- c) "State learning standards" means the knowledge, skills, and understandings that individuals can and do habitually demonstrate over time as a consequence of instruction and experience. These standards reflect educational goals for students and are organized by subject area and grade levels.

Curriculum Development, Resources, and Evaluation

District curriculum will align with state learning standards and include any specific topics required by law, regulation, or guidance. The Board has the authority to prescribe curriculum in the District within the parameters established by state learning standards, law, regulation, and guidance. The Board will work with District staff to develop and improve curriculum in the District.

Instructional staff will initiate curriculum development and improvement and respond to changing conditions in curriculum needs and requirements. Curriculum changes may be prompted by changes in state learning standards, trends in specific content areas, changes to educational best practices, and student input. Instructional staff are expected to continually evaluate District curriculum in order to improve learning and foster student growth.

There are many resources that instructional staff may utilize to develop and improve curriculum. Resources may originate from a variety of sources including NYSED, BOCES, and colleges and universities. Instructional staff, under the guidance of District administrators, are expected to consider those resources for possible improvement to the instructional program.

POLICY

2022

8110
2 of 2

Instruction

SUBJECT: CURRICULUM DEVELOPMENT, RESOURCES, AND EVALUATION

1st READING 7/12/22

District administrators will work with instructional staff to develop, improve, and evaluate the District's curriculum. District administrators and instructional staff in an academic department may work together to develop recommendations related to their specific academic area. District administrators will work to ensure that curriculum is evaluated on a regular basis.

Recommended curriculum changes will be presented to the Superintendent for review and action. Upon the Superintendent's approval, the recommended changes will then be presented to the Board for approval. District administrators and/or instructional staff may be invited to Board meetings to discuss changes to District curriculum.

The Board may periodically request that the Superintendent present reports necessary to evaluate the effectiveness of the District's curriculum.

20 USC § 6311

Education Law §§ 101, 101-a, 207, 305, 1604, 1709, 1711, 1804, 2503, and 2508

8 NYCRR §§ 3.35 and 100.1

NOTE: Refer also to Policies #8210 -- Safety Conditions and Prevention Instruction
 #8240 -- Instruction in Certain Subjects
 #8241 -- Patriotism, Citizenship, and Human Rights Education
 #8242 -- Civility, Citizenship, and Character Education/Interpersonal
 Violence Prevention Education

Adopted: 6/6/19

Revised: _____

POLICY

2022

8320

1 of 4

Instruction

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

1st READING 7/12/22

The District's instructional program is enriched and supported by the selection of quality print and non-print instructional materials. Selected instructional materials will align with New York State learning standards, reflect different viewpoints, and meet the varied needs and interests of staff and students.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Instructional material" means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- b) "Library material" means any print or non-print material which is catalogued and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- c) "Textbook" means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
 1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
 2. Courseware or other content-based instructional materials in an electronic format.

Overview of Instructional Materials

Textbooks

The Superintendent will work with District administrators and instructional staff to determine what textbooks should be used as part of the District's instructional program. Upon the recommendation of the Superintendent, the Board will designate the textbooks to be used. Textbooks, once designated, cannot be superseded within a period of five years except by a 3/4 vote of the Board.

POLICY

Instruction

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

1st READING 7/12/22

The District will ensure that students who require alternative formats of instructional materials receive those materials in a format that meets the National Instructional Materials Accessibility Standard (NIMAS) and at the same time as those instructional materials are available to their peers.

The District participates in the National Instructional Materials Access Center (NIMAC) which is an online repository of source files in the NIMAS format. Since the District participates in NIMAC, contracts with publishers executed on and after December 3, 2006 for textbooks and other printed core materials must include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

The Board will make provision for funds to be budgeted for the purchase of textbooks. Students may be required to pay for lost or excessively damaged textbooks.

Calculators

The New York State Education Department (NYSED) requires the use of calculators for intermediate and high school level mathematics and science assessments. Students are not required to purchase their own calculators. To the extent that calculators are a necessary part of the instructional program, the District will provide them.

Calculators must be considered a classroom teaching material for which the District is authorized to levy a tax. Even if operating under a contingent budget, the District must purchase and provide calculators if required for participation in an instructional program. Students may be required to pay for lost calculators.

Library Materials

The District will establish and maintain a library media center in each school which will contain library materials. The library media center in each District school will meet the needs of students and staff, and provide an adequate complement to the instructional program in the various areas of the curriculum. The District will employ certified school library media specialists in accordance with specific standards contained in regulation, unless equivalent service is provided by an alternative arrangement approved by the Commissioner.

The Board delegates its authority to designate library materials to be used in the District to the school library media specialist(s). When appropriate, the school library media specialist(s) will work cooperatively with the Superintendent, other District administrators, instructional staff, the Board, students, and/or District community members to identify, order, and organize library materials.

POLICY

2022

8320

3 of 4

Instruction

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

1st READING 7/12/22

When appropriate, the school library media specialist(s) will utilize shared services such as Boards of Cooperative Educational Services (BOCES) to improve programs and services, build collections, utilize new technologies, and maximize funding.

The Board will make provision for funds to be budgeted for the purchase of library materials. Students may be required to pay for library materials that are lost, excessively damaged, or overdue.

Objectives in the Selection of Instructional Materials

The broad range and varying suitability of all forms of instructional materials which are available for purchase demand careful evaluation before they are selected for use in the District's classrooms and library media centers. In order to select quality print and non-print instructional materials to enrich and support the District's instructional program, the Board endorses and supports the selection of instructional materials that:

- a) Align with New York State learning standards;
- b) Implement, enrich, and support the District's curriculum and instructional program, taking into consideration the varied interests, abilities, and learning styles of students;
- c) Meet the varied needs and interests of staff and students;
- d) Present various sides of controversial issues so that students may develop critical thinking and reading skills resulting in the ability to make informed decisions;
- e) Offer global perspectives and promote diversity by including materials by authors and illustrators of all cultures -- materials will not be excluded because of the race, nationality, religion, gender, gender expression, sexual orientation, political views, or social views of the author;
- f) Provide staff and students with a wide range of up-to-date instructional materials of all levels of difficulty in a variety of physical and digital formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, ebooks, educational games, and other forms of emerging technologies);
- g) Afford students the opportunity to explore a diverse range of literature to develop and strengthen a lifelong love of reading.

POLICY

2022

8320

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Instruction

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

1st READING 7/12/22

Education Law §§ 701, 702, 711, 1604, 1709, 1804, 1950, 2503, and 3602
8 NYCRR §§ 91.1, 91.2, 100.1, and 200.2

NOTE: Refer also to Policies #5412 -- Alternative Formats for Instructional Materials
#8110 -- Curriculum Development, Resources, and Evaluation
#8330 -- Objection to Instructional Materials and Controversial Issues

Adopted: 6/6/19
Revised: _____

POLICY

2022

8330

1 of 3

Instruction

SUBJECT: OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES

1st READING 7/12/22

The Board recognizes the right of District community members to voice concerns and objections about instructional materials and the discussion of controversial issues. This policy addresses how those concerns and objections can be raised.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Controversial issues" means questions, subjects, or problems which can create a difference of opinion. They can include issues which may have political, social, environmental, or personal impacts on students and/or the wider community: locally, nationally, or internationally.
- b) "Instructional material" means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- c) "Library material" means any print or non-print material which is catalogued and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- d) "Textbook" means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
 - 1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
 - 2. Courseware or other content-based instructional materials in an electronic format.

POLICY

2022

8330
2 of 3

Instruction

SUBJECT: OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES

1st READING 7/12/22

Objections to Instructional Materials

The Board has authority to prescribe curriculum in the District and to designate the textbooks to be used in the District. The parent of a student cannot compel the Board to use a particular textbook or discontinue the use of a particular textbook. Further, the District may not be compelled to assign an alternate curriculum to a student based upon a parent's disapproval of classroom assignments. Students may be able to be excused from instruction in very limited circumstances outlined in law and regulation.

District community members who have questions or concerns about instructional materials are encouraged to bring these questions and concerns to instructional staff and/or the school library media specialist(s).

District community members who wish to formally object to instructional materials must submit their objections in writing to the Superintendent. District staff who object to instructional materials must follow the same process as all District community members. Challenged instructional materials will remain in use and/or circulation until a final decision has been made. The Board will be informed of any objection the Superintendent receives.

The Superintendent will designate a review committee to investigate and evaluate the challenged instructional material. The committee will include, among others, the school library media specialist from the building where the objection originated and the building principal. The committee will evaluate the challenged material according to the District's criteria for the evaluation and selection of instructional materials.

The review committee will submit a written report of the results of their review to the Superintendent within 60 days of receipt of the formal written objection.

Appeals of decisions by the review committee may be submitted in writing to the Superintendent who will then submit the appeal to the Board for action.

If subsequent objections after an appeal are issued for the same material within a period of five years, the Superintendent can deny the objection based on the previous review and decision.

Controversial Issues

Controversial issues may be studied as part of the curriculum. Instructional staff will present these issues in their classrooms in an impartial and objective manner. It is expected that a library media center's collection, both print and digital, will include items that are considered to be controversial.

POLICY

Instruction

SUBJECT: OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES

1st READING 7/12/22

Instructional staff wishing to call upon outside speakers to present on controversial issues are required to work with the building principal who will keep in mind the obligation to present balanced viewpoints. The building principal will inform the Superintendent of the presentation on the controversial issue prior to it occurring.

Any objection to how a controversial issue is being taught, including the use of a guest speaker, should be directed to the building principal who will consult with appropriate instructional staff to address the objection.

If the objection is related an instructional material being used in the teaching of a controversial issue, the process requesting reconsideration of library or instructional materials should be followed. Objections to instructional materials by District community members must be submitted in writing to the Superintendent. If the objection is related to the curriculum or New York State learning standards, the building principal will address the matter with the individual(s) raising the objection.

Education Law §§ 701, 711, 809, 1604, 1709, 1804, 2503, and 3204
8 NYCRR §§ 16.2 and 135.3

NOTE: Refer also to Policies #8320 -- Textbooks, Library Materials, and Other Instructional Materials
#8360 -- Religious Expression in the Instructional Program

Adopted: 6/6/19

Revised: _____

POLICY

2022

8340
1 of 4

Instruction

SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS

1st READING 7/12/22

Textbooks

Upon written request, textbooks will be purchased and loaned free of charge to resident nonpublic school students in grades K through 12 in accordance with law and regulation. Students who reside outside of the District in which the nonpublic school they attend is located must have their textbooks provided by their district of residence.

Written requests for textbook loans may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the book, such as title, author, publisher, and copyright date, as well as the name and address of the child or parent requesting the loan and the nonpublic school attended.

Textbook purchase and loan requests must be received by the District by August 30th of the school year prior to which the textbooks are being requested. Notice of this date will be given to all nonpublic schools. For resident students not enrolled by June 1, requests may also be submitted within 30 days of enrollment in the nonpublic school. Additionally, in no event will a late request be denied where a reasonable explanation is given for the delay in making the request.

Any textbook purchased and loaned cannot be religious and must be approved by any school board in New York State. The District may request evidence that a requested textbook is used in one or more public school districts in the state. This evidence may include an authenticated list of public school districts using the textbook from the publisher.

All textbooks will be loaned to resident students enrolled in public and nonpublic schools on an equitable basis.

Textbooks loaned to resident nonpublic school students remain the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged textbooks. The District will provide notification of this at the time a textbook is loaned.

Instructional Computer Hardware

Upon written request, instructional computer hardware will be purchased and loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with law and regulation. The instructional computer hardware must be required for use as a learning aid in a particular class or program.

Written requests for a loan of instructional computer hardware may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the instructional computer hardware.

POLICY

Instruction

SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS

1st READING 7/12/22

Instructional computer hardware purchase and loan requests must be received by the District by August 30th of the school year prior to which the instructional computer hardware is being requested. Notice of this date will be given to all nonpublic schools. For students not enrolled by June 1, requests may also be submitted within 30 days of enrollment in the nonpublic school. Additionally, in no event will a late request be denied where a reasonable explanation is given for the delay in making the request.

Any instructional computer hardware containing software programs which are religious in nature or content will not be purchased or loaned by the District. Additionally, any instructional computer hardware purchased and loaned must be approved by any school board in New York State.

Instructional computer hardware will be loaned to students enrolled in nonpublic schools on an equitable basis.

Instructional computer hardware loaned to nonpublic school students remains the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged instructional computer hardware. The District will provide notification of this at the time instructional computer hardware is loaned.

Smart Schools Classroom Technology

Upon written request, Smart Schools classroom technology will be purchased and loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with requirements in law and regulation.

Written requests for a loan of Smart Schools classroom technology may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the Smart Schools classroom technology.

Smart Schools classroom technology purchase and loan requests must be received by the District by August 30th of the school year prior to which the Smart Schools classroom technology is being requested. Notice of this date will be given to all nonpublic schools. For students not enrolled by June 1, requests may also be submitted within 30 days of enrollment in the nonpublic school. Additionally, in no event will a late request be denied where a reasonable explanation is given for the delay in making the request.

POLICY

2022

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Instruction

SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS

1st READING 7/12/22

Any Smart Schools classroom technology purchased and loaned cannot contain religious content and must be approved by any school board in New York State.

Smart Schools classroom technology will be loaned to students enrolled in nonpublic schools on an equitable basis.

Computer Software

Upon written request, computer software programs will be loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with requirements in law and regulation.

Written requests for a loan of computer software programs may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the computer software program.

Any computer software which is religious in nature or content will not be purchased or loaned by the District.

Computer software will be loaned to students enrolled in public and nonpublic schools on an equitable basis.

Computer software loaned to nonpublic school students remain the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged computer software. The District will provide notification of this at the time computer software is loaned.

Library Materials

Upon written request, library materials will be loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with law and regulation. Library materials must be required for use as a learning aid in a particular class or program and will be loaned for individual student use only.

Written requests for a loan of library materials may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the book, such as title, author, publisher, and copyright date, as well as the name and address of the child or parent requesting the loan and the nonpublic school attended.

Library materials which are religious in nature or content will not be purchased or loaned by the District.

POLICY

2022

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Instruction

SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS

1st READING 7/12/22

All library materials will be loaned to students enrolled in public and nonpublic schools on an equitable basis.

Library materials loaned to nonpublic school students remain the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged library materials. The District will provide notification of this at the time a library material is loaned.

Education Law §§ 701, 712, 752, 754, and 755
8 NYCRR §§ 21.1, 21.3, and 21.4

Adopted: 6/6/19
Revised: _____

**RESOLUTION
COMMITMENT OF FUND BALANCE**

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

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 \$444,022.85 as of June 30, 2022.

Adopted by the Byron Bergen Central School District Board of Education on the 12th of July, 2022.

Attested:

District Clerk

**BYRON BERGEN CENTRAL SCHOOL DISTRICT
RESOLUTION TO TRANSFER FUNDS FROM GENERAL FUND
TO CAPITAL FUND**

WHEREAS, the New York State Comptroller's Office advises Governmental entities, such as Public Schools, to utilize excess fund balance to reduce debt; and

WHEREAS, the qualified voters of the district of the Byron Bergen Central School District (the "District") approved a Capital Project proposition in the amount of \$17,107,802 on October 7, 2021 and authorized the District to finance said capital project by borrowing an amount of money, not to exceed \$15,107,802; and

WHEREAS, the Byron-Bergen Central School District has excess fund balance in the 2021-22 school year; and

WHEREAS, the Board of Education (the "Board") for the Byron-Bergen Central School District at a meeting held on July 12, 2022 (the "Meeting"), approved a transfer of excess fund balance from the General Fund to the Capital Fund in the 2021-22 school year in an amount up to and not to exceed \$1,500,000 to be used to reduce the amount of monies to be borrowed for financing of the capital project; and

WHEREAS, the transfer of an amount up to and not to exceed \$1,500,000 in excess fund balance from the General Fund to the Capital Fund will reduce the anticipated borrowing, for the October 7, 2021 voter approved 2021 Capital Project.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF EDUCATION HEREBY, directs the District's Business Office to transfer excess fund balance of an amount up to and not to exceed \$1,500,000 from the General Fund to the Capital Fund, as of June 30, 2022, to be used to reduce anticipated borrowing for financing the October 7, 2021 voter approved 2021 Capital Project.

Rachel Stevens
District Clerk

**RESOLUTION OF BOARD OF EDUCATION
FOR THE PURPOSE OF PARTICIPATING IN A COOPERATIVE
BID COORDINATED BY THE GENESEE 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

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



TO: PATRICK MCGEE, SUPERINTENDENT
FROM: LORI PRINZ
SUBJECT: FUNDING OF RESERVES
DATE: JULY 6, 2022
CC: RACHEL STEVENS, PATRICIA GUNIO

Based on 2021-22 year end actual revenue and expenditures, I am requesting approval to fund the following reserves in the amounts as noted for the 2021-22 school year.

Proposed Funding to Reserves:

Workers Compensation Reserve	Increase in an amount not to exceed	\$ 100,000
Reserve for Liability	Increase in an amount not to exceed	\$ 200,000
Reserve for Insurance Recovery	Increase in an amount not to exceed	\$ 100,000
NYS Retirement Reserve	Increase in an amount not to exceed	\$ 200,000
TRS Retirement Reserve	Increase in an amount not to exceed	\$ 160,500
Capital Reserve	Expenditure of an amount not to exceed	\$ 2,000,000
School Vehicle Reserve	Increase in an amount not to exceed	\$ 500,000

I ask that this be added to the July 12, 2022 board meeting agenda for Board approval.

Byron Bergen Central School Purchasing Handbook

Revised July 2022

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Purchasing Contact Information

Lori Prinz - Business Administrator – lprinz@bbschools.org

Vicky Shallenberger – Treasurer – vshallenberger@bbschools.org

Rachel Stevens – District Clerk – rstevens@bbschools.org

Teresa McMullen - Internal Claims Auditor

Overview

The objective of the Board of Education is to establish purchasing policies and procedures for the procurement of goods and services in accordance with the "Best Value" Resolution adopted by the Board of Education at their re-organization meeting. The "Best Value" Resolution says goods and services will be procured economically and efficiently of the appropriate quality and quantity, from the most appropriate source, at the best possible price if it meets the best value criteria, while also remaining in compliance with all applicable federal, state, and local requirements to ensure that all purchases fall within the framework of budgetary limitations.

The Purchasing Handbook has been prepared to direct the purchasing practices and procedures of the District. It will serve as a guide to the Board and to our staff.

For more information please review the following Board of Education Policies:

- 5320: Expenditures of School District Funds
- 5321: District Credit Card Use
- 5323: Reimbursement for Meals/Refreshments
- 5410: Purchasing: Competitive Bidding and Offering
- 5411: Procurement of Goods and Services
- 5412: Alternative Formats for Instructional Materials
- 5413: Procurement: Uniform Grant Guidance for Federal Awards
- 6110: Code of Ethics for Board Members and All District Personnel
- 8460: Field Trips

General Information

All purchasing within the school district may only be approved by the Board of Education's approved District Purchasing Agent: the Superintendent of Schools. No one else is authorized to expend funds on behalf of the district.

A Requisition (request for Purchase Order) must first be initiated by submitting a request to the direct supervisor (Transportation Coordinator, Athletic Director, Principal, Facilities Director, Food Service Manager, etc.) for approval. After being approved by the supervisor, reviewed by the Treasurer and Business Administrator, the requisition will finally be sent to the Purchasing Agent for final approval prior to the requisition being converted into a Purchase Order. Consult the Requisition Flowchart for specific building and office workflows.

To be reimbursed for expenses (such as meals and tolls) while attending a conference a purchase order must be authorized prior to your attendance.

Please plan your purchases and understand that for efficiency, consistency and auditing purposes, the following purchasing procedures need to be strictly adhered to. It is important to note that processing of requisitions, purchase orders and payments will take time.

For all purchases from Federal Grants, please consult the Federal Funds Purchasing Manual for additional information.

Bid and Quote Requirements

For procurement of goods and services that are not subject to competitive bidding requirements, the following procedures are required:

For Commodities (supplies, materials, equipment and all non-professional services):

\$0-\$1,499.99 - No Quotes or Documentation Required - All purchasers must research and find the best rates possible

\$1,500-\$2,999.99 - 2 Quotes, second quote must be scanned and attached to the Requisition (if quote is verbal, employee will need to document date, vendor name, dollar amount and attach to the requisition)

\$3,000-\$19,999.99 - 3 Written Quotes, scanned and attached to Requisition

\$20,000+ - Public Bid in conformance with NYS General Municipal Law

For Professional Services (Consultants, Attorneys, Architects, and Engineers):

\$0-\$9,999.99 - No Quote Requirements, Written Agreement approved by the Superintendent

\$10,000-\$34,999.99 - Written Agreement approved by the Superintendent

\$35,000-\$49,999.99 - Written Agreement approved by the Superintendent (BOE Approval Required)

\$50,000+ - RFP Process in conformance with NYS General Municipal Law, except when the BOE applies the "Best Value" purchasing resolution language as adopted at the annual reorganization meeting (BOE Approval Required)

For Public Works Contracts (Construction and Building Trades):

\$0-\$34,999.99 - Scope of Work and Quote approved by the Business Administrator or Superintendent

\$35,000+ - Public Bid in conformance with NYS General Municipal Law

When approved by the Purchasing Agent, purchasing can be completed off NYS OGS Contract, through a Board of Education approved National Purchasing Cooperative, BOCES Cooperative bidding or through approved Piggybacking outside of the above quote and bid requirements.

When purchasing an item only available from one vendor, a Sole Source letter or equivalent documentation must be attached to the requisition.

When approved by the Purchasing Agent, written quotes can include product pricing from websites.

Requisitions/Purchase Orders

Types of Requisitions:

- **Materials and Supplies** (.450 codes) – Items of an expendable nature that are consumed, worn out, or deteriorated in use costing less than \$5,000 each.
- **Contractual** (.400 codes) – Includes intangible services such as conference fees, travel, repairs, advertising, and other expenses not provided for under other objects of expenditure.
- **Equipment** (.200 codes) – Expenditures for initial, replacement, or additional pieces of furniture or equipment costing \$5,000.00 or more each.
- **Textbooks** (.480 codes) – Textbook materials to be used in the classroom for instruction. Does NOT include teacher editions, equipment/supplies/software, reference/library materials and school agendas.

Entering a Requisition

All requisitions are entered directly into nVision and should contain the following information:

- Vendor Name and Address (verify current address, if it has changed please contact the Business Office)
- Date (if purchasing for the subsequent school year, the date needs to be changed to “07/01/XXXX of the subsequent school year)
- Requisition Source – please refer to “Vendors Contract List” on school website, under Departments, Business Office and Purchasing. The following are the choices for Req Source in nVision:
 - For NYS select State Contract
 - For BOCES select BOCES
 - Sole Source can only be used if vendor is providing a letter stating it is sole source. The sole source letter must be attached to the requisition under File Attachments
 - Other is for everything else
- Contract/Bid Ref – enter bid award number from “Vendors Contract List”
- Description – Enter bid source first then a brief description of order (classroom supplies, textbooks, etc.)
- Appropriate Ship to Building and Ship to Contact
- Items to Be Purchased
 - Use current catalog/price list (including any discounts)
 - Include any shipping Charges
- For quotes or other documentation attach to the requisition by selecting “File Attachments” and then add the pdf document.

Receiving Your Items

- Once your requisition is approved, Requestor will receive the Receiving Copy of the purchase order (yellow) and the Requisition Copy (green) from the Business Office. Be sure to retain the Receiving copy and the Requisition Copy of the purchase order.
- When you receive your items, compare the Receiving Copy of the PO to the actual items. Once all items are received, sign the Receiving Copy of the PO. Once signed, the Receiving Copy of the PO must be returned to the Business Office with any packing slips received. The Requisition Copy is for the Requestor's records.
- When the Business Office receives the signed Receiving copy of the PO and packing slips, the Accounts Payable Clerk will process payment for the items received.

Adding a Vendor

All vendors used by the District must be approved by either the Treasurer or the Business Administrator and entered in nVision. If a vendor is not in nVision:

- The staff member needs to send the potential new vendor a W-9 form and the Vendor Information Sheet. These two documents must be completed and returned to the Treasurer or the Business Administrator.
- Upon receipt of both the completed W-9 form and completed Vendor Information Worksheet, the Treasurer or Business Administrator will review the vendor's information and approve or deny the request to add the vendor. If denied, the staff member will receive notification.
- If approved, both forms will be provided to the Senior Clerk in the Business Office who will add the new vendor into nVision. Both the W-9 form and the Vendor Information Form are available on the School website, under "Departments", "Business Office" and "Accounts Payable".
- The Senior Clerk will notify the staff member by email that the new vendor has been added to nVision.

Requisition Flowchart

Department	Requestor	nVision Data Entry	Initial Approver	Approver	Final Approver
Elementary School	Teacher	Teacher	Building Principal	Treasurer and Business Administrator	Superintendent
Elementary Office	Secretary	Secretary	Building Principal	Treasurer and Business Administrator	Superintendent
Jr/Sr High School	Teacher	Teacher	Building Principal	Treasurer and Business Administrator	Superintendent
Jr/Sr High School Office	Secretary	Secretary	Building Principal	Treasurer and Business Administrator	Superintendent
Special Education	Teacher or Secretary	Teacher or Secretary	Building Principal	Treasurer and Business Administrator	Superintendent
Guidance	Counselor or Secretary	Counselor or Secretary	Building Principal	Treasurer and Business Administrator	Superintendent
IT	Computer Repair Technician or IT Operations Analyst I	Computer Repair Technician or IT Operations Analyst I	Technology Coordinator and Director of Instructional Services	Treasurer and Business Administrator	Superintendent
Building & Grounds	B & G Office	B & G Office	Director of Facilities	Treasurer and Business Administrator	Superintendent
Transportation	Head Bus Driver	Head Bus Driver	Transportation Coordinator	Treasurer and Business Administrator	Superintendent
Athletics	Athletic Director	Athletics Secretary	Jr/Sr High Principal	Treasurer and Business Administrator	Superintendent
Central Supply	Teacher Aide	Teacher Aide	N/A	Treasurer and Business Administrator	Superintendent
Director of Instructional Services	Director of Instructional Services	Secretary	Director of Instructional Services	Treasurer and Business Administrator	Superintendent
Business Office	Business Office Staff Member	Business Office Staff Member	N/A	Business Administrator	Superintendent
Health Office	Nurses	Nurses	Building Principal	Treasurer and Business	Superintendent

				Administrator	
Food Service	Food Service Director	Food Service Director	N/A	Treasurer and Business Administrator	Superintendent
WNY Tech Academy	Principal	Secretary	Principal	Treasurer and Business Administrator	Superintendent

The Superintendent is the only Board appointed Purchasing Agent, this means purchase orders cannot be approved in the Superintendent's absence.

Amazon:

Due to favorable pricing available at Amazon, teachers and other staff members may request an open/blanket purchase order for specific supplies not to exceed \$250.00. The requestor must shop Amazon online and place items to be ordered in their "cart". Once the Requestor is ready to check out, you must print the "shopping cart" and delete the transaction. The Requestor can now use the shopping cart printout to enter a requisition into nVision and obtain all necessary approvals.

Once the requisition is approved, the Business Office will send the requestor the Receiving Copy of the Purchase Order. The Requestor must send the shopping cart printout to the District Clerk. The District Clerk will login to Amazon online and purchase the items listed on the shopping cart printout. If something is not available, the District Clerk may make a similar substitution to fill the order. If nothing is available the District Clerk will contact the Requestor to let them know. Once items are received, the Requestor will need to sign the Receiving Copy of the PO and send it and any packing slips to the Treasurer in the Business Office for payment to be processed.

Home Depot, Tractor Supply, Walmart or Wegmans (in Store purchasing):

When favorable pricing is available at Home Depot, Tractor Supply, Walmart or Wegmans; teachers and other staff members may request an open/blanket purchase order for specific supplies not to exceed \$250.00. The requisition should be entered into nVision and obtain all necessary approvals. The requisition should list the types of supplies to be purchased such as: "Science lab supplies", "art supplies", "office supplies", "food supplies for FACS courses", etc. Any purchases should then be limited to only that type of item. A blanket purchase order request that does not list the specific types of items will not be approved.

Once the requisition is approved, the Business Office will send the requestor the Receiving Copy of the Purchase Order. The requestor should then contact the District Clerk to determine availability of the Store card and then bring the Receiving Copy of the PO to the District Clerk to sign out the Store card and tax exempt certificate (card for Walmart). The requestor must return the store card on the next school or business day along with the receipt and signed Receiving Copy of the Purchase Order or a copy of the purchase order if it is an open PO.

School Credit Card:

There are some rare instances where a vendor will not accept a purchase order and will require a credit card to purchase goods and services. In the event that a credit card must be used, the staff member will follow the normal requisition process.

- The staff member will fill out a requisition in its entirety for goods and services listing "Chase Card Services" as the vendor.
- All credit card requisitions must include "For Byron Bergen Use Only" and list the actual vendor providing the goods or services in the description box.
- All required details and quotes must be entered on the requisition in the description box as well (in the same level of detail as if it were not a credit card purchase).
- Once approved by the Purchasing Agent, the requestor will receive the Receiving Copy of the Purchase Order.
- To use the District credit card, if ordering online, the staff member whose name is on the Purchase Order must come to the Business Office and work with the District Clerk to place the order via online. If the staff member is taking the credit card to the physical store, they must contact the District Clerk to check the availability and show the Receiving Copy of the purchase order to the District Clerk when picking up the card. In addition, the staff member must "sign out" the card for tracking purposes. The credit card must be returned to the District Clerk the same day or by the very next morning. The credit card may only be used by the staff member whose name is on the purchase order.
- The goods or services can then be purchased using a credit card.
- Once the goods or services have been purchased, the credit card must be returned to the Business Office along with the order confirmation from the vendor (invoice, receipt or etc.). Once the items are received, bring all receipts and a signed Receiving Copy of the Purchase Order to the Treasurer.

Blanket/Open Purchase Orders:

Blanket purchase orders are created for recurrent and anticipated expenditures such as utilities, fuel, food, etc.

- A Requisition should be processed for these purchase orders as soon as the recurrent expenditure is anticipated. Often, these are opened at the start of the fiscal year in July.
- As invoices and/or packing slips are received for these purchases, they should be signed and sent to the Business Office with a copy of the Purchase Order Receiving Copy (yellow copy). (The original Receiving Copy of the Purchase Order must be signed and returned to the business office once the PO is fully completed/received.)
- The Business Office will then process payment for the invoice.

Conference and Travel Procedures:

All conferences and travel requests must have prior approval by the Building Principal, Director of Instructional Services Instruction and/or the Superintendent. A District employee must have a properly authorized conference request form completed in Frontline Professional Growth (formerly My Learning Plan) with estimated expenditures before attending a conference. Once the request is approved in Frontline the staff member must then print the approval and submit it to the District Treasurer to complete the appropriate requisition(s) for any expenses.

- The requestor should print a copy of their approval and attach to the registration paperwork
- All completed paperwork should be turned in to the District Treasurer to enter a single or multiple requisition(s) in nVision.
- Once approved by the Purchasing Agent, the Business Office will mail any registration forms attached to the requisition along with the Purchase Order to the vendor(s) and send Receiving Copies of the Purchase to the Requestor.
- It is the responsibility of the Requestor to:
 - Make all reservations and complete all registrations that are not completed automatically by the Frontline Professional Growth System.
 - Book all hotels (make sure hotel accepts purchase orders) and provide hotels with credit card authorization/Tax Exempt Form (see Credit Card if required)
- If a check is needed to take to the hotel, please indicate the date the check is needed on the requisition. The check must be requested prior to the cut-off date on the Accounts Payable Processing Schedule.
- All detailed receipts for meals and miscellaneous expenses must be saved and returned to the business office for reimbursement along with signed yellow copy of purchase order.
- If out of pocket expenses exceed the amount approved on the original Conference Request. The School will only reimburse up to the approved amount.
- All hotel and meal expenses must be tax exempt (New York State only). Prior to travel, please contact the Business Office for copies of our tax exempt forms for your use while traveling. If any tax expenses are incurred, they cannot be reimbursed.
- A detailed itemized receipt is required. A credit card receipt showing only the total amount of the bill will not be accepted.
- After the conference is complete, any receipts (including hotel receipt) and the Receiving Copy of the P.O. should be returned to the Business Office.

Field Trips:

All field trips must follow internal school building practices and regulations for approval prior to any Business Office processing.

For any field trips that can be purchased through BOCES, please complete the appropriate paperwork and submit to Christina Clark at Genesee Valley BOCES. This includes On the Go, TheatreWorks and Tickets through GVEP. These purchases do not go through the requisition process in nVision.

Any other (not GVEP processed) field trips incurring an expense can be processed through the normal requisition process. Given the timelines for internal building approval of a trip along with the time required to process requisitions, trips should be planned several months in advance.

All teachers planning field trips to New York State Parks, environmental education centers or other covered locations must also process the Connect Kids to Parks Grant Program Field Trip Application.

Any individual planning an overnight trip must schedule a time to meet with their supervisor and begin the process for planning at least six months in advance of the trip. Trips of a longer length (Washington, D.C., Senior Trip, etc.) should begin planning a minimum of 12 months in advance. Remember, all overnight trips require BOE approval.

Presenters/Guest Speakers/Lecturers for Academic Courses:

In general, presenters, guest speakers and lecturers for academic courses should be volunteers. However, when payment is required, the GVEP Visiting Experts program should be utilized.