

**BYRON-BERGEN CENTRAL SCHOOL
REORGANIZATIONAL MEETING/
BOARD OF EDUCATION MEETING
Thursday, July 13, 2023
4:00 p.m. – Board Conference Room**

Reorganizational Meeting

Call to Order: Superintendent P. McGee called the meeting to order at 4:00 p.m.

Members Present: D. List, H. Ball, K. Carlson, J. Cook, L. Forsyth, C. Matthews

Members Absent: L. Smith

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

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

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

Oath of Office Administered to Elected Board Members Lisa Forsyth and Cindy Matthews by Board Clerk Rachel Stevens.

Election of President: It was moved by H. Ball and seconded by K. Carlson to nominate D. List for President. The motion passed 6 Yes, 0 No.

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

Election of Vice President: It was moved by D. List and seconded by H. Ball to nominate K. Carlson for Vice President. The motion passed 6 Yes, 0 No.

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

It was moved by J. Cook and seconded by H. Ball **BE IT RESOLVED** that the following recommendations contained in Schedule A be approved for the 2023-2024 school year.

Schedule A

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

The motion passed 6 Yes, 0 No.

It was moved by K. Carlson and seconded by H. Ball **BE IT RESOLVED** that the following Schedule B of designations be approved for the 2023-2024 school year.

Schedule B

Designations

Bank Depository	1) JP Morgan Chase Bank 2) Tompkins Community Bank
Official Newspaper	Batavia Daily News Genesee Valley Penny Saver
School Attorneys	Harris Beach Bond Schoeneck & King, PLLC Webster Szanyi
Insurance Agent	Tompkins Insurance
Auditor – External	Lumsden & McCormick, LLP
Auditor – Claims	Teresa McMullen
Petty Cash Funds	School lunch fund - \$210.00 One petty cash fund of \$300.00 will be established and will be located in the Business Office. One petty cash fund of \$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 Emily Willard
School Physician	United Memorial Medical Center (Rochester Regional)
Purchasing Agent	Patrick McGee
Deputy Purchasing Agent	Lori Prinz
Authorization to sign contracts	President of Board of Education Patrick McGee Lori Prinz
Records Management Officer	Rachel Stevens Lori Prinz
Central Treasurer	Victoria Shallenberger
Asbestos Designee	Roger Caldwell
Travel Reimbursement Rate	Internal Revenue Service standard mileage rate
Budget Transfer Authorization	Lori Prinz and/or Patrick McGee
Conference, Conventions, Workshop Authorization	Patrick McGee
Grant Application Authorization	Patrick McGee
Medical Review Officer	United Memorial Medical Center (Rochester Regional)
Chemical Hygiene Officer	Mike Conine
Right-to-Know/Infection Control Officer	Amy Stevens
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	Kaitlin Kaercher
Genesee Area Healthcare Plan Rep	Lori Prinz
Alternate Rep	Patrick McGee
Dignities For All Students Act Coordinator	Kathryn Grattan
Sexual Harassment Officer	Betsy Brown
Data Protection Officer	Jennifer Back
Chief Faculty Advisor	Carol Stehm (Eff. 8/7/23)
	Kristin Loftus
Regular Board Meeting Dates:	
July 13, 2023	March 14, 2024
August 24, 2023	April 11, 2024
September 21, 2023	April 22, 2024
October 19, 2023	May 9, 2024 (Public Hearing)
November 16, 2023	May 21, 2024 (School Budget Vote – No Meeting)
December 14, 2023	May 30, 2024
January 18, 2024	June 13, 2024
February 15, 2024	

Readopt all policies and the code of ethics in effect during the 2022-2023 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 2023-2024 school year:

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

District LEA Representative/Chairpersons:

Linda Johnson, Kristin Loftus, Betsy Brown, Christina Pascarella, Nichole Whiteford, Kaitlin Kaercher, Kathryn Grattan

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

Student, if appropriate.

Special Education Teacher or Provider:

To be determined based upon the student

Regular Education Teacher:

To be determined based upon the student

School Psychologist:

To be determined based upon the student

School Physician:

To be determined based upon the student

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

To be determined based upon the student

Parent Members:

If specifically requested in writing by the parent of the student

To be determined

Committee on Preschool Special Education Membership:

District LEA Representative/Chairpersons:

Linda Johnson, Kristin Loftus, Betsy Brown, Christina Pascarella, Nichole Whiteford,
Kaitlin Kaercher

Parents or persons in parental relationship to the student

Special Education Teacher or Provider:

To be determined based upon the student

Regular Education Teacher:

To be determined based upon the student

Individual who can interpret the instructional implications of an evaluation:

To be determined based upon the student

Representative of the municipality of the preschool child's residence

School Physician:

If specifically requested in writing by the parent of the student

Parent Member:

If specifically requested in writing by the parent of the student

To be determined

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

To be determined based upon the student

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

The motion passed 6 Yes, 0 No.

Schedule C

NYS School Boards Association Representative and Voting Representative – J. Cook

Alternate Representative and Voting Representative – L. Forsyth

School Representative for Genesee Valley School Boards – D. List

Back-up – K. Carlson

Committee Appointments:

Budget/Finance Committee - H. Ball
- J. Cook
- D. List

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

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

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

SOAR Task Force - J. Cook
- D. List
- C. Matthews

Elementary Level Collaborative Improvement Team
- C. Matthews

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

It was moved by K. Carlson and seconded by L. 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 reviewed items that are up for approval under the Consent Agenda and New Business. Items that were discussed were the updates to the Purchasing Handbook, "Best Value" Purchasing Resolution, Participation in the Genesee Valley BOCES Cooperative Bidding, and the Commitment to Fund Balance.
Superintendent's Comments:	P. McGee welcomed the new Board members C. Matthews and L. Forsyth. Graduation night went well. There was a modification done for the lockdown software so that now when the button is pressed the whole district is notified and placed in a lockdown. A staffing audit was done for faculty and the results will be discussed with him next week and he will share this with the Board at a later date. The bus electrification study results are also completed and he will share the results at a later date as well. The NYSSBA conference is October 26-28, 2023 in Buffalo. The Board retreat is August 21 st at 5:00 p.m. There are two additions to New Business: 7.6 Approval of Substitute Cleaner – Noah Clare and 7.6 Approval of Additional Summer Hours for Faculty and Teacher Aide.
Consent Agenda:	It was moved by K. Carlson and seconded by H. Ball that the following consent agenda be approved, there was discussion:

Approval of Minutes

June 15, 2023

Financial Matters

General Fund Bills: Warrant A-71, Wire # 99170, \$1,125.00
Warrant A-72, Wire # 99173, \$5,600.00
Warrant A-79, Ck. # 23782-23783, \$10,969.50
Warrant A-80, Ck. # 23784-23863, \$693,674.25
Warrant A-82, Ck. # 23864-23865, \$1,292.46
Warrant A-83, Ck. # 23839-23925, \$110,999.43
School Lunch Fund Bills: Warrant C-22, Ck. # 201072, \$12,324.80
Warrant C-23, Ck. # 201073-201093, \$16,453.93
Federal Fund Bills: Warrant F- 20, Ck. # 400491-400493, \$18,416.06

Warrant F-21, Ck. # 400494-400504, \$11,074.33
Capital Fund Bills: Warrant H-14, Ck. 2674-2681, \$1,186,360.67
Trust & Agency Fund Bills: Warrant TA-26, Wire # 1625-1628,
Ck. # 301284-301291, \$527,594.63
Warrant TA-27, Wire # 1629-1633
Ck. # 301292-301298, \$1,453,474.68
Warrant TA-1, Wire # 1634-1637
Ck. # 301299-301302, \$136,189.06
Expendable Trust Fund Bills: Warrant TE-2,
Ck. # 500220-500251, \$10,201.09

Debt Service Fund Bills: Warrant V-3, Wire # 99172, \$2,522,550.00

“Best Value” Purchasing Resolution:

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Byron-Bergen Central School District hereby

authorizes the purchase of materials and services using a “best value” determination, as an option to “lowest responsible bidder,” in accordance with General Municipal Law § 103(16), and in compliance with all District purchasing policies and procedures, with Board approval.

BE IT FURTHER RESOLVED that this resolution shall take effect as of July 1, 2023.

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, NPPGov National Buying Cooperative, OMNIA Partners, Purchasing Cooperative of America, Sourcewell Purchasing Cooperative (formerly NJPA), and Tips-USA and;

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Byron-Bergen Central School District authorizes the School District’s participation in the 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, NPPGov National Buying Cooperative, OMNIA Partners, Purchasing Cooperative of America, Sourcewell Purchasing Cooperative (formerly NJPA) and Tips-USA and programs on behalf of the School District.

Personnel Matters

Resignations/Retirement:

Resignation – Cleaner – Christopher Anderson (Eff. 6/17/23)

Resignation – Cleaner – Karen Heap (Eff. 6/17/23)

Resignation – Teacher's Aide – Collette Dodson (Eff. 06/30/23)

Approvals:

Additional 2023-2024 Elementary School Extracurricular Appointments

All County Chorus 5/6

Karen Tischer

Amendment to Employment Agreement – Superintendent

Interim Jr./Sr. High Principal Carol Stehm (Eff. 8/7/23)

Summer Hours – Special Education CSE Meetings/Testing/IEP Writing

Jillian Bradigan

Dianne Crea-Powers

Jodi Gilbert

Lisa Haller

Shana Feissner

Trey Nadolinski

Substitute Cleaner – Caliann Elliott

Substitute Cleaner – Kolleen Zaffrann

Substitute Cleaner – Brendin Galves

Secretary – Ashley Orologio (Eff. 7/17/23)

Ashley Orologio, is hereby provisionally appointed to the 12-month Civil Service position of Secretary effective July 17, 2023.

The rate of pay during the 2023-2024 school year is \$18.00 per hour. The terms and conditions are as outlined in the Byron-Bergen Central School District and The Byron-Bergen Office Personnel and Teachers' Aides Association Agreement. This appointment is provisional until successful completion of the Civil Service Secretary exam.

Substitute Cleaner – Jack Farner

Substitute Teacher Aide – Karen Eysaman

Staff Change Over Training Stipend

Head Bus Driver – Robert Wilkins (Eff. 7/1/23)

Robert Wilkins, is hereby provisionally appointed to the 12-month Civil Service position of Head Bus Driver effective July 1, 2023.

The rate of pay during the 2023-2024 school year is as per contract. The terms and conditions are as outlined in the

Employment Agreement between the Byron-Bergen Central School District and Robert Wilkins. This appointment is provisional until successful completion of the Civil Service Head Bus Driver exam.

Miscellaneous Matters

Field Trip – FFA – Camp Oswegatchie – 8/6-11/23

CSE/CPSE Review

CSE cases as presented

CPSE cases as presented

The motion passed 6 Yes, 0 No

Approval –
2023-2024
Hourly
Non-Affiliated
Pay Rates
(Eff. 7/1/23)

Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by H. Ball to approve the 2023-2024 Hourly Non-Affiliated Pay Rates (Eff. 7/1/23).
The motion passed 6 Yes, 0 No.

Approval –
At Will Employee
Agreement –
Michael List

Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by H. Ball to approve the At Will Employee Agreement for Michael List.
The motion passed 6 Yes, 0 No.

Approval of
Participation in
Genesee Valley
BOCES Cooperative
Bidding Resolution

Upon the recommendation of the Superintendent, it was moved by H. Ball and seconded by J. Cook to approve the Participation in Genesee Valley BOCES Cooperative Bidding Resolution.

RESOLUTION OF BOARD OF EDUCATION
FOR THE PURPOSE OF PARTICIPATING IN A COOPERATIVE BID
COORDINATED BY THE 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”):

PARTICIPATION

	<u>YES</u>	<u>NO</u>
A. Copier and Computer Paper	<u>X</u>	<u> </u>
B. Custodial Supplies	<u>X</u>	<u> </u>
C. Athletic/Physical Ed. Supplies	<u>X</u>	<u> </u>
D. Bread	<u>X</u>	<u> </u>
E. Milk Products	<u>X</u>	<u> </u>
F. Ice Cream Products	<u>X</u>	<u> </u>
G. Food Service Paper Supplies	<u>X</u>	<u> </u>
H. Grocery	<u>X</u>	<u> </u>
I. Grocery Diversions	<u>X</u>	<u> </u>
J. Kitchen Smallwares	<u>X</u>	<u> </u>
K. Refuse Collection	<u>X</u>	<u> </u>
L. Medical Supplies	<u>X</u>	<u> </u>
M. Fuel	<u>X</u>	<u> </u>
N. Copy and Printer Paper - Summer	<u>X</u>	<u> </u>
O. School and Office Supply	<u>X</u>	<u> </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
Heidi Ball	X	
Kimberly Carlson	X	
Jeffrey Cook	X	
Lisa Forsyth	X	
Debra List	X	
Cindy Matthews	X	

The motion passed 6 Yes, 0 No.

Approval of
Updated Byron-
Bergen
Central School
Purchasing
Handbook

Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by H. Ball to approve the Updated Byron-Bergen Central School Purchasing Handbook.
The motion passed 6 Yes, 0 No.

Approval of
Commitment of
Fund Balance
Resolution

Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by J. Cook to approve the Commitment of Fund Balance Resolution.

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 \$494,264.39 as of June 30, 2023.

The motion passed 6 Yes, 0 No.

Approval of Substitute Cleaner – Noah Clare Upon the recommendation of the Superintendent, it was moved by H. Ball and seconded by K. Carlson to approve Substitute Cleaner Noah Clare.
The motion passed 6 Yes, 0 No.

Approval of Additional Summer Hours For Faculty and Teacher Aide Upon the recommendation of the Superintendent, it was moved by J. Cook and seconded by H. Ball to approve the Additional Summer Hours for Faculty and Teacher Aide: Evelyn Hunt, Jason Blom, Nicholas Muhlenkamp, and Deborah Amador.
The motion passed 6 Yes, 0 No.

Comments from the Audience:
None

Information/Announcements/Reports:
A future article in the Focal Point will discuss the roles and responsibilities of Board of Education Members for faculty/staff and the community.

Requests Requiring Board Consideration:
None

Review of Next Meeting's Agenda:
+ Policy Committee Update
+ Facilities Committee Update
Budget Committee Update
+ Audit Committee Update
SOAR Committee Update
+ Positive Recognition

Adjournment: It was moved by J. Cook and seconded by H. Ball to adjourn the meeting at 5:19 p.m.
The motion passed 6 Yes, 0 No.