



**Brockport Central School District**  
40 Allen Street, Brockport, New York 14420-2296

## **Mission Statement**

*We engage and empower each student to achieve excellence as a learner and citizen.*

## **Board Members**

Terry Ann Carbone (2024)  
Jeffrey Harradine (2022)  
David Howlett (2025)  
Daniel Legault (2026)  
Robert Lewis (2023)  
Kathy Robertson (2024)  
Michael Turbeville (2023)

**May 3, 2022**  
6 p.m.  
**Hill School Cafetorium**



# Brockport Central School District

40 Allen Street, Brockport, New York 14420-2296

We, the Board of Education, promise to:

- Put students first
- Set clear goals and focus on task at hand
- Be respectful
- Recognize and value differences
- Engage in honest communication
- Honor and maintain confidentiality
- Speak with one voice
- Work hard and have fun

May 3, 2022

Regular Board Meeting/Budget Public Hearing Agenda 6 p.m.  
Hill School Cafetorium

**Budget Public Hearing** 6 p.m.

**Regular Board Meeting** (immediately following the Public Hearing)

**Call to Order**  
**Pledge to the Flag**  
**Fire Exits**

**Motion to Approve the Order of the Agenda**

**Approval of Minutes**

- April 5, 2022 – Regular Board Meeting Minutes (amended)
- April 26, 2022 – Regular Board Meeting Minutes

**Board Presentations:**

- High School student Gianna Matthews will read the poem she wrote titled, “My dream, Our world.”

**Communications – Public Comments:**

Members of the audience wishing to speak must sign in no later than 5:55 p.m. A period of time, not to exceed 30 minutes, is set aside at regular meetings of the board for the purpose of hearing comments from interested individuals. Board of Education members will not engage in conversation or answer questions during this portion of the meeting.

- Each speaker is allowed up to five (5) minutes to present his/her remarks.
- Speakers must not give or defer their time slot to another person.
- All remarks must be addressed to the President of the Board, or the presiding officer. Please ensure remarks are respectful and dignified. Public comments must not single any individuals out by using names or identifiable information.

**Board Reports:**

Committee	Last Meeting	Next Meeting	Committee Member(s)
BOCES Board	April 13, 2022 6 p.m.	May 11, 2022 6 p.m.	Mr. Gerald Maar (BCSD Liaison)
MCSBA Information Exchange	April 13, 2022 Noon	TBD	Member Robertson



# Brockport Central School District

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MCSBA Board Leadership Meeting	March 2, 2022 5:45 p.m.	May 4, 2022 5:45 p.m.	President Carbone Vice President Harradine
MCSBA Labor Relations Committee	April 27, 2022 Noon	TBD	Member Lewis Superintendent Bruno
MCSBA Legislative Committee	April 6, 2022 Noon	May 4, 2022 Noon	President Carbone
MCSBA Executive Committee	April 27, 2022 5:45 p.m.	TBD	President Carbone & Superintendent Bruno
Diversity, Equity, and Inclusion (DEI) Committee	March 2, 2022 4 p.m.	May 4, 2022 4 p.m.	President Carbone Vice President Harradine Member Robertson Superintendent Bruno

## 1. New Business

- 1.1 Approval to hold the reorganization meeting for the 2022-23 school year on July 12, 2022.
- 1.2 Approval of 2022-23 Board meeting schedule

## 2. Policy Development

- 2.1 5640 Smoking/Tobacco Use – first reading
- 2.2 5650 Environmental Policy/Conservation and Recycling – first reading
- 2.3 5661 Wellness Policy – first reading
- 2.4 5670 Records Management – first reading
- 2.5 5671 Employee Personal Identifying Information – first reading
- 2.6 5672 Information Security Breach and Notification – first reading
- 2.7 5676 Privacy and Security for Student Data and Teacher and Principal Data – first reading
- 2.8 6150 Alcohol, Drugs and Other Substances (School Personnel) – second reading

## 3. Instructional Planning & Services

- 3.1 Verbal – Rachel Kluth, Ed.D., Assistant to the Superintendent for Secondary Instruction
- 3.2 Approval of Brockport High School Choir trip to NYC.
- 3.3 Verbal – Lynn Carragher, Assistant to the Superintendent for Inclusive Education and Instruction.
- 3.4 Approval of CSE Recommendations
  - None

## 4. Personnel

### CERTIFIED

#### 4.1 Appointments

- 4.1.1 **UPDATE** Sara Wolcott, to be appointed as a long-term substitute English Teacher at the high school effective August 31, 2021 through ~~April 30, 2022~~ **May 10, 2022**. Initial certificates in English language arts grades 7-12 and English language arts extension grades 5-6. Annual salary \$37,100 (prorated ~~\$29,860~~ **\$31,221**).

#### 4.2 Resignations

- 4.2.1 None

#### 4.3 Substitutes

- 4.3.1 Sara Wolcott, Contracted Building Substitute, \$130 per day, effective May 11, 2022
- 4.3.2 Mackenzie Carter, Contracted Building Substitute, \$130 per day
- 4.3.3 Molly Nichols, Contracted Building Substitute, \$130 per day
- 4.3.4 Ryan Mansell



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## 4.4 Teacher Immersion Fellowship Program Participants

4.4.1 None

## 4.5 Leaves of Absence

4.5.1 None

## 4.6 Other

- 4.6.1 Jessica Ophardt, Diversity Advisor, effective May 4, 2022. Level J - Step 1 \$151.80 (prorated May – June)
- 4.6.2 Michael DeLoria, to be appointed as a K-6 Literacy/Math Summer School teacher for the summer 2022 session at a base rate of \$38.00 per hour.
- 4.6.3 Michael DeLoria, to be appointed as an AIS Math Sunrise Scholars substitute teacher at Barclay School effective May 4, 2022 through May 20, 2022, at a rate of \$53.00 per hour.

## CLASSIFIED

### 4.7 Appointments

- 4.7.1 Jamie Porteus, to be appointed as a provisional Office Clerk II (11 Months) at Brockport High School effective May 4, 2022. Rate is set at \$17.50 per hour. Probationary period is to be determined.

### 4.8 Resignations

- 4.8.1 Kailey McPhee, Teacher Aide, Oliver Middle School, resigning, effective April 29, 2022.
- 4.8.2 Stephanie Looney, Bus Driver, Transportation Department, terminated effective April 27, 2022.

### 4.9 Substitutes

- 4.9.1 Stephen Mesiti, Student Support Partner, pending fingerprint clearance

### 4.10 Volunteers

- 4.10.1 David Alexander
- 4.10.2 Michael Barry
- 4.10.3 Lynda Baudanza
- 4.10.4 Joseph Bonczyk
- 4.10.5 Jared Bush
- 4.10.6 Tracy Bush
- 4.10.7 Olivia Caldwell
- 4.10.8 Amy General
- 4.10.9 Barbara Gifford
- 4.10.10 Jessica Hollenbeck
- 4.10.11 Andrea Kudel
- 4.10.12 Jennie Lynch
- 4.10.13 Lauren Maar
- 4.10.14 Brandi Marchetti
- 4.10.15 Hannah Mickle
- 4.10.16 Gina Perri
- 4.10.17 Kelsey Schmitt
- 4.10.18 Jennifer Simpson
- 4.10.19 William Tooley
- 4.10.20 Lori Vinciguerra
- 4.10.21 Amanda White



# Brockport Central School District

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## 4.11 College Participants

None

## 4.12 Leaves of Absence

None

## 4.13 Other

None

## 5. Financial

5.1 Verbal – Jill Reichhart, Director of Finance

## 6. Physical Plant, Safety & Security, Transportation and Support Services

6.1 Verbal – Darrin Winkley, Assistant Superintendent for Business

## 7. Human Resources

7.1 Verbal – Jerilee DiLalla, Assistant Superintendent for Human Resources

## 8. Report of the Superintendent of Schools

8.1 Verbal – Sean C. Bruno, Superintendent of Schools

## 9. Board Operations

9.1 2021-22 Board of Education Meeting Schedule

9.2 2022-23 Budget Development Calendar

9.3 2021-22 MCSBA Calendar

## 10. Old Business

None

## 11. Other Items of Business

None

## 12. Round Table

## 13. Executive Session

13.1 It is anticipated that the Board will enter into Executive Session for the purpose of discussing 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; and for the specific purpose of collective negotiations pursuant to Article 14 of the Civil Service Law.

## 14. Adjournment

**Next Board of Education Meeting:  
Tuesday, May 17, 2022, at 7 p.m., District Board Room**

**BROCKPORT CENTRAL SCHOOL  
BOARD OF EDUCATION  
April 5, 2022 (Amended)**

These are the minutes of the Regular Board Meeting held on April 5, 2022. The meeting was called to order at 6:08 p.m. by President Carbone.

The following Board Members were in attendance:

- Terry Ann Carbone, President
- Jeffrey Harradine, Vice President
- Daniel Legault, Board Member
- Robert Lewis, Board Member
- Kathy Robertson, Board Member
- Michael Turbeville, Board Member

Also present were:

- Sean Bruno, Superintendent of Schools
- Lynn Carragher, Assistant to the Superintendent for Inclusive Education
- Jerilee DiLalla, Assistant Superintendent for Human Resources
- Rachel Kluth, Ed.D. Assistant to the Superintendent for Secondary Instruction
- Jill Reichhart, Treasurer and Finance Director
- Darrin Winkley, Assistant Superintendent for Business
- Deb Moyer, District Clerk
- Gerry Maar
- Scott Morrison

Excused:

- David Howlett, Board Member

**ORDER OF THE AGENDA**

Ms. Robertson moved, seconded by Mr. Lewis, the Board of Education approved the order of the agenda. The motion carried 6-0.

**MINUTES**

Mr. Turbeville moved, seconded by Mr. Lewis, the Board of Education approved the March 15, 2022 Regular Board Meeting minutes. The motion carried 6-0.

Mr. Harradine moved, seconded by Ms. Robertson, the Board of Education approved the March 31, 2022 Special Board Meeting minutes. The motion carried 6-0.

**BOARD PRESENTATIONS**

None

**COMMUNICATION – PUBLIC COMMENT**

- Gerry Maar, BOCES 2 Board liaison gave updates from BOCES and thanked our Board of Education for their work and support. He reminded everyone about the BOCES 2 Annual Meeting on April 6.

**BOARD REPORTS**

None

**1. New Business**

None

## 2. Policy Development

The Board of Education discussed the first reading of policies 2.1-2.12. Minor changes were discussed for policies 2.1 and 2.4.

- 2.1 6150 Alcohol, Drugs and Other Substances (School Personnel)
- 2.2 5561 Honors, Awards, Honoraria and Remembrances (remove policy)
- 2.3 5570 Financial Oversight
- 2.4 5571 Financial Accountability: Allegations of Fraud
- 2.5 5572 Audit Committee
- 2.6 5573 Internal Audit Function
- 2.7 5574 Medicaid Compliance Program Policy
- 2.8 5610 Insurance
- 2.9 5620 Inventories & Accounting of Fixed Assets
- 2.10 5630 Facilities: Inspection, Operation and Maintenance
- 2.11 5631 Hazardous Waste and Handling of Toxic Substances by Employees
- 2.12 5633 Gender Neutral Single-Occupancy Bathrooms

## 3. Instructional Planning & Services

- 3.1 Verbal – Rachel Kluth, Ed.D., Assistant to the Superintendent for Secondary Instruction
  - Dr. Kluth shared ELA testing was completed and preparation is underway for the upcoming Math assessments.
  - Dr. Kluth thanked the high school administration team and Jen Cropro who attended every department chair meeting. She gave current status on assessments inputted into edoctrina. Gap areas and current needs are being looked at as well as summer planning.
- 3.2 Verbal – Lynn Carragher, Assistant to the Superintendent for Inclusive Education and Instruction
  - Ms. Carragher provided an update on annual reviews and CSE meetings. The majority of parents opted for virtual meetings, which has led to better participation. The Office of Inclusive Education is seeing an increase in CSE referrals.
  - Ms. Carragher shared that Paulette Reddick has worked hard to get approval for BCSD to be an Extended School Year provider in case it is needed (approximately 40 students participate).
- 3.3 Mr. Turbeville moved, seconded by Mr. Lewis, the Board approved Consent Items (CSE) 3.31-3.38). The motion carried 6-0.
  - 3.3.1 On February 17, and March 9, 2022, the District Committee on Special Education reviewed students and made recommendations for placement.
  - 3.3.2 On March 3, 11, 23 and 25, 2022, the District Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.3 On February 4, 22, March 4, 8, 10, 11, 16, 17, 18, 21, and 23, 2022, the Committee on Preschool Special Education reviewed students and made recommendations for placement.
  - 3.3.4 On March 2, 7, and 8, 2022, the Ginther Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.5 On February 17, March 9, and 10, 2022, the Barclay Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.6 On March 10, and 14, 2022, the Hill Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.7 On March 9 and 15, 2022, the Oliver Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.8 On March 24, 2022, the High School Subcommittee on Special Education reviewed students and made recommendations for placement.

## 4. Personnel

Ms. Robertson moved, seconded by Mr. Turbeville, the Board approved Personnel items 4.1-4.13. The motion carried 6-0.

**CERTIFIED****4.1 Appointments**

- 4.1.1 Christopher Baugher, to be appointed as a Technology Teacher at the high school effective August 31, 2022. Professional certificate in technology education. Probationary period August 31, 2022 through August 30, 2025. This expiration date is tentative and conditional only. In order to be eligible for tenure the employee must meet all requirements of Education Law and corresponding regulations. Annual salary \$52,557.
- 4.1.2 **UPDATE** Sara Wolcott, to be appointed as a long term substitute English Teacher at the high school effective August 31, 2021 through ~~March 31, 2022~~ **April 30, 2022**. Initial certificates in English language arts grades 7-12 and English language arts extension grades 5-6. Annual salary \$37,100 (prorated ~~\$26,429~~, **\$29,860**).

**4.2 Resignations**

- 4.2.1 Candace Greiner, ELA Teacher at the middle school, to resign effective April 1, 2022.
- 4.2.2 Jennifer Eichas, AIS Teacher at Ginther School, to resign effective April 22, 2022.
- 4.2.3 Tina Harrity, Special Education Teacher at the high school, to resign effective March 30, 2022.
- 4.2.4 Ryan McDonell, Art Teacher at the high school, to resign effective April 1, 2022.

**4.3 Substitutes**

- 4.3.1 Marcia Bartalo
- 4.3.2 Carter Dauenhauer
- 4.3.3 Claire Rogers
- 4.3.4 John Frenett

**4.4 Teacher Immersion Fellowship Program Participants**

- 4.4.1 None

**4.5 Leaves of Absence**

- 4.5.1 None

**4.6 Other**

- 4.6.1 Christine Howlett, Mentor Teacher, \$300 (prorated April – June).
- 4.6.2 Maria Daley, Mentor Teacher, \$300 (prorated April – June).
- 4.6.3 **Update**, Patricia Arnold, Mentor Teacher, \$500 (prorated Sept – Jan), **\$800 (prorated Sept – April)**.
- 4.6.4 Keri Krull, Mentor Teacher, \$300 (prorated April – June).
- 4.6.5 Jeff Gurbacki, Boys Lacrosse Program Assistant, Level E – Step 2, \$2468.
- 4.6.6 Amy Nesbitt, Freshman Class Advisor, (split w/ Ophardt), Level J – Step 1 \$55 (prorated April – June)
- 4.6.7 Jessica Ophardt, Freshman Class Advisor, (split w/ Nesbitt) Level J – Step 1 \$55 (prorated April – June)
- 4.6.8 – 4.6.15 The following staff to be appointed as a Fitness Center Supervisor at the High School and Hill School effective April 6<sup>th</sup>, 2021. Rate of \$27.50 per hour.
- 4.6.8 Sundae Avery
- 4.6.9 Maria Belpanno
- 4.6.10 Katelyn Marasco
- 4.6.11 Tara Jackson
- 4.6.12 Christopher Albrecht
- 4.6.13 Amy Nesbitt
- 4.6.14 Scott Nugent
- 4.6.15 Steven Reiss
- 4.6.16 – 4.6.19 The following staff to be appointed as a Student Support Academy Teacher at the Middle School effective April 18, 2022 through April 21, 2022. Rate of \$38.00 per hour.
- 4.6.16 Lisa Rice
- 4.6.17 Amy Phillips
- 4.6.18 Christopher Wilbur
- 4.6.19 James Wallington
- 4.6.20 – 4.6.23 The following staff to be appointed as an Academic Intervention Service Sunset Program Teacher at Hill School effective April 4, 2022 through June 10, 2022. Rate of \$53.00 per hour.



- 4.6.20 Justin Jackson
- 4.6.21 Melissa Norment
- 4.6.22 Natalie McCue
- 4.6.23 Rebecca Rossier
- 4.6.24 – 4.6.25 The following staff to be appointed as an Academic Intervention Service Sunset Program Substitute Teacher at Hill School effective April 4, 2022 through June 10, 2022. Rate of \$53.00 per hour.
- 4.6.24 Lisa Byrne-Emmerson
- 4.6.25 Lauren Raines
- 4.6.26 – 4.6.31 The following staff to be appointed as a Student Support Program Teacher at the High School effective April 18, 2022 through April 21, 2022. Rate of \$38.00 per hour.
- 4.6.26 Scott Hopsicker
- 4.6.27 Jonathan VanHuben
- 4.6.28 Neil Paul
- 4.6.29 Matt Schirmer
- 4.6.30 Thomas Rispoli
- 4.6.31 Jennifer Cropo
- 4.6.32 Resolved, that the Board of Education approves a written agreement between the Superintendent of Schools and an employee of the District, executed on April 1, 2022.

## **CLASSIFIED**

### **4.7 Appointments**

- 4.7.1 Ashley Bianchi, to be appointed as a probationary Bus Driver in the Transportation Department effective April 6, 2022. Rate is set at \$20.00 per hour. Probationary period begins on April 6, 2022 and ends on April 5, 2023.
- 4.7.2 Charles Ricker, to be appointed as a probationary Bus Driver in the Transportation Department effective April 6, 2022. Rate is set at \$20.00 per hour. Probationary period begins on April 6, 2022 and ends on April 5, 2023.
- 4.7.3 Karen Pahman, to be appointed as a probationary Food Service Helper at the High School effective April 6, 2022. Rate is set at \$14.00 per hour. Probationary period begins on April 6, 2022 and ends on April 5, 2023.

### **4.8 Resignations**

- 4.8.1 Mary Steedman, Bus Driver, Transportation Department, resigning effective March 25, 2022.
- 4.8.2 Casandra Courtney, School Aide/Cafeteria Monitor, High School, terminated effective March 18, 2022.
- 4.8.3 Scott Loiacono, Custodian, High School, resigning effective March 22, 2022.
- 4.8.4 Jill Wright, Cleaner, Oliver Middle School, resigning for the purpose of retirement effective May 31, 2022.
- 4.8.5 Sally Swanger, Food Service Helper, High School, resigning effective March 28, 2022.
- 4.8.6 Alona Melendez, School Aide/Cafeteria Monitor, High School, terminated effective April 1, 2022.

### **4.9 Substitutes**

- 4.9.1 Mary Scutella, School Aide
- 4.9.2 Jill Wright, Cleaner
- 4.9.3 Mary Ann Kramer, Bus Attendant (working towards CDL)
- 4.9.4 Caleb Christiansen, Student Cleaner
- 4.9.5 Lillyanna McNamee, School Aide

### **4.10 Volunteers**

- 4.10.1 Megan Baker
- 4.10.2 Sara Berlin
- 4.10.3 Ashley Bianchi
- 4.10.4 Tamara Bonisteel
- 4.10.5 Joanne Brown
- 4.10.6 Jennifer Carpenter

- 4.10.7 Ashley Colby
- 4.10.8 Jennifer Corey
- 4.10.9 Ashley Decker
- 4.10.10 Amanda Folwell
- 4.10.11 Jeffrey Gurbacki
- 4.10.12 Matthew Heyden
- 4.10.13 John Izzo
- 4.10.14 Dawn Jones
- 4.10.15 Sylvanna King
- 4.10.16 Patrick Maar
- 4.10.17 Nancy Maier
- 4.10.18 Jennifer Manard
- 4.10.19 Alicia Manktelow
- 4.10.20 Amanda Mason
- 4.10.21 Mary Mastin
- 4.10.22 Desiree Mastrodonato
- 4.10.23 Cody Miller
- 4.10.24 Charles Modzelewski
- 4.10.25 Nina Nguyen
- 4.10.26 Shawn Phillips
- 4.10.27 Mariahn Plesh
- 4.10.28 Charles Reaves
- 4.10.29 Andrea Scharping
- 4.10.30 Vernon Scharping
- 4.10.31 Amy Stoltz
- 4.10.32 Kelly Thompson
- 4.10.33 Sierra Thurston
- 4.10.34 Karen Underwood
- 4.10.35 Breanna Wahl
- 4.10.36 Angela Way
- 4.10.37 Nydia Zukaitis

#### **4.11 College Participants**

None

#### **4.12 Leaves of Absence**

None

#### **4.13 Other**

None

### **5. Financial**

- 5.1 Verbal – Jill Reichhart, Director of Finance
  - Ms. Reichhart shared there is a Budget subcommittee meeting next week.
- 5.2 Mr. Turbeville moved, seconded by Mr. Legault, RESOLVED, that the Board of Education approve the Construction Management Services for the 2021 Capital Improvement Project to Turner Construction Company in the amount of \$606,251.00. Mr. Lewis shared he would vote “no” because he would like to see multiple quotes be obtained for this contract. Mr. Harradine noted we are in compliance with policy for professional services contracts and he did not believe it was appropriate to add this requirement without first reviewing the rationale of the applicable policy. The motion carried 5-1 (Ms. Carbone, Mr. Harradine, Mr. Legault, Ms. Robertson, and Mr. Turbeville voted in favor; Mr. Lewis opposed).
- 5.3 Mr. Harradine moved, seconded by Mr. Legault, RESOLVED, that the Board of Education of Brockport Central School District, Brockport, New York, be and hereby is authorized to expend the sum set forth in the total amount of \$89,417,493 as the proposed budget 2022-2023 and \$87,930,808 as the proposed contingent budget for the 2022-2023 school year. The motion carried 6-0.
- 5.4 Mr. Turbeville moved, seconded by Mr. Lewis, RESOLVED, that the Board of Education approve the Financial Statements of Extraclassroom Activity Funds for the Hill School, Oliver Middle School and High

School for February 2022. The motion carried 6-0.

- 5.5 Mr. Turbeville moved, seconded by Ms. Robertson, RESOLVED, that the Board of Education approve the Treasurer's Report for the month of February 2022, as submitted and prepared by District Treasurer, Jill Reichhart. The motion carried 6-0.
- 5.6 Mr. Turbeville moved, seconded by Ms. Robertson, RESOLVED, that the Board of Education approve the Financial Report for the month of February 2022, as submitted and prepared by District Treasurer, Jill Reichhart. The motion carried 6-0.

## **6. Physical Plant, Safety & Security, Transportation and Support Services**

- 6.1 Verbal – Darrin Winkley, Assistant Superintendent for Business
- Mr. Winkley provided a project update. Survey crews and geo tech collecting dimensions and soil testing for the 2021 Capital Project.

## **7. Human Resources**

- 7.1 Verbal – Jerilee DiLalla, Assistant Superintendent for Human Resources
- Ms. DiLalla shared the Office of Human Resources is starting recruitment efforts to fill teacher vacancies for fall. April 6 is a virtual Rochester area recruitment day with 27 interviews scheduled.
  - Ms. DiLalla shared that first round interviews are being conducted this week for Ginther principal.

## **8. Report of the Superintendent of Schools**

- 8.1 Verbal – Sean C. Bruno, Superintendent of Schools
- Mr. Bruno thanked Mr. Maar for coming to our Board meeting and for his long-term support of BCSD.
  - He shared his excitement of having 37 approved volunteers and thanked the Board.
  - Mr. Bruno shared how nice it is to see athletes on fields and students on the playgrounds.

## **9. Board Operations**

- 9.1 2021-22 Board of Education Meeting Schedule
- 9.2 2022-23 Budget Development Calendar
- 9.3 2021-22 MCSBA Calendar
- 9.4 By unanimous consent, the Board approved votes of the Annual Election members to the Monroe 2-Orleans BOCES Board.

The Board of Education of the Brockport Central School District, at a meeting duly called and held on April 5, 2022, which six members were present and one was absent, and at which a quorum was present and voting throughout, took the following action:

RESOLVED: to cast one vote for the election of Gerald Maar, resident of the Brockport Central School District, as a member of the Monroe 2-Orleans BOCES board for a term of office which will begin on July 1, 2022 and end June 30, 2025.

RESOLVED: to cast one vote for the election of Dennis Laba, resident of the Gates Chili Central School District, as a member of the Monroe 2-Orleans BOCES board for a term of office which will begin on July 1, 2022 and end June 30, 2025.

RESOLVED: to cast one vote for the election of Trina Lorentz, resident of the Holley Central School District as a member of the Monroe 2-Orleans BOCES board for a term of office which will begin on July 1, 2022 and end June 30, 2025.

- 9.5 Mr. Harradine moved, seconded by Mr. Legault, RESOLVED, that the Brockport Central School District approves the proposed 2022-23 Monroe 2-Orleans BOCES administrative budget of \$8,673,365.

Whereas, the Central School District is a component district of the Monroe 2-Orleans Board of

Cooperative Educational Services, and

Whereas, Education Law as amended in 1993 requires that the administrative budget of BOCES be approved by a majority vote of the component districts, and

Whereas, the Monroe 2-Orleans BOCES proposed 2022-23 administrative budget of \$ 8,673,365 represents a 3.7% increase over the 2021-22 administrative budget of \$ 8,362,133 and

Whereas, the net cost to be billed to the districts will be \$8,023,365, which represents a 5.4% increase over the 2021-22 billing cost; therefore be it

The motion carried 6-0.

#### **10. Old Business**

None

#### **11. Other Items of Business**

None

#### **12. Round Table**

- Ms. Robertson was thrilled to drive on campus and see student athletes outside practicing.
- Mr. Lewis shared he had fun reading to Ginther students and appreciates the Ginther School staff. He also had an opportunity to accompany his niece, a park ranger at Yellowstone National Park, who presented to Chris Albrecht's class.
- Mr. Turbeville shared he watched the Varsity Boys Baseball game and the field looked fantastic. Staff are doing a great job!
- Mr. Legault is also very impressed with seeing everyone out on campus.
- Mr. Harradine shared he attended the Evening of Jazz on Friday at the high school where our fifth grade through high school students plus other districts and the Brockport Big Band performed. The music was great and the Band Boosters did a great job!
- Ms. Carbone shared it was a highlight of the year to read to kindergarten students.

#### **13. Executive Session**

- 13.1 Mr. Turbeville moved, seconded by Mr. Legault, the Board adjourned the regular meeting at 6:47 p.m. to enter into Executive Session for the purpose of discussing 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 carried 6-0.

Mr. Turbeville moved, seconded by Mr. Legault, the Board entered into executive session at 6:59 p.m. The motion carried 6-0.

Mr. Harradine moved, seconded by Mr. Turbeville, the Board adjourned executive session and entered into regular session at 8:58 p.m. The motion carried 6-0.

#### **14. Adjournment**

- 14.1 Mr. Legault moved, seconded by Mr. Turbeville, the Board adjourned the meeting at 8:59 p.m. The motion carried 6-0.

Prepared by:

**BROCKPORT CENTRAL SCHOOL  
BOARD OF EDUCATION  
April 26, 2022**

These are the minutes of the Regular Board Meeting held on April 26, 2022. The meeting was called to order at 6 p.m. by President Carbone.

The following Board Members were in attendance:

Terry Ann Carbone, President  
Jeffrey Harradine, Vice President  
David Howlett, Board Member  
Daniel Legault, Board Member  
Robert Lewis, Board Member  
Kathy Robertson, Board Member  
Michael Turbeville, Board Member

Also present were:

Sean Bruno, Superintendent of Schools  
Lynn Carragher, Assistant to the Superintendent for Inclusive Education  
Jerilee DiLalla, Assistant Superintendent for Human Resources  
Rachel Kluth, Ed.D. Assistant to the Superintendent for Secondary Instruction  
Darrin Winkley, Assistant Superintendent for Business  
Deb Moyer, District Clerk  
Janice Waeghe  
Bridget Vogt  
Hannah Williams  
Charlotte Toland  
Brandt Marshall  
Autumn Richey  
Joelle Williams  
Ryan Williams  
Nina Nguyen  
Heidi Marshall  
Jen Cropo  
Marijo Pearson  
Shannon Howlett  
Chris Arnold  
Randall Yu

Excused:

Jill Reichhart, Treasurer and Finance Director

**ORDER OF THE AGENDA**

Mr. Turbeville moved, seconded by Mr. Legault, the Board of Education approved the order of the agenda. The motion carried 7-0.

**MINUTES**

Mr. Howlett moved, seconded by Mr. Legault, the Board of Education approved the April 5, 2022 Regular Board Meeting minutes. Mr. Lewis requested a revision be made to 5.2. The motion carried 7-0.

**BOARD PRESENTATIONS**

High School teacher Shannon Howlett and students Brandt Marshall, Autumn Richey, Charlotte Toland, Bridget Vogt, and Hannah Williams presented on the Students in Action class. The new elective course combines leadership and service work with the NYS Seal of Civic Readiness Capstone Project. The students and Mrs. Howlett were thanked for their wonderful presentation. Parents, High School Principal Mike Pincelli, Assistant

Principal Mike Bourne, and Teacher Jen Cropo were thanked for their support. Marijo Pearson from BOCES 2 was thanked for helping with the pilot of Seal of Civic Readiness.

## COMMUNICATION – PUBLIC COMMENT

- None

## BOARD REPORTS

- MCSBA Information Exchange: Ms. Robertson shared a presentation from the April 13 meeting regarding a systems integration project sponsored by United Way that supports students and families in need of services.

### 1. New Business

None

### 2. Policy Development

Mr. Harradine moved, seconded by Mr. Lewis, the Board approved the second reading of policies 2.1-2.11. The motion carried 7-0.

- 2.1 5561 Honors, Awards, Honoraria and Remembrances (remove policy)
- 2.2 5570 Financial Accountability
- 2.3 5571 Financial Accountability: Allegations of Fraud
- 2.4 5572 Audit Committee
- 2.5 5573 Internal Audit Function
- 2.6 5574 Medicaid Compliance Program Policy
- 2.7 5610 Insurance
- 2.8 5620 Fixed Asset Inventories Accounting and Tracking
- 2.9 5630 Facilities: Inspection, Operation and Maintenance
- 2.10 5631 Hazardous Waste and Handling of Toxic Substances by Employees
- 2.11 5633 Gender Neutral Single-Occupancy Bathrooms

### 3. Instructional Planning & Services

- 3.1 Verbal – Rachel Kluth, Ed.D., Assistant to the Superintendent for Secondary Instruction
  - Dr. Kluth shared academic programs held over spring break at the Oliver Middle School and High School were a success. The teachers facilitated learning opportunities focused on credit recovery and helping students get caught up with work and engaged in learning. The next instructional council subcommittee meeting will be focused on credit recovery.
- 3.2 Verbal – Lynn Carragher, Assistant to the Superintendent for Inclusive Education and Instruction
  - Ms. Carragher shared that Unified Basketball Season starts May 3 (first game is at Oliver Middle School).
- 3.3 Mr. Turbeville moved, seconded by Mr. Legault, the Board approved Consent Items (CSE) 3.3.1-3.3.8). The motion carried 7-0.
  - 3.3.1 On March 10, 11, 24, 29, 30, 31, April 5, 6, 7, 11, and 14, 2022, the District Committee on Special Education reviewed students and made recommendations for placement.
  - 3.3.2 On March 21, 23, April 5, 8, 11, 13 and 14, 2022, the District Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.3 On March 4, 10, 11, 15, 22, 24, 25, April 1, 5, 8, and 12, 2022, the Committee on Preschool Special Education reviewed students and made recommendations for placement.
  - 3.3.4 On March 14, 21, and 28, 2022, the Ginther Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.5 On March 31, and April 4, 2022, the Barclay Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.6 On March 24, April 8, and 13, 2022, the Hill Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.7 On March 21, 24, April 4 and 7, 2022, the Oliver Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.8 On March 29 and April 7, 2022, the High School Subcommittee on Special Education reviewed

students and made recommendations for placement.

#### **4. Personnel**

Mr. Howlett moved, seconded by Mr. Turbeville, the Board approved Personnel items 4.1-4.13. The motion carried 7-0.

#### **CERTIFIED**

##### **4.1 Appointments**

4.1.1 Randall Yu, to be appointed as the Principal at Ginther School effective July 1, 2022. Internship certificate as a School Building Leader, professional certificates in Childhood Education grades 1-6, and Literacy (Birth – grade 6). Probationary period July 1, 2022 through June 30, 2026. This expiration date is tentative and conditional only. In order to be eligible and considered for tenure the employee must meet all requirements of Educational Law and corresponding regulations. Annual salary \$93,000.

##### **4.2 Resignations**

- 4.2.1 Deborah Perrine, Elementary Teacher at Ginther School, to resign for the purpose of retirement, effective June 30, 2022.
- 4.2.2 Deborah Roe, Pre-Kindergarten Teacher at Ginther School, to resign for the purpose of retirement, effective June 30, 2022.
- 4.2.3 Theresa Cacciola, part-time district wide Physical Therapist, to resign effective April 26, 2022.
- 4.2.4 Randal Yu, Assistant Principal at Ginther School, to resign effective June 30, 2022, pending board approval to the position of Ginther Principal.

##### **4.3 Substitutes**

- 4.3.1 Kristina Decosse, pending fingerprint clearance
- 4.3.2 Bryn Hayes
- 4.3.3 Deborah Perrine
- 4.3.4 Jamie Porteus, pending fingerprint clearance
- 4.3.5 Kathie Pryor, daily rate of \$393.24, retroactive to April 8, 2022
- 4.3.6 Deborah Roe
- 4.3.7 Meaghan Wilson

##### **4.4 Teacher Immersion Fellowship Program Participants**

- 4.4.1 None

##### **4.5 Leaves of Absence**

- 4.5.1 Emily Milazzo, to request an unpaid leave of absence effective August 31, 2022 through June 30, 2023.
- 4.5.2 Kylie Grillo, to request an unpaid leave of absence effective August 31, 2022 through June 30, 2023.

##### **4.6 Other**

4.6.1 – 4.6.27 The following staff to be appointed as a K-6 Literacy/Math Summer School teacher for the summer 2022 session at a base rate of \$38.00 per hour.

- 4.6.1 Alan Schoeneck
- 4.6.2 Ashleigh Grant
- 4.6.3 Brittany Hill
- 4.6.4 Hannah Madden
- 4.6.5 Jessica Allen
- 4.6.6 Jodie Shatzel
- 4.6.7 Julia Meyers
- 4.6.8 Kendra Zaffuto
- 4.6.9 Kimberly Decoste
- 4.6.10 Kristina Kirchgraber
- 4.6.11 Kyle Kita
- 4.6.12 Lisa Rice
- 4.6.13 Mandy Horschel

- 4.6.14 Maren Aldrich
- 4.6.15 Melinda Drisdorn
- 4.6.16 Michael Leschander
- 4.6.17 Michelle Purcell
- 4.6.18 Nancy Postilli
- 4.6.19 Natalie McCue
- 4.6.20 Nicholas Colucci
- 4.6.21 Rebecca Rossier
- 4.6.22 Riley DeBellis
- 4.6.24 Ronald Wojtas
- 4.6.25 Shannon Patricelli
- 4.6.26 Sharon Shannon
- 4.6.27 Silvia Wharram
- 4.6.28 Tara Jackson
- 4.6.29 Brianna Davis, to be appoint as the K-6 Literacy/Math Summer School nurse for the summer 2022 session at a base rate of \$38.00 per hour.
- 4.6.30 Heidi Squillante, to be appointed as a Sunrise Scholars Substitute Teacher at Hill School, effective April 27, 2022. Pay rate of \$53.00 per hour.
- 4.6.31 Lisa Jensen, AP Proctor, \$20 per hour.
- 4.6.32 Tracy Robb, to be appointed as an Afternoon Academy (AIS) Substitute Teacher at Ginther School effective April 26, 2022 through May 25, 2022, at rate of \$53.00 per hour.

## **CLASSIFIED**

### **4.7 Appointments**

- 4.7.1 Jennifer Warner, to be appointed as a probationary Teacher Aide at Barclay School effective April 27, 2022. Rate is set at her current rate of pay. Probationary period begins on April 27, 2022 and ends on September 26, 2022.
- 4.7.2 Daniel Green, to be appointed as a probationary Cleaner at Ginther School effective April 27, 2022. Rate is set at \$14.00 per hour. Probationary period begins on April 27, 2022 and ends on April 26, 2023.
- 4.7.3 Scott Ellsmore, to be appointed as a probationary Cleaner at Oliver Middle School effective May 2, 2022. Rate is set at \$14.00 per hour. Probationary period begins on May 2, 2022 and ends on May 1, 2023. (Pending fingerprint clearance.)
- 4.7.4 Jeffrey Higgins, to be appointed as a probationary Automotive Mechanic in the Transportation Department effective May 9, 2022. Rate is set at \$28.00 per hour. Probationary period begins on May 9, 2022 and ends on May 8, 2023.

### **4.8 Resignations**

- 4.8.1 Jennifer Warner, School Aide/Cafeteria Monitor, High School, resigning effective April 26, 2022, pending board approval to the position of Teacher Aide.
- 4.8.2 Michelle Small, Cleaner, Barclay School, resigning effective May 31, 2022.
- 4.8.3 Jordan Naughton, Microcomputer Maintenance Technician, resigning effective April 21, 2022.

### **4.9 Substitutes**

- 4.9.1 May Files, Food Service Helper, pending fingerprint clearance
- 4.9.2 Ethan DelVecchio, Student Cleaner
- 4.9.3 Gemma Meyering, Student Cleaner
- 4.9.4 Ethan Moyer, Student Cleaner
- 4.9.5 Troy Sears, Bus Driver
- 4.9.6 Kimberly Stauffer, Bus Driver
- 4.9.7 Eric Specksgoor, Bus Driver
- 4.9.8 Greg Baron, Bus Driver

### **4.10 Volunteers**

None



**4.11 College Participants**

None

**4.12 Leaves of Absence**

None

**4.13 Other**

None

**5. Financial**

5.1 Verbal – Jill Reichhart, Director of Finance (excused)

- None

5.2 Mr. Harradine moved, seconded by Mr. Turbeville, RESOLVED, that the Board of Education accept the 2022-2023 Property Tax Report Card. The motion carried 7-0.

5.3 Mr. Howlett moved, seconded by Mr. Harradine, RESOLVED, that the Board of Education accept the generous donation from the Brockport PTSA of \$500 that will be used to purchase two snow cone machines for the High School PBIS Program. The motion carried 7-0.

**6. Physical Plant, Safety & Security, Transportation and Support Services**

6.1 Verbal – Darrin Winkley, Assistant Superintendent for Business

- Mr. Winkley provided a project update. The third phase of the 100K project was completed over break. Additionally, bids were sent out last week for physical education, custodial, and athletics.

**7. Human Resources**

7.1 Verbal – Jerilee DiLalla, Assistant Superintendent for Human Resources

- None

**8. Report of the Superintendent of Schools**

8.1 Verbal – Sean C. Bruno, Superintendent of Schools

- Mr. Bruno shared that he was very proud of the professionalism of our baseball team who went down south last week. Our Washington D.C. trip is coming up next.

**9. Board Operations**

9.1 2021-22 Board of Education Meeting Schedule

9.2 2022-23 Budget Development Calendar

9.3 2021-22 MCSBA Calendar

**10. Old Business**

None

**11. Other Items of Business**

None

**12. Round Table**

- Mr. Harradine shared that there are many upcoming music events and the Board has an open invitation from our District Music Department.
- Mr. Legault gave kudos to the technology department for always being willing to help and for their leadership.
- Mr. Turbeville thanked everyone for the work they are doing. He shared as a parent of an eighth grader, they are excited about the upcoming Washington, D.C. trip.
- Mr. Lewis inquired if there was a way to help educate the community about tax levy, tax rate and assessments.
- Mr. Howlett provided an Alumni Association update: They are working on getting the word out to students regarding the Alumni Association's two \$500 scholarships; Mr. Harradine is the new vice president; thanks to generous donations, The Association is close to obtaining the funding needed for the scholarship dinner;

- they are getting information about upcoming class reunions and hoping to host future reunion weekends.
- Ms. Robertson shared that tonight was joyous with the student presentation and Randall Yu's new appointment.
  - Ms. Carbone also acknowledged our technology department for their excellent service.

### **13. Executive Session**

13.1 Mr. Howlett moved, seconded by Mr. Legault, the Board adjourned the regular meeting at 6:52 p.m. to enter into Executive Session for the purpose of discussing 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 carried 7-0.

Mr. Howlett moved, seconded by Mr. Legault, the Board entered into executive session at 7:03 p.m. The motion carried 7-0.

Mr. Howlett moved, seconded by Mr. Turbeville, the Board adjourned executive session and entered into regular session at 7:27 p.m. The motion carried 7-0.

### **14. Adjournment**

14.1 Mr. Howlett moved, seconded by Mr. Legault, the Board adjourned the meeting at 7:27 p.m. The motion carried 7-0.

Prepared by:

\_\_\_\_\_  
Debra S. Moyer, District Clerk

\_\_\_\_\_  
Date

# PRESENTATIONS TO THE BOARD



# COMMUNICATIONS



# 1.0 NEW BUSINESS



Sean C. Bruno  
Superintendent

**SUBJECT: Establish date for Reorganization Meeting for the 2022-23 School Year**

WHEREAS, Education Law Section 1707 requires that school districts hold their annual organizational meetings on the first Tuesday in July; and

WHEREAS, if a board of education chooses not to hold the reorganization meeting on the first Tuesday of July the statute allows a board of education, by way of resolution, to hold the annual reorganization meeting at any time during the first fifteen days in July; and WHEREAS, the first Tuesday in July 2022 is July 5, 2022; and

WHEREAS, the Board of Education has determined that it would be in its best interest to hold the reorganization meeting on Tuesday, July 12, 2022 at 5 P.M.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education does hereby resolve to hold its reorganization meeting for the 2022-23 school year on Tuesday, July 12, 2022 at 5 p.m. in the District Office Board Room at 40 Allen Street, Brockport, New York 14420 (Building 100); and

BE IT FURTHER RESOLVED that the District Clerk shall provide public notice of the date of the annual reorganization meeting.

Recommendation: Motion by .....Seconded by.....

RESOLVED, that the Board of Education approve July 12, 2022 at 5 p.m. for the 2022-23 Reorganization meeting.



**BROCKPORT CENTRAL SCHOOL**  
**Brockport, NY 14420-2296**

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Board of Education  
**2022-2023 Meeting Schedule**

<b>Day</b>	<b>Date</b>	<b>Time/Location/Notes</b>
Tuesday	July 12, 2022*	Reorganization Meeting 5 p.m. - District Office Board Room
Tuesday	July 19, 2022*	5 p.m. - District Office Board Room
Tuesday	August 2, 2022*	5 p.m. - District Office Board Room
Tuesday	August 16, 2022*	5 p.m. - District Office Board Room
Tuesday	September 6, 2022	6 p.m. - District Office Board Room
Tuesday	September 20, 2022	6 p.m. - District Office Board Room
Tuesday	October 4, 2022	6 p.m. - District Office Board Room
Tuesday	October 18, 2022	6 p.m. - District Office Board Room
Tuesday	November 1, 2022	6 p.m. - District Office Board Room
Tuesday	November 15, 2022	6 p.m. - District Office Board Room
Tuesday	December 6, 2022	6 p.m. - District Office Board Room
Tuesday	December 20, 2022	6 p.m. - District Office Board Room
Tuesday	January 3, 2023	6 p.m. - District Office Board Room
Tuesday	January 17, 2023	6 p.m. - District Office Board Room
Tuesday	February 7, 2023	6 p.m. - District Office Board Room
Monday	March 7, 2023	6 p.m. - District Office Board Room
Tuesday	March 28, 2023*	6 p.m. - District Office Board Room
Tuesday	April 18, 2023	6 p.m. - District Office Board Room
Tuesday	May 2, 2023	5:30 p.m. Budget Public Hearing 6 p.m. Board Meeting Hill School Cafetorium
Tuesday	May 16, 2023*	7 p.m. - District Office Board Room (Budget Vote)
Tuesday	June 6, 2023	6 p.m. - Hill School Cafetorium
Tuesday	June 20, 2023	6 p.m. - Hill School Cafetorium

*Regular meetings are typically held on the first and third Tuesday at 6 p.m.. Exceptions are marked with an asterisk (\*).*

**Note:** Meetings are subject to change. Updated information will be posted on the District's website at [www.bcs1.org](http://www.bcs1.org).

*Board of Education Approved:*



## 2.0 POLICY





Adoption Date: 5/5/1987, Revised: 7/19/1994; 11/15/94; 6/20/00; 1/20/04; 6/15/10; 5/15/18  
5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

## NON-INSTRUCTIONAL OPERATIONS

### 5640 SMOKING/TOBACCO USE

Tobacco use of any sort, ~~including -svaping, is~~ prohibited ~~on-on school grounds District property~~, within District vehicles, at any

District-affiliated event or activities occurring off ~~District property~~ school grounds including those taking place in another state, and within one hundred ~~(100)-~~feet of District property. ~~However, this shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property. For purposes of this policy, "school grounds" means any building, structure, and surrounding outdoor grounds, including entrances or exits, contained within the District's preschool, nursery school, elementary or secondary school's legally defined property boundaries as registered in the County Clerk's Office; as well as all District vehicles, including vehicles used to transport children or school personnel.~~

~~For purposes of this policy, "tobacco" should be given its broadest possible definition, and includes, at a minimum, any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product, including ecigarettes, any other nicotine or smoking devices, (smokeless, dip, chew, snus and/or snuff) in any form; provided, however, FDA-approved smoking cessation products, shall not be prohibited.~~

~~For purposes of this policy, the following definitions apply:~~

~~a) "Tobacco school products" means a consumable item containing tobacco including, but not limited to, one or more cigarettes, or cigars, bidis, chewing tobacco, powdered tobacco, or nicotine water, or any other tobacco products.~~

~~b) "Smoking" means the burning of a tobacco product lighted cigar, cigarette, pipe, or any other matter or substance containing tobacco.~~

~~c) "Vaping" means the use of an electronic cigarette.~~

~~d) "Electronic cigarette" (or "e-cigarette") means an electronic device delivering vapor inhaled by an individual user, and includes any refill, cartridge, and any other component of such a device.~~

~~e) "School grounds" means any building, structure, and/or surrounding outdoor grounds, including entrances or exits, contained within the District's preschool, nursery school, elementary, or secondary within the Brockport Central School District's school's legally defined property boundaries as registered in the County Clerk's Office; as well as all District vehicles, including, as well as any vehicles used to transport children or school personnel.~~

~~This policy does not apply to smoking or vaping in a residence, or within the real property boundary lines of residential real property.~~

### Posting/Notification of Policy

~~In compliance with the New York State Clean Indoor Air Act, T~~the District will prominently post its

~~Smoking/Tobacco Use policy and signs prohibiting smoking and vaping on school grounds in accordance with applicable law. all forms of tobacco products in District buildings and other appropriate locations; and will supply a copy upon request to any current or prospective employee.~~The District shall also ensure that this policy is communicated to staff, students, parents or guardians, volunteers, and visitors as deemed appropriate in order to orient all persons to the District's "No Smoking" Policy and environment.

All District officials are required to inform individuals who are in violation of this Policy of said violation, and as necessary, report said violation.

### **Prohibition of Tobacco Promotional Items/Tobacco Advertising**

Tobacco promotional items (e.g., brand names, logos and other identifiers) are prohibited:

1. On school grounds;
- ~~2. In school vehicles;~~
- ~~23.~~ 3. At school-sponsored events, including those that take place off school premises and in another state;
- ~~34.~~ 4. In school publications;
- ~~54.~~ 5. On clothing, shoes, accessories, gear, and school supplies in accordance with the District

Code of Conduct and applicable collective bargaining agreements. ~~This prohibition of tobacco promotional items shall be implemented in accordance with the Code of Conduct and applicable collective bargaining agreements.~~

~~In addition, tobacco advertising is also prohibited in all school-sponsored publications and at all school sponsored events.~~The District will request, whenever possible, tobacco free editions of periodical publications for school libraries and classroom use.

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials and Equipment  
#3410 -- Code of Conduct on School Property  
#7320 -- Alcohol, Tobacco, Drugs, and Other Substances  
#8211 -- Prevention Instruction  
District Code of Conduct on School Property

### **Policy References:**

~~Safe and Drug-Free Schools and Communities Act~~

20 United States Code (USC) Section ~~§ 6081-6084, 7971-7974 7101 et seq.~~

~~Pro-Children Act of 2001 as amended by the No Child Left Behind Act of 2001,~~

~~20 United States Code (USC) Sections 7181-7184,~~

Public Health Law ~~Article 13-E§ 1399-n, 1399-o, 1399-p and 1399-aa~~

Education Law Sections 409 ~~and 3020-a~~

~~8 NYCRR §§ 155.5, 156.3~~

### **Policy Cross References:**

» [3280 - USE OF FACILITIES](#)

- » [3410 - CODE OF CONDUCT ON SCHOOL PROPERTY](#)
- » [7310 - SCHOOL CONDUCT AND DISCIPLINE](#)
- » [7320 - ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES \(STUDENTS\)](#)
- » [8211 - PREVENTION INSTRUCTION](#)

Adoption Date: 10/22/1974, Revised: 5/15/18; 4/24/1990; 7/19/94; 6/20/00; 2/23/21  
5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

## **NON-INSTRUCTIONAL OPERATIONS**

### **5650 ENVIRONMENTAL POLICY/CONSERVATION AND RECYCLING**

#### **Environmental Sustainability**

The Board of Education has determined that establishing and maintaining a robust environmental consciousness and sustainability program is a District initiative, as such matters may substantially impact the health and wellbeing of present and future Brockport Central School District students.

In achieving this goal and to be a model for our community and other school districts, the District will maintain and implement innovative zero waste best practices throughout the District for the purpose of reducing waste, energy, and greenhouse gases.

The Superintendent of Schools or his/her/their designee shall implement practices that may include the following:

1. Educate students about the environment, the relationship between humans and our planet's ecosystem, and sustainability best practices.
2. Promote initiatives addressing waste prevention, reuse, recycling, landfill diversion, and use of recycled supplies and materials.
3. Encourage waste prevention, recycling, composting, and use of recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses, and government agencies that align with fiscally responsible and ethical purchasing processes.
4. Facilitate student leadership who display an aptitude for, and interest in, environmental consciousness and sustainability, and encourage their involvement in the District's initiatives.

#### **Policy References:**

General Municipal Law Section 120-aa

**Adoption Date: 7/5/2006; Revised: 11/17/2020**

## **5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS**

### **NON-INSTRUCTIONAL OPERATIONS**

#### **5661 WELLNESS POLICY**

The [Brockport Central School](#) District is committed to providing a school environment that promotes and protects students' health, well-being, and ability to learn, by fostering healthy eating and physical activity before, during, and after the school day.

#### **Governance**

##### District Wellness Committee

The District has established a wellness committee that meets at least four times per year to oversee and establish goals for school health and safety policies and programs, including the development, implementation, and periodic review and update of this ~~district-level wellness~~ policy. The District Wellness Committee will evaluate and make recommendations that reflect the specific needs of the District and its students.

The District will actively seek members for the ~~District~~ Wellness Committee that will represent all school levels, and include (to the extent possible), ~~but not be limited to~~, representatives from the following groups:

- a. Parents and caregivers;
- b. Students;
- c. Physical Education teachers;
- d. School health professionals;
- e. District food service program representatives;
- f. ~~The School~~ Board of Education
- g. School administrators;
- h. General Education teachers; and
- i. Community Members.

The Superintendent of Schools will designate a District Wellness Coordinator to convene the ~~District~~ Wellness Committee in order to facilitate the development of, and any proposed updates to, ~~the~~ District's wellness policy, and will also ensure the District's compliance with this policy.

#### **Nutrition**

The District seeks to ensure all students obtain the knowledge and skills necessary to make nutritious food selections and enjoy life-long physical activity. ~~To this end, the District sets forth the following goals relating to nutrition.~~

### School Meals

The District is committed to promoting student health and reducing childhood obesity by:

- a) Serving meals that meet or exceed nutrition requirements established by local, state, and Federal statutes and regulations;
- b) Ensuring all students have a scheduled lunch period;
- c) Providing all students with adequate time to consume meals;
- d) Promoting healthy food and beverage choices;
- e) Preparing meals that are appealing and attractive to students;
- f) Serving meals in clean and pleasant settings;
- g) Having a recess period in grades K-8 to better support learning and healthy eating; and
- h) Encouraging student participation in federal Child Nutrition Programs.

Child Nutrition Programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in the following federal Child Nutrition Programs:

- National School Lunch Program;
- School Breakfast Program;

The District may operate additional nutrition-related programs and activities, including:

- Food-Link

### Water

To promote hydration, free, safe, unflavored drinking water will be available to all students and staff throughout the school day and ~~throughout every school campus in every District building~~. The District will make drinking water available where school meals are served during mealtimes.

### Competitive Foods and Beverages

All competitive foods will meet, at a minimum, the USDA Smart Snacks in School nutrition standards. The Smart Snacks in School nutrition standards aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

Competitive foods include all food and beverages available for sale to students on the school campus during the school day other than meals reimbursed through programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966. This includes, but is not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

### Fundraising

All foods and beverages available for sale to students through fundraisers ~~on the school campus~~ during the school day will meet, at a minimum, the USDA Smart Snacks in School nutrition standards.

School-sponsored fundraisers conducted outside of the school day will be encouraged to support the goals of this policy by promoting the sale of healthy food items (fresh fruit and produce) and/or nonfood items. All school-sponsored fundraisers must be approved by the ~~appropriate~~ building principal or designee prior to being conducted.

### Foods and Beverages Available for Sale at Events Outside of the School Day

The District is committed to ensuring that all foods and beverages available to students support healthy eating. Efforts will be made to ensure that the foods and beverages that are available for sale at school-sponsored events outside of the school day will meet or exceed the USDA Smart Snack in School nutrition standards.

### Food and Beverages Marketing in Schools

All foods and beverages marketed or promoted to students ~~on the school campus~~ during the school day will meet, at a minimum, the USDA Smart Snacks in School nutrition standards. Food marketing commonly includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product.

### Nutrition Promotion and Education

Nutrition promotion and education positively influences lifelong eating behaviors. The District will model and encourage healthy eating by:

- a) Promoting healthy food and beverage choices for all students by using Smarter Lunchroom techniques which guide students toward healthful choices, as well as by ensuring that 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards;
- b) Promoting nutrition education activities that involve parents, students, and the community;
- c) Promoting school and community awareness of this wellness policy through various means, such as publication on the District website;
- d) Encouraging and promoting wellness through social media, newsletters, and an annual family wellness event;
- e) Encouraging participation in federal Child Nutrition Programs;
- f) Integrating nutrition education within the comprehensive health education curriculum and other instructional areas, as appropriate, and taught at every grade level, K through 12. Nutrition education follows applicable New York State Standards and is designed to help students acquire:

1. Nutrition knowledge, including, but not limited to: the benefits of healthy eating; essential nutrients; nutritional deficiencies; principles of healthy weight management; the use and misuse of dietary supplements; and safe food storage, handling, and preparation; and
  2. Nutrition-related skills, including, but not limited to: planning healthy meals; understanding and using food labels; critically evaluating nutrition information, misinformation, and commercial food advertising; assessing personal eating habits; and setting and achieving goals related to these concepts;
- g) Providing families and teachers with a list of healthy party ideas, including non-food celebration ideas;
- h) Providing families with a list of classroom snacks and beverages that meet USDA Smart Snacks in School nutrition standards; and
- i) Encouraging District staff to model healthy eating, drinking, and physical activity behaviors for students.

### **Physical Activity and Education**

#### Physical Activity

Since physical activity affects students' emotional and physical well-being, as well as their cognitive development, the District is committed to ensuring that all students, including students with disabilities requiring adaptations or modifications, are provided the opportunity to participate in physical activity before, during, and after school. Physical activity opportunities will be in addition to, not in lieu of, physical education.

Recess or other physical activity time will not be cancelled for instructional make-up time, nor will it be withheld for disciplinary action unless the student is a danger to him or herself or others. This does not include participation on sport teams that may have specific academic requirements. Classroom teachers will be provided with a list of ideas for alternative ways to discipline students.

The District is committed to encouraging physical activity through the following:

a) Classroom Physical Activity Breaks (Elementary)

All classroom teachers, and particularly those engaged in the instruction of K through 5 students, are strongly encouraged to incorporate into the school day short breaks for students that include physical activity, especially after long periods of inactivity.

b) Recess (Elementary)

All elementary students will be offered one daily period of recess. This requirement will not apply on days where students arrive late, leave early, or are otherwise on campus for less than a full day. Outdoor recess will be offered when weather permits.

c) Active Academics

Teachers are encouraged to incorporate kinesthetic learning approaches into core learning subjects when possible to limit sedentary behavior during the school day.



d) Before and After School Activities

The District will offer opportunities for all students to participate in physical activity before and/or after the school day through various methods, such as physical activity clubs, intramurals, and interscholastic sports.

e) Active Transport

The District supports active transport to and from school, i.e. walking or biking. The District will ~~encourage this behavior by securing~~provide secure storage facilities for bicycles and equipment ~~and instructing students on walking and bicycling safety~~. The District strongly encourages the use of appropriate protective wear, such as helmets.

Physical Education

The District will have a Board-approved Physical Education Plan on file with the New York State Education Department that meets or exceeds the requirements set forth in the Commissioner's regulations. All students will be required to fulfill the physical education requirements set forth in the Commissioner's regulations as a condition of graduating ~~from the District's schools~~.

**\*Other School-Based Activities that Promote Student Wellness**

The District is committed to establishing a school environment that is conducive to healthy eating and physical activity for all. The District will, therefore, pursue the following:

Community Partnerships

The District will develop, enhance, and continue relationships with community partners in support of the implementation of this ~~wellness~~ policy. Existing and new community partnerships will be evaluated to ensure they are consistent with this ~~wellness~~ policy and its goals. The District will provide all community partners with a copy of this ~~wellness~~ policy ~~so that they are aware of the District's requirements and goals~~.

Professional Development

When feasible, the District will offer ~~annual~~ professional development opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Policy References:

42 USC. §§ 1758, 1758b

7 CFR. §§ 210.10, 210.11, 210.18, 210.31, and 220.8

USDA, SP 24-2017, Local School Wellness Policy: Guidance and Q&As (Apr. 6, 2017)

81 Fed. Reg. 50,151 (July 29, 2016) (codified at 7 C.F.R. pts. 210 & 220)

Education Law § 915

8 NYCRR § 135.4

Memorandum from N.Y. St. Educ. Department on Smart Snacks Standards and Fundraisers (Sept. 16, 2014)

Policy Cross References:

[5660 -School Food Service Program \(Lunch and Breakfast\)](#)

Adoption Date: 7/19/1994, Revised: 6/20/2000; 5/15/18  
5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

## **NON-INSTRUCTIONAL OPERATIONS**

### **5670 RECORDS MANAGEMENT**

A records management officer shall be designated by the Superintendent of Schools, subject to the approval of the Board of Education. ~~Such~~The records management officer ~~shall~~will coordinate the development of and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

~~In addition, a Records Advisory Board may be created to assist in establishing and supporting the records management program. The District's legal counsel, the Chief Financial Officer, and the District's Registrar may comprise the Advisory Board.~~

#### **Retention and Disposition of Records**

The Brockport Central School District shall retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ~~LGS-1ED-1~~, established pursuant to Part 185, Title VIII of the Official Compilation of Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law.

#### **Policy References:**

8 New York Code of Rules and Regulations  
(NYCRR) Section 185

Public Officers Law Section 65-b

Adoption Date: 6/15/2010 Revised: 5/15/18  
5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

### **NON-INSTRUCTIONAL OPERATIONS**

#### **5671 EMPLOYEE PERSONAL IDENTIFYING INFORMATION**

In accordance with Section 203-d of the New York State Labor Law, the [Brockport Central School District](#) ~~shall~~will

restrict the use and access to employee personal identifying information. As enumerated in law, "personal identifying information" shall include social security number, home address or telephone number, personal electronic mail address, Internet identification name or password, parent's surname prior to marriage, or driver's license number.

The District shall not, unless otherwise required by law:

- 1) Publicly post or display an employee's social security number;
- 2) Visibly print a social security number on any identification badge or card, including any time card;
- 3) Place a social security number in files with unrestricted access; or
- 4) Communicate an employee's personal identifying information to the general public.

A social security number shall not be used as an identification number for purposes of any occupational licensing.

District staff shall have access to this policy, informing them of their rights and responsibilities in accordance with Labor Law Section 203-d. District procedures for safeguarding employee "personal identifying information" shall be evaluated; and employees who have access to such information as part of their job responsibilities shall be advised as to the restrictions on release of such information in accordance with law.

#### **Policy References:**

Labor Law Section 203-d

Adoption Date: 9/5/2006, Revised: 5/7/2013; 5/15/18  
5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

## NON-INSTRUCTIONAL OPERATIONS

### 5672 INFORMATION SECURITY BREACH AND NOTIFICATION

#### SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION

The [Brockport Central School](#) District values the protection of private information of individuals in accordance with applicable laws and regulations. Further, the District is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individual's private information in compliance with the Information Security Breach and Notification Act and Board policy.

a) "Personal information" means any information concerning a person which, because of name, number, symbol, mark, or other identifier, can be used to identify that person.

b) ~~a)~~ "Private information" means either:

1. "Private information" shall mean ~~P~~personal information consisting of any information in combination with ~~any~~ one or more of the following data elements, when either the data element or the combination of personal information plus ~~or~~ the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:

~~1aA)~~ Social security number;

~~2-bB)~~ Driver's license number or non-driver identification card number; or

~~3-cC)~~ Account number, credit or debit card number, in combination with any required security code, access code, or password, or other information which would permit access to an individual's financial account.

d) Account number, or credit or debit card number, if circumstances exist where the number could be used to access an individual's financial account without additional identifying information, security code, access code, or password; or

e) Biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity;

2. A username or email address in combination with a password or security question and answer that would permit access to an online account.

"Private information" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

~~"Personal information" shall mean any information concerning a person which, because of name,~~

~~number, symbol, mark or other identifier, can be used to identify that person.~~

c) "Breach of the security of the system," shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

#### **Determining if a Breach Has Occurred**

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person, the District may consider the following factors, among others:

1. Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information;
2. Indications that the information has been downloaded or copied;
3. Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported; or
4. System failures.

#### **Notification Requirements**

1. For any computerized data owned or licensed by the District that includes private information, the District shall disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, [accessed or](#) acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the [reasonable](#) integrity of the data system. The District shall consult with the [New York](#) State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures. [Within 90 days of the notice of the breach, the New York State Office of Information Technology Services will deliver a report to the District on the scope of the breach and recommendations to restore and improve the security of the system.](#)

2. For any computerized data maintained by the District that includes private information which the District does not own, the District shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

## Methods of Notification

The required notice shall be directly provided to the affected persons by one of the following methods:

- a) Written notice;
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form, and a log of each such notification is kept by the District when notifying affected persons in electronic form. ~~(However, in no case shall the District require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction);~~
- c) Telephone notification, provided that a log of each such notification is kept by the District when notifying affected persons by phone; or
- d) Substitute notice, ~~if~~ if the District demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000, or that the affected class of subject persons to be notified exceeds 500,000, or that the District does not have sufficient contact information. ~~Substitute notice shall~~ ~~consist of all of~~ the following:

1. Email notice when the District has an email address for the subject persons;
2. Conspicuous posting of the notice on the District's website page, ~~if the District maintains one;~~ and
3. Notification to major statewide media.

Regardless of the method ~~by which notice is provided~~, the notice shall include contact information for the notifying District and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

In the event that any New York State residents are to be notified, the District shall notify the New York State Attorney General ~~(AG)~~, the New York State Department of the Consumer Protection Board ~~(CPB)~~, and the New York State Office of Cyber Security ~~(OCS)~~ as to the timing, content and distribution of the notices and approximate number of affected persons.

In the event that more than 5,000 New York State residents are to be notified at one time, the District shall also notify consumer reporting agencies, as defined pursuant to State Technology Law Section 208, as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents. A list of consumer reporting agencies shall be compiled by the State Attorney General and furnished upon request to school districts required to make a notification in accordance with Section 208(2) of the State Technology Law, regarding notification of breach of security of the system for any computerized data owned or licensed by the District that includes private information.

Policy References:

State Technology Law Sections 202 and 208

**Adoption Date: 11/17/2020**

## **5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS**

### **5676 PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA**

As required by New York State Law, the [Brockport Central School](#) District is committed to maintaining the privacy and security of student, teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of Education Law Section 2-d and its implementing regulations, as well as to align the District's data privacy and security practices with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

#### Definitions

As provided in Education Law Section 2-d and ~~or~~ its implementing regulations, the following terms, as used in this policy, will mean:

- a) "Breach" means the unauthorized acquisition, access, use, or disclosure of student data and/or teacher or principal data by or to a person not authorized to acquire, access, use, or receive ~~that~~ student data and/or teacher or principal data.
- b) "Building principal" means a building principal subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- c) "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- d) "Commercial or marketing purpose" means the sale of student data, ~~or~~ its use or disclosure for purposes of receiving remuneration, whether directly or indirectly, ~~or~~ the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
- e) "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
- f) "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.



- g) "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- h) "Educational agency" means a school district, board of cooperative educational services (BOCES), school, or the New York State Education Department (NYSED).
- i) "Eligible student" means a student who is eighteen years or older.
- j) "Encryption" means methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified or permitted by the Secretary of the United States Department of Health and Human Services in guidance issued under 42 USC Section 17932(h)(2).
- k) "FERPA" means the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- l) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1). A copy of the NIST Cybersecurity Framework is available at the Office of Counsel, State Education Department, State Education Building, Room 148, 89 Washington Avenue, Albany, New York 12234.
- m) "Parent" means a parent, legal guardian, or person in parental relation to a student.
- n) "Personally identifiable information (PII)," as applied to student data, means personally identifiable information as defined in 34 CFR Section 99.3 implementing the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and, as applied to teacher or principal data, means personally identifying information as this term is defined in Education Law Section 3012-c(10).
- o) "Release" has the same meaning as disclosure or disclose.
- p) "Student" means any person attending or seeking to enroll in an educational agency.
- q) "Student data" means personally identifiable information from the student records of an educational agency.
- r) "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law Sections 3012-c and 3012-d.
- s) "Third-party contractor" means any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational

partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to Education Law Section 211-e and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency.

t) "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

#### Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

a) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.

b) Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

Except as required by law or in the case of educational enrollment data, the District will not report to NYSED the following student data elements:

- a) Juvenile delinquency records;
- b) Criminal records;
- c) Medical and health records; and
- d) Student biometric information.

Nothing in Education Law Section 2-d or this policy should be construed as limiting the administrative use of student data or teacher or principal data by a person acting exclusively in the person's capacity as an employee of the District.

#### Chief Privacy Officer

The District will comply with its obligation to report breaches or unauthorized releases of student data or teacher or principal data to the Chief Privacy Officer in accordance with Education Law Section 2-d, its implementing regulations, and this policy.

#### Data Protection Officer

The District has designated a District employee to serve as the District's Data Protection Officer. ~~The Data Protection Officer for the District is: The Director of Information Technology~~

The Data Protection Officer is responsible for the implementation and oversight of this policy and any related procedures including those required by Education Law Section 2-d and its implementing regulations, as well as serving as the main point of contact for data privacy and security for the District.

The District will ensure that the Data Protection Officer has the appropriate knowledge, training, and experience to administer these functions. The Data Protection Officer may perform these functions in addition to other job responsibilities. Additionally, some aspects of this role may be outsourced to a provider such as a BOCES, to the extent available.

#### District Data Privacy and Security Standards

The District will use the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) (Framework) as the standard for its data privacy and security program. The Framework is a risk-based approach to managing cybersecurity risk and is composed of three parts: the Framework Core, the Framework Implementation Tiers, and the Framework Profiles.

The District will protect the privacy of PII by:

- a) Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:
  1. Improve academic achievement;
  2. Empower parents and students with information; and/or
  3. Advance efficient and effective school operations.
- b) Not including PII in public reports or other public documents.

The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

#### Third-Party Contractors

#### District Responsibilities

The District will ensure that whenever it enters into a contract or other written agreement with a third-

party contractor under which the third-party contractor will receive student data or teacher or principal data from the District, the contract or written agreement will include provisions requiring that confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

In addition, the District will ensure that the contract or written agreement includes the third-party contractor's data privacy and security plan that has been accepted by the District and complies with and includes the required components as set forth under Part 121.6 of the Regulation of the Commissioner of Education.

### Third-Party Contractor Responsibilities

Each third-party contractor, that enters into a contract or other written agreement with the District under which the third-party contractor will receive student data or teacher or principal data from the District, is required to enter into a Data Privacy Agreement (DPA) with the District which shall include various components to ensure data privacy and security as well as applicable restrictions and safeguards for the use and storage of student, teacher, and principal data as set forth under Education Law Section 2-d and Part 121 of the Commissioner's Regulations.

Where a third-party contractor engages a subcontractor to perform its contractual obligations, the data protection obligations imposed on the third-party contractor by law and contract apply to the subcontractor.

### Cooperative Educational Services through a BOCES

The District may not be required to enter into a separate contract or data sharing and confidentiality agreement with a third-party contractor that will receive student data or teacher or principal data from the District under all circumstances.

For example, the District may not need its own contract or agreement where:

- a) It has entered into a cooperative educational service agreement (CoSer) with a BOCES that includes use of a third-party contractor's product or service; and
- b) That BOCES has entered into a contract or data sharing and confidentiality agreement with the third-party contractor, pursuant to Education Law Section 2-d and its implementing regulations, that is applicable to the District's use of the product or service under that CoSer.

To meet its obligations whenever student data or teacher or principal data from the District is received by a third-party contractor pursuant to a CoSer, the District will consult with the BOCES to, among other things:

- a) Ensure there is a contract or data sharing and confidentiality agreement pursuant to Education Law Section 2-d and its implementing regulations in place that would specifically govern the District's

use of a third-party contractor's product or service under a particular CoSer;

- b) Determine procedures for including supplemental information about any applicable contracts or data sharing and confidentiality agreements that a BOCES has entered into with a third-party contractor in its Parents' Bill of Rights for Data Privacy and Security;
- c) Ensure appropriate notification is provided to affected parents, eligible students, teachers, and/or principals about any breach or unauthorized release of PII that a third-party contractor has received from the District pursuant to a BOCES contract; and
- d) Coordinate reporting to the Chief Privacy Officer to avoid duplication in the event the District receives information directly from a third-party contractor about a breach or unauthorized release of PII that the third-party contractor received from the District pursuant to a BOCES contract.

#### Click-Wrap Agreements

Periodically, District staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements" under Education Law Section 2-d and its implementing regulations.

District staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data from the District unless they have received prior approval from the District's Data Privacy Officer or designee.

The District will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.

#### Parents' Bill of Rights for Data Privacy and Security

The District will publish its Parents' Bill of Rights for Data Privacy and Security (Bill of Rights) on its website. Additionally, the District will include the Bill of Rights with every contract or other written agreement it enters into with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District. The District's Parent's Bill of Rights for Data Privacy and Security shall include, but not be limited to, each of the elements as set forth under Education Law Section 2-d(3)(b). In addition, the District shall develop a Parent's Bill of Rights with supplemental information applicable for each of its contracts with third-party contractors. The supplemental Bill of Rights shall include, but not be limited to, each of the elements as set forth under Section 121.3 of the Regulations of the Commissioner of Education.

The District will publish on its website the supplement to the Bill of Rights (i.e., the supplemental information described above) for any contract or other written agreement it has entered into with a third-party contractor that will receive PII from the District. The Bill of Rights and supplemental

information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure.

#### Right of Parents and Eligible Students to Inspect and Review Students' Education Records

Consistent with the obligations of the District under FERPA, parents and eligible students have the right to inspect and review a student's education record by making a request directly to the District in a manner prescribed by the District.

The District will ensure that only authorized individuals are able to inspect and review student data. To that end, the District will take steps to verify the identity of parents or eligible students who submit requests to inspect and review an education record and verify the individual's authority to do so.

Requests by a parent or eligible student for access to a student's education records must be directed to the District and not to a third-party contractor. The District may require that requests to inspect and review education records be made in writing.

The District will notify parents annually of their right to request to inspect and review their child's education record including any student data stored or maintained by the District through its annual FERPA notice. A notice separate from the District's annual FERPA notice is not required.

The District will comply with a request for access to records within a reasonable period, but not more than 45 calendar days after receipt of a request.

The District may provide the records to a parent or eligible student electronically, if the parent consents. The District must transmit the PII in a way that complies with laws and regulations. Safeguards associated with industry standards and best practices, including but not limited to encryption and password protection, must be in place when education records requested by a parent or eligible student are electronically transmitted.

#### Complaints of Breach or Unauthorized Release of Student Data and/or Teacher or Principal Data

The District will inform parents, through its Parents' Bill of Rights for Data Privacy and Security, that they have the right to submit complaints about possible breaches of student data to the Chief Privacy Officer at NYSED. In addition, the District has established the following procedures for parents, eligible students, teachers, principals, and other District staff to file complaints with the District about breaches or unauthorized releases of student data and/or teacher or principal data:

- a) All complaints must be submitted to the District's Data Protection Officer in writing.
- b) Upon receipt of a complaint, the District will promptly acknowledge receipt of the complaint, commence an investigation, and take the necessary precautions to protect PII.
- c) Following the investigation of a submitted complaint, the District will provide the individual who

filed the complaint with its findings. This will be completed within a reasonable period of time, but no more than 60 calendar days from the receipt of the complaint by the District.

d) If the District requires additional time, or where the response may compromise security or impede a law enforcement investigation, the District will provide the individual who filed the complaint with a written explanation that includes the approximate date when the District anticipates that it will respond to the complaint.

These procedures will be disseminated to parents, eligible students, teachers, principals, and other District staff.

The District will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule ED-1 (1988; rev. 2004).

#### Reporting a Breach or Unauthorized Release

The District will report every discovery or report of a breach or unauthorized release of student data or teacher or principal data within the District to the Chief Privacy Officer without unreasonable delay, but no more than ten calendar days after the discovery.

Each third-party contractor that receives student data or teacher or principal data pursuant to a contract or other written agreement entered into with the District will be required to promptly notify the District of any breach of security resulting in an unauthorized release of the data by the third-party contractor or its assignees in violation of applicable laws and regulations, the Parents' Bill of Rights for Student Data Privacy and Security, District policy, and/or binding contractual obligations relating to data privacy and security, in the most expedient way possible and without unreasonable delay, but no more than seven calendar days after the discovery of the breach.

In the event of notification from a third-party contractor, the District will in turn notify the Chief Privacy Officer of the breach or unauthorized release of student data or teacher or principal data no more than ten calendar days after it receives the third-party contractor's notification using a form or format prescribed by NYSED.

#### Investigation of Reports of Breach or Unauthorized Release by the Chief Privacy Officer

The Chief Privacy Officer is required to investigate reports of breaches or unauthorized releases of student data or teacher or principal data by third-party contractors. As part of an investigation, the Chief Privacy Officer may require that the parties submit documentation, provide testimony, and may visit, examine, and/or inspect the third-party contractor's facilities and records. The District and its third-party contractors will cooperate and comply with the Chief Privacy Officer as part of its review, investigation, and/or audit responsibilities as set forth under all relevant provisions of Education Law Section 2-d and Part 121 of the Regulations of the Commissioner of Education.

## Notification of a Breach or Unauthorized Release

The District will notify affected parents, eligible students, teachers, and/or principals in the most expedient way possible and without unreasonable delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release of PII by the District or the receipt of a notification of a breach or unauthorized release of PII from a third-party contractor unless that notification would interfere with an ongoing investigation by law enforcement or cause further disclosure of PII by disclosing an unfixed security vulnerability. Where notification is delayed under these circumstances, the District will notify parents, eligible students, teachers, and/or principals within seven calendar days after the security vulnerability has been remedied or the risk of interference with the law enforcement investigation ends.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, include:

- a) A brief description of the breach or unauthorized release, the dates of the incident and the date of discovery, if known;
- b) A description of the types of PII affected;
- c) An estimate of the number of records affected;
- d) A brief description of the District's investigation or plan to investigate; and
- e) Contact information for representatives who can assist parents or eligible students that have additional questions.

Notification will be directly provided to the affected parent, eligible student, teacher, or principal by first-class mail to their last known address, by email, or by telephone.

Where a breach or unauthorized release is attributed to a third-party contractor, the third-party contractor is required to pay for or promptly reimburse the District for the full cost of this notification.

## Annual Data Privacy and Security Training

The District will annually provide data privacy and security awareness training to its officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. The District may deliver this training using online training tools. Additionally, this training may be included as part of the training that the District already offers to its workforce.

## Notification of Policy



The District will publish this policy on its website and provide notice of the policy to all its officers and staff.

Policy References:

Education Law § 2-d

8 NYCRR Part 121

Adoption Date: 7/19/1994, Revised: 6/20/2000; Revised: 05/07/2013; 11/15/16; 11/19/19  
6000 - PERSONNEL

## **1-PERSONNEL**

### **6150 ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)**

Recognizing that students are often influenced by teachers and other members of a school's staff, the Board of Education impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, shall set a positive example for students.

The Board, therefore, prohibits the consumption, sharing, selling, use or possession of illegal and prohibited drugs, counterfeit and designer drugs or alcoholic beverages in the workplace, or when the effects of such drugs may impair an employee's job performance. Additionally, no person shall use or possess or sell marijuana on school property unless otherwise authorized by law. The inappropriate use of over-the-counter drugs is also prohibited. Failure to comply with this policy may result in termination of employment and referral for prosecution.

Information about any drug and alcohol counseling such as the Employee Assistance Program and rehabilitation programs shall be made available to employees. Confidentiality regarding such programs shall be ensured as required by state and federal law.

#### **Alcohol and Controlled Substance Testing of Employees**

No employee, except bus drivers subject to the Omnibus Transportation Employee Testing Act of 1991 shall be subjected to urinalysis or other form of alcohol or controlled substance testing without reasonable individualized suspicion that the employee has consumed alcohol or a controlled substance. The Assistant Superintendent for Human Resources shall be consulted before any implementation of such testing. Failure to submit to required alcohol or controlled substance testing based upon reasonable individualized suspicion that the employee has violated this policy is grounds for disciplinary action up to and including termination of employment.

#### **Policy References:**

Safe and Drug-Free Schools and Communities Act,  
as reauthorized by the No Child Left Behind Act of 2001  
20 United States Code (USC) Section 7101 et seq.  
Civil Service Law Section 75  
Education Law Sections 913, 1711(2)(e), 2508(5), and 3020-a

#### **Policy Cross References:**

- » [3410 - CODE OF CONDUCT ON SCHOOL PROPERTY](#)
- » [6152 - EMPLOYEE ASSISTANCE PROGRAM](#)
- » [7320 - ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES \(STUDENTS\)](#)

# 3.0 INSTRUCTION PLANNING AND SERVICES



## 4.0 CERTIFIED PERSONNEL



# BROCKPORT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING

May 3, 2022

## PERSONNEL AGENDA – CERTIFIED

Office of the Superintendent of Schools  
Board Meeting of May 3, 2022

Sean C. Bruno  
Superintendent of Schools

Jerilee DiLalla  
Assistant Superintendent for Human Resources

**RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approved action on the following Certified Personnel:

### 4.1 Appointments

4.1.1 **UPDATE** Sara Wolcott, to be appointed as a long-term substitute English Teacher at the high school effective August 31, 2021 through ~~April 30, 2022~~ **May 10, 2022**. Initial certificates in English language arts grades 7-12 and English language arts extension grades 5-6. Annual salary \$37,100 (prorated ~~\$29,860~~ **\$31,221**).

### 4.2 Resignations

4.2.1 None

### 4.3 Substitutes

- 4.3.1 Sara Wolcott, Contracted Building Substitute, \$130 per day, effective May 11, 2022
- 4.3.2 Mackenzie Carter, Contracted Building Substitute, \$130 per day
- 4.3.3 Molly Nichols, Contracted Building Substitute, \$130 per day
- 4.3.4 Ryan Mansell

### 4.4 Teacher Immersion Fellowship Program Participants

4.4.1 None

### 4.5 Leaves of Absence

4.5.1 None

### 4.6 Other

- 4.6.1 Jessica Ophardt, Diversity Advisor, effective May 4, 2022. Level J - Step 1 \$151.80 (prorated May –June)
- 4.6.2 Michael DeLoria, to be appointed as a K-6 Literacy/Math Summer School teacher for the summer 2022 session at a base rate of \$38.00 per hour.
- 4.6.3 Michael DeLoria, to be appointed as an AIS Math Sunrise Scholars substitute teacher at Barclay School effective May 4, 2022 through May 20, 2022, at a rate of \$53.00 per hour.

## 4.0 CLASSIFIED PERSONNEL



# BROCKPORT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING

MAY 3, 2022

## PERSONNEL AGENDA – CLASSIFIED

Office of the Superintendent of Schools  
Board Meeting of May 3, 2022

Sean C. Bruno  
Superintendent of Schools

Jerilee DiLalla  
Assistant Superintendent for Human Resources

Resolved that, upon the recommendation of the Superintendent of Schools, the Board of Education approves action on the following **Classified, Exempt, Substitute, Volunteer, and College Participant** positions:

### **4.7 Appointments**

4.7.1 Jamie Porteus, to be appointed as a provisional Office Clerk II (11 Months) at Brockport High School effective May 4, 2022. Rate is set at \$17.50 per hour. Probationary period is to be determined.

### **4.8 Resignations**

4.8.1 Kailey McPhee, Teacher Aide, Oliver Middle School, resigning, effective April 29, 2022.

4.8.2 Stephanie Looney, Bus Driver, Transportation Department, terminated effective April 27, 2022.

### **4.9 Substitutes**

4.9.1 Stephen Mesiti, Student Support Partner, pending fingerprint clearance

### **4.10 Volunteers**

4.10.1 David Alexander

4.10.2 Michael Barry

4.10.3 Lynda Baudanza

4.10.4 Joseph Bonczyk

4.10.5 Jared Bush

4.10.6 Tracy Bush

4.10.7 Olivia Caldwell

4.10.8 Amy General

4.10.9 Barbara Gifford

4.10.10 Jessica Hollenbeck

4.10.11 Andrea Kudel

4.10.12 Jennie Lynch

4.10.13 Lauren Maar

4.10.14 Brandi Marchetti

4.10.15 Hannah Mickle

4.10.16 Gina Perri

4.10.17 Kelsey Schmitt

4.10.18 Jennifer Simpson

4.10.19 William Tooley

4.10.20 Lori Vinciguerra

4.10.21 Amanda White

**4.11 College Participants**

None.

**4.12 Leaves of Absence**

None.

**4.13 Other**

None.



## 5.0 FINANCIAL



## 6.0 PHYSICAL PLANT



# 7.0 HUMAN RESOURCES



# 8.0 SUPERINTENDENT REPORT





## 9.0 BOARD OPERATIONS





**BROCKPORT CENTRAL SCHOOL**  
**Brockport, NY 14420-2296**

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**Board of Education**  
**2021-2022 Meeting Schedule**

<b>Day</b>	<b>Date</b>	<b>Time/Location/Notes</b>
Tuesday	July 6, 2021*	Reorganization Meeting 5 p.m. - District Office Board Room
Tuesday	July 20, 2021*	5 p.m. - District Office Board Room
Tuesday	August 3, 2021*	5 p.m. - District Office Board Room
Tuesday	August 17, 2021*	5 p.m. – Hill School Cafetorium
Tuesday	September 7, 2021	6 p.m. – Hill School Cafetorium
Tuesday	September 21, 2021	6 p.m. – Hill School Cafetorium
Tuesday	October 5, 2021	6 p.m. - Hill School Cafetorium
Tuesday	October 19, 2021	6 p.m. - Hill School Cafetorium
Tuesday	November 2, 2021	6 p.m. - Hill School Cafetorium
Tuesday	November 16, 2021	6 p.m. - Hill School Cafetorium
Tuesday	December 7, 2021	6 p.m. - Hill School Cafetorium
Tuesday	December 21, 2021	6 p.m. - Hill School Cafetorium
Tuesday	January 4, 2022	6 p.m. - Hill School Cafetorium
Tuesday	January 18, 2022	6 p.m. - Hill School Cafetorium
Tuesday	February 1, 2022	6 p.m. - Hill School Cafetorium
Tuesday	February 15, 2022	6 p.m. - Hill School Cafetorium
Monday	February 28, 2022*	6 p.m. - Hill School Cafetorium
Tuesday	March 15, 2022	6 p.m. - District Office Board Room
Tuesday	April 5, 2022	6 p.m. - District Office Board Room
Tuesday	April 26, 2022*	6 p.m. - District Office Board Room
Tuesday	May 3, 2022*	6 p.m. Board Meeting/Budget Public Hearing Hill School Cafetorium
Tuesday	May 17, 2022*	7 p.m. - District Office Board Room (Budget Vote)
Tuesday	June 7, 2022	6 p.m. – Hill School Cafetorium
Tuesday	June 21, 2022	6 p.m. – Hill School Cafetorium

*Regular meetings are typically held on the first and third Tuesday at 6 p.m.. Exceptions are marked with an asterisk (\*).*

**Note:** Meeting location is subject to change. Updated information will be posted on the District's website at [www.bcs1.org](http://www.bcs1.org).

**BROCKPORT CENTRAL SCHOOL  
BUDGET DEVELOPMENT CALENDAR  
2022-2023 BUDGET**

Date	Activity
September 7, 2021	Regular Board Meeting
<b>September 15, 2021</b>	<b>BUDGET COMMITTEE MEETING</b>
September 21, 2021	Regular Board Meeting
October – November	Meet with principals, review budget calendar, review forms, publish guidelines, parameters and procedures – District-wide budget forms and guidelines are distributed.
October 5, 2021	Regular Board Meeting
<b>October 13, 2021</b>	<b>BUDGET COMMITTEE MEETING</b>
October 19, 2021	Regular Board Meeting
November 2, 2021	Regular Board Meeting
<b>November 10, 2021</b>	<b>BUDGET COMMITTEE MEETING</b>
November 16, 2021	Regular Board Meeting
December 7, 2021	Regular Board Meeting
<b>December 15, 2021</b>	<b>BUDGET COMMITTEE MEETING</b>
December 21, 2021	Regular Board Meeting
January 4, 2022	Regular Board Meeting
<b>January 12, 2022</b>	<b>BUDGET COMMITTEE MEETING</b>
January 18, 2022	Regular Board Meeting
<b>January 26, 2022</b>	<b>BUDGET COMMITTEE MEETING</b>
February 1, 2022	Regular Board Meeting – (Draft budget)
<b>February 9, 2022</b>	<b>BUDGET COMMITTEE MEETING</b>
February 15, 2022	Regular Board Meeting
March 1, 2022	Regular Board Meeting
<b>March 9, 2022</b>	<b>BUDGET COMMITTEE MEETING</b>
March 15, 2022	Regular Board Meeting – (presentation of proposed 2022-2023 budget)
<b>March 23, 2022</b>	<b>BUDGET COMMITTEE MEETING (IF NEEDED)</b>
April 5, 2022	Regular Board Meeting – (adopt 2022-2023 budget & publish first budget legal notice)
<b>April 13, 2022</b>	<b>BUDGET COMMITTEE MEETING</b>
April 18, 2022	Last day to file nominating petition for Board candidates
April 26, 2022	Regular Board Meeting
May 3, 2022	Regular Board Meeting – <b>Budget Hearing at 7:00 p.m.</b>
<b>May 11, 2022</b>	<b>BUDGET COMMITTEE MEETING</b>
May 17, 2022	Budget Vote and Election – 6:00 a.m. – 9:00 p.m.
June 7, 2022	Regular Board Meeting
<b>June 15, 2022</b>	<b>BUDGET COMMITTEE MEETING</b>
June 21, 2022	Regular Board Meeting

**Budget Committee Meetings held in the District Board Room  
8:45 – 11:00am**



## MCSBA 2021 - 2022 CALENDAR

JULY 2021			
	5	MON	Holiday (Office Closed) Independence Day
	15	THUR	NYSSBA Summer Law Conference
*	27	TUES-8:00 am	Half day District Clerk's Conference

AUGUST 2021			
*	11	WED-Noon	Steering Committee
*	11	WED-5:45pm	Board Leadership Meeting

SEPTEMBER 2021			
	6	MON	Holiday (office closed) Labor Day
*	8	WED-Noon	Legislative Committee Meeting
*	8	WED-5:45pm	Board Leadership Meeting
	15	WED	Information Exchange Committee, <b>Shadow Lake Golf Club</b>
*	22	WED-Noon	Labor Relations Committee Meeting
	23	THUR-8:00am	<b>MCSBA Fall Law Conference, Shadow Lake Golf Club</b>
	26-28	SUN-TUES	NYSCOSS, Saratoga Springs, NY

OCTOBER 2021			
	1	FRI	NYSSBA Board Officer's Academy
*	6	WED-Noon	Legislative Committee Meeting
	6	WED-5:45pm	Executive Committee Meeting
	7	THURS	NYSSBA District Clerk Workshop
	11	MON	Columbus Day (Office Closed)
	13	WED-Noon	Information Exchange Committee Meeting, <b>Shadow Lake Golf Club</b>
*	16	SAT-7:30am	<b>MCSBA Finance Conference</b>
	18-22	MON-FRI	Board Member Recognition Week
*	20	WED-Noon	Labor Relations Committee Meeting
	24-26	THURS-SAT	NYSSBA Convention - NYC

NOVEMBER 2021			
	3	WED-Noon	Legislative Committee Meeting, <b>Shadow Lake Golf Club</b>
	3	WED-5:45 pm	Board Leadership Meeting, <b>Shadow Lake Golf Club</b>
	7	SUN	Daylight Savings Time
	10	WED-Noon	Information Exchange Committee Meeting, <b>Shadow Lake Golf Club</b>
	10	WED -4:00pm	Steering Committee Meeting - ZOOM
	11	THURS	Veterans Day Holiday (office closed)
*	17	WED-Noon	Labor Relations Committee Meeting
*	18	THUR-8:30am	<b>District Clerks Conference</b>
	25-26	THUR-FRI	Thanksgiving Holiday (Office Closed)

DECEMBER 2021			
*	1	WED-Noon	Legislative Committee Meeting
	1	WED-5:45pm	Executive Committee Meeting
	6	MON-7am	<b>MCSBA One Day Advocacy Trip to Albany</b>
	23-25	THURS-SAT	Christmas Holiday (Office Closed)
	30	FRI	New Year's Eve (office closed)



<b>JANUARY 2022</b>			
	1	SAT	Holiday - New Year's Day
*	5	WED-Noon	Legislative Committee Meeting
*	5	WED-5:45pm	Board Leadership Meeting
*	12	WED-Noon	Information Exchange Committee Meeting
	17	MON	Martin Luther King Holiday – Office closed
*	19	WED-Noon	Labor Relations Committee Meeting
*	26	WED-Noon	Steering Committee Meeting

<b>FEBRUARY 2022</b>			
*	2	WED - Noon	Legislative Committee Meeting
	2	Wed-5:45pm	Executive Committee Meeting
*	5	SAT-9:00 am	MCSBA Legislative Breakfast
*	9	WED-Noon	Information Exchange Committee Meeting
*	16	WED-Noon	Labor Relations Committee Meeting
	21	MON	Holiday (Office Closed) President's Day
	21-25	MON-FRI	Winter Recess

<b>MARCH 2022</b>			
*	2	WED-Noon	Legislative Committee Meeting
*	2	WED-5:45pm	Board Leadership Meeting
	7-8	MON-10:30am	MCSBA Albany 2-day Advocacy Trip
*	9	WED-Noon	Information Exchange Committee
	13	SUN	Daylight Savings Time
*	16	WED-Noon	Labor Relations Committee Meeting
*	26	SAT	Prospective Candidate Seminar
*	30	WED-Noon	Steering Committee Meeting

<b>APRIL 2022</b>			
	2-4	SAT-MON	NSBA Annual Conference, San Diego, CA
*	6	WED-Noon	Legislative Committee Meeting
	6	WED -	Monroe 2-Orleans BOCES Annual Meeting
*	7	THURS	District Clerk Conference
	7	THURS	Monroe One BOCES Annual Meeting
*	13	WED-Noon	Information Exchange Committee Meeting
	15	FRI	Holiday (Office Closed) Good Friday
	18-22	MON-FRI	Spring Break
*	27	WED-Noon	Labor Relations Committee Meeting
	27	WED- 5:45pm	Executive Committee Meeting

<b>MAY 2022</b>			
*	4	WED-Noon	Legislative Committee Meeting
*	4	WED -5:45pm	Board Leadership Meeting
	17	TUES	BUDGET VOTE
	25	WED	MCSBA Annual Meeting
	30	MON	Holiday (Office Closed) Memorial Day

<b>JUNE 2022</b>			
*	11	SAT-7:30am	New Board Member Training

\* Meeting held at the DoubleTree Inn, 1111 Jefferson Rd., Rochester 14623, (475-1510)



# 10 OLD BUSINESS



# 11 OTHER ITEMS OF BUSINESS



# 12 EXECUTIVE SESSION



# 13 ADJOURNMENT

