

**BYRON-BERGEN CENTRAL SCHOOL  
REORGANIZATIONAL MEETING/  
BOARD OF EDUCATION MEETING  
Tuesday, July 13, 2020  
4:00 p.m. – Professional Development Room**

**Reorganizational Meeting**

Call to Order: Superintendent P. McGee called the meeting to order at 4:03 p.m.

Members Present: D. List, Y. Ace-Wagoner, K. Carlson, W. Forsyth, T. Menzie,  
J. VanValkenburg

Members Absent: A. Phillips

Also Present: P. McGee, L. Prinz, R. Stevens, R. Caldwell and 4 members of the  
audience.

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

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

Oath of Office Administered to Newly Re-elected Board Members William Forsyth and Debra List by District Clerk Rachel Stevens.

Election of President: It was moved by T. Menzie and seconded by W. Forsyth to nominate Debra List for President. The motion passed 6 Yes, 0 No.

Oath of Office Administered to Debra List, President by District Clerk Rachel Stevens.

Election of Vice President: It was moved by D. List and seconded by J. VanValkenburg to nominate Yvonne Ace-Wagoner for Vice President. The motion passed 6 Yes, 0 No.

Oath of Office Administered to Yvonne Ace-Wagoner, Vice-President by District Clerk Rachel Stevens.

It was moved by W. Forsyth and seconded by Y. Ace-Wagoner **BE IT RESOLVED** that the following recommendations contained in Schedule A be approved for the 2021-2022 school year.

**Schedule A**

Officers

District Clerk

Deputy District Clerk

Recommendation by Superintendent

Rachel Stevens

Patricia Gunio

District Treasurer	Victoria Shallenberger
Deputy District Treasurer	Lori Prinz
Tax Collector	Rachel Stevens

The motion passed 6 Yes, 0 No.

It was moved by Y. Ace-Wagoner and seconded by J. VanValkenburg **BE IT RESOLVED** that the following Schedule B of designations be approved for the 2021-2022 school year.

**Schedule B**

Designations

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

Grant Application Authorization Medical Review Officer	Patrick McGee United Memorial Medical Center (Rochester Regional)
Chemical Hygiene Officer	Mike Conine
Right-to-Know/Infection Control Officer	TBD
Title IX Compliance Officer	Betsy Brown
Section 504 Compliance Officer	Betsy Brown
Authorization to Adjust School Calendar	Patrick McGee
Records Access Officer	Lori Prinz
Residency Determination Officer	Lori Prinz
Homeless Liaison	TBD
Genesee Area Healthcare Plan Rep Alternate Rep	Lori Prinz Patrick McGee
Dignities For All Students Act Coordinator	Ashley John Grillo
Sexual Harassment Officer	Betsy Brown
Data Protection Officer	Jennifer Back
Chief Faculty Advisor	Ashley John Grillo Brian Meister
Regular Board Meeting Dates	
July 13, 2021	March 3, 2022
August 5, 2021	March 17, 2022
August 19, 2021	April 7, 2022
September 9, 2021	April 25, 2022
September 23, 2021	May 10, 2022 (Public Hearing)
October 14, 2021	May 17, 2022 (School Budget Vote – No Meeting)
November 18, 2021	May 26, 2022
December 16, 2021	June 9, 2022
January 20, 2022	June 23, 2022
February 17, 2022	

Readopt all policies and the code of ethics in effect during the 2020-2021 school year.

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

#### CSE/CPSE Board of Education Appointments

The following names are being submitted for approval as members of the CSE/CPSE for the 2021-2022 school year:

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

District LEA Representative/Chairpersons:

Linda Johnson, Ashley John Grillo, Brian Meister, Betsy Brown, Christina Pascarella,  
Nichole Whiteford

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

Student, if appropriate.

Special Education Teacher or Provider:

To be determined based upon the student

Regular Education Teacher:

To be determined based upon the student

School Psychologist:

To be determined based upon the student

School Physician:

To be determined based upon the student

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

To be determined based upon the student

Parent Members:

If specifically requested in writing by the parent of the student

To be determined

**Committee on Preschool Special Education Membership:**

District LEA Representative/Chairpersons:

Linda Johnson, Brian Meister, Betsy Brown, Christina Pascarella, Nichole Whiteford

Parents or persons in parental relationship to the student

Special Education Teacher or Provider:

To be determined based upon the student

Regular Education Teacher:

To be determined based upon the student

Individual who can interpret the instructional implications of an evaluation:  
To be determined based upon the student

Representative of the municipality of the preschool child's residence

School Physician:  
If specifically requested in writing by the parent of the student

Parent Member:  
If specifically requested in writing by the parent of the student  
To be determined

Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate  
To be determined based upon the student

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

The motion passed 6 Yes, 0 No.

**Schedule C**

NYS School Boards Association Representative and Voting Representative – TBD  
Alternate Representative and Voting Representative – TBD

School Representative for Genesee Valley School Boards – D. List  
Back-up - T. Menzie

**Committee Appointments:**

Budget/Finance Committee - D. List  
- Y. Ace-Wagoner  
- A. Phillips

Audit Committee - W. Forsyth  
- T. Menzie  
- J. VanValkenburg

Policy Committee - K. Carlson  
- D. List  
- A. Phillips

Facilities Committee - W. Forsyth  
- T. Menzie  
- J. VanValkenburg

SOAR Task Force - Y. Ace-Wagoner  
- D. List  
- K. Carlson

Elementary Level Collaborative Improvement Team  
- A. Phillips

Jr-Sr High School Level Collaborative Improvement Team  
- K. Carlson

District Level Collaborative Improvement Team  
- T. Menzie

It was moved by Y. Ace-Wagoner and seconded by W. Forsyth that the recommendations in Schedule C be approved. The motion passed 6 Yes, 0 No.

### **Board of Education Meeting**

Business Administrator Comments: L. Prinz went over some of the items that were up for approval under the Consent Agenda and New Business. She talked about the Best Value Resolution, the Purchasing Handbook, SEQRA, Capitalization Threshold Resolution, and Inventory Threshold Resolution.

Superintendent's Comments: P. McGee thanked everyone for all their support in his first few weeks as Superintendent. The Summer Learning Program started this week and is going very well. There are about 150 students in K-8 attending; B. Brown, J. Back, and K. Kaercher are doing a great job with getting the program up and running. He shared a thank you letter from C. Glazier with the Board. Schools are still waiting on information from the CDC for updated guidelines for the upcoming school year.

Consent Agenda: It was moved by W. Forsyth and seconded by J. VanValkenburg that the following consent agenda be approved:

#### Approval of Minutes

June 24, 2021

#### Financial Matters

General Fund Bills: Warrant A-80, Ck. # 20896-20900, \$2,857.50

Warrant A-81, Ck. # 20901-20904, \$13,226.14

Warrant A-82, Ck. # 20905-20964, \$139,078.02  
Warrant A-1, Wire # 99146, \$3,000.00  
Warrant A-4, Wire # 99147, \$111,543.44  
Warrant A-5, Ck. # 20965-20966, \$226,012.42  
School Lunch Fund Bills: Warrant C-25, Ck. # 200735-200755, \$9,616.11  
Federal Fund Bills: Warrant F- 24, Ck. # 400341, \$826.94  
Warrant F-25, Ck. # 400342-400349, \$74,524.97  
Capital Fund Bills: Warrant H-17, Ck. 2627-2628, \$57,037.04  
Trust & Agency Fund Bills: Warrant TA-34, Wire # 1392-1397,  
Ck. # 300885-300892, \$1,417,150.65  
Warrant TA-1, Wire # 1398-1401  
Ck. # 300893-300894, \$75,988.45  
Warrant TA-2, Wire # 1402-1405,  
Ck. # 300895-300896, \$78,847.69

### Personnel Matters

Resignations/Retirement:

Resignation – School Monitor – Makayla Oderkirk (Eff. 6/25/21)

Approvals:

Elementary School Summer Hours

Shana Feissner	Brooke Partridge
Diane Crea-Powers	Jillian Bradigan
Lara Ezard	Ayn Gardner
Shana Feissner	Elizabeth Overhoff
Ellie Swan	Leah Lyons

ENL Teacher – Pamela Johnson (Eff. 9/1/21)

Pamela R. Johnson, who has her Internship certification in English to Speakers of Other Languages (ESOL) certification area in the public schools of New York State, is hereby appointed to the position of ENL/ESOL Teacher in the ESOL tenure area for a probationary period of three (3) years to commence on September 1, 2021 and to end at the end of the day on the first day of the school year in September, 2024 (due to previous service in the District in 2020-2021 as a long-term substitute ENL teacher). 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.

Summer Learning Program Recommendation – Miriam Tardy – Teacher  
Substitute Teacher (UPK-5) – Miriam Tardy  
Substitute Teacher (K-5) – Iliana Meister

Teacher Aide – Christopher Chapman (Eff. 9/1/21)

Christopher Chapman, is hereby appointed to the full time 10-month probationary Civil Service position of Teacher Aide effective September 1, 2021. The salary during this appointment will be paid in accordance with the salary schedule as outlined in the collective bargaining agreement between the Byron-Bergen Central School District and the Byron-Bergen Office Personnel and Teachers' Aides Association. Your rate of pay during the 2021-2022 school year is as stated in the contract. This is part of the Preferred Eligibility List process.

Summer Substitute Bus Driver – Daniel Stevens (Eff. 7/12/21)

Substitute Bus Driver – Donald Borland

School Monitor – Lesta Brown-May (Eff. 9/1/21)

School Nurse – Amy Stevens (Eff. 9/1/21)

Amy Stevens, Registered Nurse Practitioner in Family Health, is hereby appointed to the full-time, 10-month position of School Nurse effective September 1, 2021. The salary during the 2021-2022 school year is as presented to the Board of Education. Benefits will be governed by the agreement between the Byron-Bergen Board of Education and the Byron-Bergen Faculty Association. The probationary period for this appointment is 52 weeks commencing on September 1, 2021 and ending January 1, 2023.

Substitute Cleaner – Logan Pocock

Substitute Food Service Worker – Pamela Sue Johnson

Technology Teacher – Marc Palmer (Eff. 9/1/21)

Marc Palmer, who has his professional certification in Technology Education certification areas in the public schools of New York State, is hereby appointed to the position of Technology Teacher in the Technology Education tenure area for a probationary period of three (3) years to commence on September 1, 2021 and to end at the end of the day on the first day of the school year in September, 2024 (due to previous tenure). 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 16.5.

Substitute Food Service Worker – Corden Zimmerman

Miscellaneous Matters

Child of Employee Robert/Kaitlin Kaercher (Charlotte Kaercher) to Attend BBCS Tuition Free



CSE/CPSE Review

CSE Recommendations – Cases # 2993, # 3025, # 3355, # 3466, # 3476, # 3534, # 3742, # 3892, # 3973, # 3979, # 4024, # 4148, # 4152, # 4225, # 4237, # 4241, # 4285, # 4287, # 4447, # 4579, # 4664

CPSE Recommendations – Cases # 4672, # 4677, # 4678

The motion passed 6 Yes, 0 No

Reports:

CPL/Campus Construction

CPL and Campus Construction came back out to present to the Board on additional information they asked for, for the possible upcoming Capital Project. They provided the Board with a pre-referendum. They gave more details on budget summary, estimates, schedules, and designs.

Approval –  
2021-2022  
Hourly  
Non-Affiliated  
Pay Rates  
(Eff. 7/1/21)

Upon the recommendation of the Superintendent, it was moved by W. Forsyth and seconded by T. Menzie to approve the 2021-2022 Hourly Non-Affiliated Pay Rates (Eff. 7/1/21).

The motion passed 6 Yes, 0 No.

Approval –  
At Will Employee  
Agreement –  
Michael List

Upon the recommendation of the Superintendent, it was moved by J. VanValkenburg and seconded by Y. Ace-Wagoner to approve the At Will Employee Agreement for Michael List.

The motion passed 6 Yes, 0 No.

Approval of  
Byron-Bergen  
Central School  
Purchasing  
Handbook

Upon the recommendation of the Superintendent, it was moved by W. Forsyth and seconded by K. Carlson to approve the Byron-Bergen Central School Purchasing Handbook.

The motion passed 6 Yes, 0 No.

Approval of  
Change to  
Schedule B in  
Reorganizational  
Meeting –Right-to-  
Know/Infection  
Control Officer –  
Amy Stevens

Upon the recommendation of the Superintendent, it was moved by Y. Ace-Wagoner and seconded by K. Carlson to approve the Change to Schedule B in Reorganizational Meeting – Right-to-Know/Infection Control Officer – Amy Stevens.

The motion passed 6 Yes, 0 No.

Approval of  
SEQRA Type II  
for Proposed  
Capital Project

Upon the recommendation of the Superintendent, it was moved by J. VanValkenburg and seconded by Y. Ace-Wagoner to approve the SEQRA Type II for the Proposed Capital Project.

THE BYRON-BERGEN CENTRAL SCHOOL DISTRICT'S RESOLUTION  
CONCERNING THE PROPOSED CAPITAL PROJECT PURSUANT TO  
THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT

WHEREAS, the Byron-Bergen Central School District Board of Education (the "District") is proposing a capital project to include: 1. Jr./Sr. High School (SED # 18-07-01-04-0-002): window replacement, interior renovations to locker rooms and gymnasium, masonry restoration, roof replacement mechanical/electrical /plumbing renovations /replacement as well as site sanitary sewer line replacement and Athletic Track resurfacing, Soccer field drainage/irrigation upgrade and replacement of existing system, scoreboard replacement, as well as Athletic field lighting replacement; 2. Elementary School (SED # 18-07-01-04-0-005): mechanical renovations and replacement; 3. Natatorium (SED # 18-07-01-04-0-006): mechanical renovations / replacement, and masonry restoration; 4. Bus Garage (SED # 18-07-01-04-5-008): parking lot asphalt pavement replacement with concrete and associated upgrades, renovations and work by the District as more fully set forth in the plans available at the District's Offices, and shall collectively referred to hereafter as the "Project;" and

WHEREAS, in accordance with applicable law and procedure, the District has reviewed the Project in light of the requirements to do so under the New York State Environmental Quality Review Act, Article 8 of the New York Environmental Conservation Law and its applicable regulations 6 NYCRR 617 et seq. ("SEQRA"); and

WHEREAS, the District has considered the impact on the environment of the Project as set forth in more detail below by undertaking a thorough review of conditions and issues associated with construction and development of the Project,

NOW THEREFORE BE IT RESOLVED:

1. The District has determined that the Project entails routine activities of an educational institution, and/or reconstruction of or expansion of a facility, and such work is otherwise encompassed by criteria set forth in 6 NYCRR Section 617.5 (c), and specifically,

6 NYCRR 617.5 (c) (1), (2), and/or (10) and therefore the Project constitutes a Type II Action under SEQRA.

2. As a Type II Action, the Project is not subject to review under SEQRA as it is been deemed to not have a potentially significant adverse impact on the environment.
3. The statements in the whereas clauses in this resolution shall have the same force and effect as the statements set out in this now resolved portion of the resolution.
4. This Resolution has been prepared in accordance with Article 8 of the New York Environmental Conservation Law and associated regulations by the Byron-Bergen Central School District Board of Education, with offices located at 6917 West Bergen Road, Bergen, NY 14416.
5. This resolution shall take effect immediately and the requirements of SEQRA have been satisfied.

The following vote was taken and recorded in the public or open session of said meeting:

	Aye	Nay	Absent
Debra List	X		
Yvonne Ace-Wagoner	X		
Kimberly Carlson	X		
William Forsyth	X		
Tammy Menzie	X		
Amy Phillips			X
Jennifer VanValkenberg	X		
The motion passed 6 Yes, 0 No.			

Approval of Capitalization Threshold Resolution

Upon the recommendation of the Superintendent, it was moved by W. Forsyth and seconded by K. Carlson to approve the Capitalization Threshold Resolution.

**CAPITALIZATION THRESHOLD**

WHEREAS, the Board of Education has adopted Policy #5620, FIXED ASSET INVENTORIES, ACCOUNTING AND TRACKING;

WHEREAS, this policy states “The Board will establish a dollar threshold as a basis for considering which fixed assets are to be depreciated. This threshold will ensure that at least 80% of the value of these assets is reported. The threshold will not be greater than \$5,000”;

WHEREAS, the auditors have recommended that the Board of Education

adopt a resolution setting the actual dollar threshold for capitalization of fixed assets;

THEREFORE, BE IT RESOLVED, that the Board of Education of the Byron-Bergen Central School District establish the capitalization threshold at \$5,000 for consideration of fixed assets to be depreciated per Policy #5620.

The motion passed 6 Yes, 0 No.

Approval of  
Inventory  
Threshold  
Resolution

Upon the recommendation of the Superintendent, it was moved by T. Menzie and seconded by W. Forsyth to approve the Inventory Threshold Resolution.

#### FIXED ASSET THRESHOLD

WHEREAS, the Board of Education has adopted Policy #5620, FIXED ASSET INVENTORIES, ACCOUNTING AND TRACKING;

WHEREAS, this policy states The Board will establish a dollar threshold as a basis for considering which fixed assets are to be recorded and tracked. The threshold will not be greater than \$5,000;

WHEREAS, the auditors have recommended that the Board of Education adopt a resolution setting the actual dollar threshold for inventory of purchases;

THEREFORE, BE IT RESOLVED, that the Board of Education of the Byron-Bergen Central School District establish the threshold for inventory purposes only at \$1,000 and to also include chromebooks, desktops, laptops, tablets, printers and other similar technology items valued below \$1,000 per Policy #5620.

The motion passed 6 Yes, 0 No.

Comments from the Audience:

None

Information/Announcements/Reports:

None

Requests Requiring Board Consideration:

T. Menzie will not be at the August 5<sup>th</sup> Board of Education meeting. If Board members are interested in the NYSSBA conference in October they need to let R. Stevens know.

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 Y. Ace-Wagoner to adjourn the meeting at 5:33 p.m.  
The motion passed 6 Yes, 0 No.