

**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 (2027)  
David Howlett (2025)  
Robert Lewis (2028)  
Kathy Robertson (2024)  
David Stroup (2024)  
Michael Turbeville (2028)

**February 6, 2024**

**6 p.m.**

**Board Room**



# Brockport Central School District

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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

**February 6, 2024**  
**Regular Board Meeting 6 p.m.**  
**District Board Room**

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

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

**Approval of Minutes**

- January 23, 2024 – Regular Meeting Minutes

**Board Presentations:**

- Ginther School Presentation: Randall Yu, Principal; Kelly Keenan, Assistant Principal; Kristin Barber, Instructional Specialist

**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:**

<b>Committee</b>	<b>Last Meeting</b>	<b>Next Meeting</b>	<b>Committee Member(s)</b>
BOCES Board	January 17, 2024 6 p.m.	February 14, 2024 6 p.m.	Mr. Gerald Maar (BCSD Liaison)
MCSBA Information Exchange	January 10, 2024 4 p.m.	February 7, 2024 Noon	Member Carbone/ Member Robertson
MCSBA Board Leadership Meeting	November 8, 2023 5:45 p.m.	February 28, 2024 5:45 p.m.	President Harradine



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MCSBA Labor Relations Committee	January 17, 2024 Noon	February 14, 2024 Noon	Member Turbeville Superintendent Bruno
MCSBA Legislative Committee	January 31, 2024 Noon	February 28, 2024 Noon	Member Carbone
MCSBA Executive Committee	November 29, 2023 5:45 p.m.	February 14, 2024 5:45 p.m.	President Harradine Superintendent Bruno

## 1. New Business

- 1.1 Approval of the 2024-25 BCSD Instructional Calendar
- 1.2 Approval of Jerilee Gulino to be designated Workplace Prevention Coordinator for the 2023-24 school year.

## 2. Policy Development

First reading:

- 2.1 2120 Use of Parliamentary Procedure (Remove)
- 2.2 2310 Membership in Associations (Remove)
- 2.3 3110 Public Information Program (Remove)
- 2.4 3120 Community Relations (Remove)
- 2.5 3130 Senior Citizens (Remove)
- 2.6 3150 School Volunteers
- 2.7 3220 Public Participation at Board Meetings (Remove)
- 2.8 3250 Parent Teacher Student Association
- 2.9 4211 Administration Organization and Operation (Remove)
- 2.10 5150 Contingency Budget (Remove)
- 2.11 5130 Budget Adoption
- 2.12 5320 Budget Transfers (Remove)
- 2.13 5140 Administration of the Budget
- 2.14 6510 Workers' Compensation (Remove)
- 2.15 6152 Employee Assistance Program
- 2.16 7340 Bus Rules and Regulations (Remove)
- 2.17 7350 Corporal Punishment
- 2.18 7360 Weapons in School and the Gun-Free Schools Act

Second reading:

- 2.19 6160 Workplace Violence Prevention

## 3. Instructional Planning & Services

- 3.1 Verbal – Ryan Lanigan, Assistant Superintendent for Instruction
- 3.2 Verbal – Lynn Carragher, Assistant Superintendent for Inclusive Education and Instruction
- 3.3 Approval of CSE Recommendations (3.3.1-3.3.7)
  - 3.3.1 On January 11, 12, 19, 23, and 24, 2024 the District Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.2 On January 9, 11, and 16, 2024, the Committee on Preschool Special Education reviewed students and made recommendations for placement.
  - 3.3.3 On January 9, 17, and 24, 2024, the Ginther Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.4 On January 22, and 29, 2024, the Barclay Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.5 On January 11, 19, 25, and 29, 2024, the Hill Subcommittee on Special Education reviewed students and made recommendations for placement.



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- 3.3.6 On January 16, 17, 18, 19, and 22, 2024, the Oliver Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.7 On January 22, and 25, 2024, the High School Subcommittee on Special Education reviewed students and made recommendations for placement.

## 4. Personnel

### CERTIFIED

#### 4.1 Appointments

- 4.1.1 Charlotte Collins, to be appointed as a long-term substitute Music Teacher at the high school effective April 15, 2024 through June 28, 2024. Initial certificate in Music. Annual Salary \$43,000 (prorated \$12,040).
- 4.1.2 Alyssa Gilzow, to be appointed as an Elementary Teacher at Hill School effective February 26, 2024. Initial certificate in Childhood Education Grades 1-6. Probationary period February 26, 2024 through February 25, 2028. This expiration date is tentative and conditional only. In order to be eligible and considered for tenure the employee must meet all requirements of Education Law and corresponding regulations. Annual salary \$43,000 (prorated \$18,060).

#### 4.2 Resignations

None

#### 4.3 Substitutes

- 4.3.1 Emily Meissner, pending fingerprint clearance
- 4.3.2 Sean Hinck, pending fingerprint clearance
- 4.3.3 Zachary Richards
- 4.3.4 Eric Schaertl
- 4.3.5 Djanae Bazine
- 4.3.6 Alexander Stoker

#### 4.4 Teacher Immersion Fellowship Program Participants

None

#### 4.5 Leaves of Absence

None

#### 4.6 Other

- 4.6.1 Julie Dioguardi, Mentor Teacher, \$400 (prorated February – May).
- 4.6.2 **UPDATE** Neil Czerniak, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$9380.56~~ **\$9859.16**.
- 4.6.3 **UPDATE** Matthew Schirmer, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$5442.34~~ **\$5719.99**.
- 4.6.4 **UPDATE** Justin Geist, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$8236.12~~ **\$8656.32**.
- 4.6.5 **UPDATE** Shawn Prior, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$4656.66~~ **\$4894.26**.
- 4.6.6 **UPDATE** Ariel Dickinson, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$6167.04~~ **\$6481.69**.
- 4.6.7 **UPDATE** Patricia Arnold, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$7002.98~~ **\$7360.28**.
- 4.6.8 Lauren Phillips, (0.2) Extra Teaching Assignment, effective January 27, 2024 through June 28, 2024, \$5,725.14
- 4.6.9 – 4.6.37 Spring Coaching



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4.6.9	Baseball	Varsity	Joseph Innes	B	OFF 1	6632
4.6.10	Baseball	Assistant	Andrew Rice	75% of B	OFF 7	5549
4.6.11	Baseball	JV	Aaron Wood	75% of B	1	3585
4.6.12	Baseball	Mod B	Edward Webster	60% of B	OFF 1	3979
4.6.13	Track	Varsity Boys	Michael LaFrance	B	OFF 9	7677
4.6.14	Track	Varsity Girls	Kendra Zaffuto	B	OFF 2	6751
4.6.15	Track	Assistant	Karen Rose	75% of B	7	4451
4.6.16	Track	Assistant	Brian Harris	75% of B	Off 1	4974
4.6.17	Track	Mod B	Michael Guerrieri	60% of B	9	3826
4.6.18	Track	Mod B	Matthew Schirmer	60% of B	OFF 2	4051
4.6.19	Track	Mod B	Christopher Wilbur	60% of B	8	3691
4.6.20	Flag Football	Varsity	Kimberly Yauchzee	C	1	4187
4.6.21	Flag Football	Assistant	Brooklynn Hill	75% of C	1	3140
4.6.22	Golf	Varsity	Michael Gagnier	C	OFF 9	6689
4.6.23	Golf	JV	David Messbauer	75% of C	OFF 2	4418
4.6.24	Boys Lacrosse	Assistant	Dalton McCumber	75% of B	2	3717
4.6.25	Boys Lacrosse	Mod A	Gordon Dibattisto	60% of B	2	2974
4.6.26	Boys Lacrosse	Mod A	Jonathan VanHuben	60% of B	OFF 2	4050
4.6.27	Girls Lacrosse	Varsity	Amy Nesbitt	B	OFF 7	7400
4.6.28	Girls Lacrosse	Assistant	Coby Albone	75% of B	7	4451
4.6.29	Girls Lacrosse	JV	Logan Bush (split)	75% of B	2	1859
4.6.30	Girls Lacrosse	JV	Claire Odett (split)	75% of B	2	1859
4.6.31	Softball	Varsity	Nicholas Petitti	B	4	5334
4.6.32	Softball	Assistant	Mark Mutton	75% of B	5	4145
4.6.33	Softball	JV	Rebecca Rossier (split)	75% of B	2	1859
4.6.34	Softball	JV	Isabelle Selvek (split)	75% of B	2	1859
4.6.35	Tennis	Varsity	Edward Gonzalez	C	OFF 9	6689
4.6.36	Tennis	Mod A	Kyle Kita	60% of C	4	2800
4.6.37	Football	Varsity	Paul Carella	A	OFF 9	7937

4.6.37 Dana Mallaber, Driver Education Teacher Winter Session, rate of \$38.00 per hour.

4.6.38 Dana Mallaber, Driver Education Coordinator Stipend \$300

4.6.39 Pamela Hasen, Driver Education Teacher Winter Session, rate of \$38.00 per hour.

4.6.40 Brian McCue, Driver Education Teacher Winter Session, rate of \$38.00 per hour.

4.6.41 Creation of a (0.5) FTE Elementary Special Education Teacher.

## CLASSIFIED

### 4.7 Appointments

4.7.1 Charles Mancuso, to be appointed as a probationary Bus Driver in the Transportation Department effective February 7, 2024. Rate is set at \$22.00 per hour. Probationary period begins on February 7, 2024 and ends on February 6, 2025.

4.7.2 Chelsey Robinson, to be appointed as a probationary Teacher Aide at Ginther School effective February 12, 2024. Rate is set at \$16.08 per hour. Probationary period begins on February 12, 2024 and ends on February 11, 2025.



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- 4.7.3 Emilee Dudek, to be appointed as a probationary Cleaner at Hill School effective February 7, 2024. Rate is set at \$16.84 per hour. Probationary period begins on February 7, 2024 and ends on February 6, 2025.
- 4.7.4 Dana Sagrafena, to be appointed as a probationary Nurse Aide at Ginther School effective February 7, 2024. Rate is set at \$17.22 per hour. Probationary period begins on February 7, 2024 and ends on May 6, 2024.
- 4.7.5 Mary Scutella, to be appointed as a probationary School Aide/Cafeteria Monitor at Oliver Middle School effective February 7, 2024. Rate is set at \$15.50 per hour. Probationary period begins on February 7, 2024 and ends on February 6, 2025.
- 4.7.6 Jennifer Craver, to be appointed as a probationary Bus Driver in the Transportation Department effective February 7, 2024. Rate is set at \$21.50 per hour. Probationary period begins on February 7, 2024 and ends on February 6, 2025.

## 4.8 Resignations

- 4.8.1 Otis Chappell, Bus Attendant, Transportation Department, resigning effective January 19, 2024.
- 4.8.2 Emilee Dudek, Teacher Aide, Oliver Middle School, resigning effective January 22, 2024.
- 4.8.3 Angela Yockel, School Aide/Cafeteria Monitor, High School, resigning effective February 5, 2024.
- 4.8.4 Veronica Natiello, School Aide/Cafeteria Monitor, Barclay School, resigning effective February 9, 2024.
- 4.8.5 Chelsey Robinson, Food Service Helper, Ginther School, resigning effective February 11, 2024, pending board approval to the position of Teacher Aide.
- 4.8.6 Marissa Arnold, Teacher Aide, Oliver Middle School, terminated effective February 5, 2024.

## 4.9 Substitutes

- 4.9.1 Sheryl Smith, Bus Attendant (training for CDL), pending fingerprint clearance
- 4.9.2 Susan Westcott, Food Service Helper
- 4.9.3 Tara Webb, Bus Attendant (training for CDL), pending fingerprint clearance
- 4.9.4 Rachel Ekstrom, Teacher Aide, pending fingerprint clearance

## 4.10 Volunteers

- 4.10.1 Kim Dixon
- 4.10.2 Diana Farinas
- 4.10.3 Lauren Grimm
- 4.10.4 Crystal Morici
- 4.10.5 Kristie Ottenschot
- 4.10.6 Leland Reynolds
- 4.10.7 Lyn Reynolds
- 4.10.8 Cindy Cuadra
- 4.10.9 Rebecca Holbert
- 4.10.10 Carly Truelson

## 4.11 College Participants

- 4.11.1 Hailey Bader, Student Teacher, (J. Nather)
- 4.11.2 Grace Talbut, Field Placement, (Pre-K Teachers)
- 4.11.3 Jayden Gomez-Agudelo, Field, Placement (Pre-K Teachers)
- 4.11.4 Aiden Sobrino, Field Placement, (Pre-K Teachers)
- 4.11.5 Ryleigh McCauley, Field Placement, (Pre-K Teachers)
- 4.11.6 Christopher Washington, Field Placement, (Pre-K Teachers)
- 4.11.7 Tyler Murphy, Field Placement, (Pre-K Teachers)
- 4.11.8 Corinn Pauly, Field Experience, (B. Quigley/A. Underwood)
- 4.11.9 D'Era Jefferson, Field Experience, ((B. Quigley/A. Underwood)
- 4.11.10 Logan Christy, Field Placement, (N. Czerniak)
- 4.11.11 Andrew Chalachan, Field Placement, (M. Kiesow)



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## 4.12 Leaves of Absence

None

## 4.13 Other

- 4.13.1 UPDATE – Katheryn Montinarelli, change from a Temporary appointment to a Probationary appointment as an Office Clerk III, effective February 7, 2024. Probationary period begins on February 7, 2024 and ends on February 6, 2025.
- 4.13.2 UPDATE – Jaclyn Stalter, change from Probationary appointment to Permanent appointment as a Benefits Specialist effective February 17, 2024.
- 4.13.3 UPDATE – Vu Nguyen, change from Probationary appointment to Permanent appointment as a Network Technician effective March 1, 2024.
- 4.13.4 UPDATE – Angel Subba, change from Probationary appointment to Permanent appointment as a Network Technician effective March 1, 2024.
- 4.13.5 Creation of two (2) Teacher Aide positions, 6.25 hours per day, 10 months per year.

## 5. Financial

- 5.1 Verbal – Jill Reichhart, Director of Finance
- 5.2 Approval of the Single Audit Report for the year ended June 30, 2023
- 5.3 Approval of the Extra Class Audit Report and Corrective Action Plan for the year ended June 30, 2023
- 5.4 Approval of the Financial Statements of Extraclassroom Activity Funds for the High School, Hill School and Oliver Middle School for December 2023
- 5.5 Approval of the Treasurer’s Report for the month of December 2023
- 5.6 Approval of the Financial Report for the month of December 2023

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

- 6.1 Verbal – Darrin Winkley, Assistant Superintendent for Business
- 6.2 Approval of Excess Equipment

## 7. Human Resources

- 7.1 Verbal – Jerilee Gulino, Assistant Superintendent for Human Resources

## 8. Report of the Superintendent of Schools

- 8.1 Verbal – Sean C. Bruno, Superintendent of Schools
- 8.2 Approval of the law firm of Bond, Schoeneck & King PLLC as legal counsel, effective immediately.

## 9. Board Operations

None

## 10. Old Business

None

## 11. Other Items of Business

None

## 12. Round Table

## 13. Adjournment

**Next Board of Education Meeting:  
March 5, 2024, 6 p.m., District Board Room**

**BROCKPORT CENTRAL SCHOOL  
BOARD OF EDUCATION  
January 23, 2024**

These are the minutes of the Regular Board Meeting held on January 23, 2024. The meeting was called to order at 6:03 p.m. by President Harradine.

The following Board Members were in attendance:

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

Also present were:

Sean Bruno, Superintendent of Schools  
Lynn Carragher, Assistant Superintendent for Inclusive Education and Instruction  
Jerilee Gulino, Assistant Superintendent for Human Resources  
Ryan Lanigan, Assistant Superintendent for Instruction  
Darrin Winkley, Assistant Superintendent for Business  
Jill Reichhart, Director of Finance  
Deb Moyer, District Clerk  
Pam Lashbrook  
Abby Bristol  
Tony Benson  
Janice Waeghe  
Scott Morrison  
Tina Colby  
Mike Bourne

**ORDER OF THE AGENDA**

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

**MINUTES**

Ms. Robertson moved, seconded by Mr. Stroup, that the Board of Education approve the January 9, 2024 Regular Meeting Minutes. The motion carried 7-0.

**BOARD PRESENTATIONS**

- Mr. Morrison, Barclay School Principal, presented highlights including: Strategic Plan, PBIS Activities, RtI Process, Professional Development opportunities, Curriculum Resources, Recognitions and upcoming events.
- Ms. Colby, Hill School Principal and Mr. Bourne, Assistant Principal, presented highlights including: MTSS, Climate and Culture, Diversity, Equity and Inclusion, and Innovative Practices (Virtual Calm Space).

**COMMUNICATION – PUBLIC COMMENTS**

- None



**BOARD REPORTS**

- Mr. Lewis and Mr. Bruno attended Labor Relations on Jan. 17. The meeting focused on negotiation strategies with bargaining units.

**1. New Business**

- None

**2. Policy Development**

- None

**3. Instructional Planning & Services****3.1 Verbal – Ryan Lanigan, Assistant Superintendent for Instruction**

- Mr. Lanigan shared that New York State released new series of literacy briefs centered around the science of reading. Instructional leaders attended a training at BOCES 2 on Jan. 10. Mr. Lanigan and Mr. Broughton are working on training for staff.
- Mr. Lanigan shared Reading instruction is focus of governor's budget and we are ahead of the curve.

**3.2 Verbal – Lynn Carragher, Assistant Superintendent for Inclusive Education and Instruction**

- Ms. Carragher is preparing for annual review season; providing professional development for staff on IEP writing.

**3.3 Approval of CSE Recommendations (3.3.1-3.3.8)**

Ms. Carbone moved, seconded by Mr. Lewis, RESOLVED, that the Board approved Consent Items (CSE) 3.3.1-3.3.8. The motion carried 7-0.

3.3.1 On December 14, 20 and 21, 2023, and January 3, 9 and 10, 2024 the District Committee on Special Education reviewed students and made recommendations for placement.

3.3.2 On December 11, 13, 14, 15, 18, 19, 20 and 21, 2023, and January 5, 9 and 12, 2024 the District Subcommittee on Special Education reviewed students and made recommendations for placement.

3.3.3 On November 15, and December 6, 14, 20 and 21, 2023, and January 8, 2024 the Committee on Preschool Special Education reviewed students and made recommendations for placement.

3.3.4 On December 8, 11, 13 and 20, 2023, the Ginther Subcommittee on Special Education reviewed students and made recommendations for placement.

3.3.5 On November 21 and 30, and December 5, 13 and 21, 2023, and January 5, 8 and 9, 2024, the Barclay Subcommittee on Special Education reviewed students and made recommendations for placement.

3.3.6 On November 30, and December 12 and 21, 2023, and January 2, 2024, the Hill Subcommittee on Special Education reviewed students and made recommendations for placement.

3.3.7 On December 11, 12, 14, 15 and 19, 2023, and January 3, 8, and 10, 2024, the Oliver Subcommittee on Special Education reviewed students and made recommendations for placement.

3.3.8 On December 8, 14, 15, and 19, 2023, and January 5 and 11, 2024, the High School Subcommittee on Special Education reviewed students and made recommendations for placement.

**4. Personnel**

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

**CERTIFIED****4.1 Appointments**

- 4.1.1 Nina Danno, to be appointed as a long-term substitute LOTE Teacher at Oliver Middle School effective January 29, 2024 through May 17, 2024. Annual salary \$43,000. (prorated \$16,124)

**4.2 Resignations**

- 4.2.1 Lauren Ferrimani-Smith, High School Social Worker, resigning effective January 17, 2024.
- 4.2.2 Jeanmary Day, Barclay School Nurse, resigning for the purpose of retirement effective February 24, 2024
- 4.2.3 Karen Bourg, Hill School Elementary Teacher, resigning for the purpose of retirement effective June 30, 2024.
- 4.2.4 Stephen Fiorino, Hill School Elementary Teacher, resigning for the purpose of retirement effective March 9, 2024.
- 4.2.5 Jessica Varley, ELA Teacher at Oliver Middle School, resigning effective February 16, 2024.

**4.3 Substitutes**

- 4.3.1 Douglas Schwind, Contracted Building Substitute, \$160 per day
- 4.3.2 Jenna Heick, pending fingerprint clearance
- 4.3.3 Brenna Colucci, Nurse, pending fingerprint clearance

**4.4 Teacher Immersion Fellowship Program Participants**

- 4.4.1 Margaret King
- 4.4.2 Sara Herkey
- 4.4.3 Elizabeth Ervin

**4.5 Leaves of Absence**

None

**4.6 Other**

- 4.6.1-4.1.8 The following staff to be appointed as Student Support Program Teachers at the high school effective February 20, 2024 through February 23, 2024, at a rate of \$42.00 per hour.
- 4.6.1 Keishla Santiago
- 4.6.2 Scott Hopsicker
- 4.6.3 Maria Daley
- 4.6.4 Allen Barton
- 4.6.5 Craig Coon
- 4.6.6 Hugo Herrera
- 4.6.7 Brittany Moorhead
- 4.6.8 Pamela Hasen
- 4.6.9 Cindy Graham, Mentor Teacher, \$600 (prorated January – June)
- 4.6.10 **UPDATE** Matt Schirmer, Long term substitute Varsity Wrestling Coach, Level A – Off step 2 ~~\$1639~~ **\$1536**-(January ~~11~~ **15** – Feb 2)
- 4.6.11 Neil Czerniak, (0.2) Extra Teaching Assignment, effective February 5, 2024 through June 28, 2024, \$9380.56.
- 4.6.12 Matthew Schirmer, (0.2) Extra Teaching Assignment, effective February 5, 2024 through June 28, 2024, \$5442.34.
- 4.6.13 Justin Geist, (0.2) Extra Teaching Assignment, effective February 5, 2024 through June 28, 2024, \$8236.12.
- 4.6.14 Shawn Prior, (0.2) Extra Teaching Assignment, effective February 5, 2024 through June 28, 2024, \$4656.66.
- 4.6.15 Ariel Dickinson, (0.2) Extra Teaching Assignment, effective February 5, 2024 through June 28, 2024, \$6167.04.

- 4.6.17 Patricia Arnold, (0.2) Extra Teaching Assignment, effective February 5, 2024 through June 28, 2024, \$7002.98.

## **CLASSIFIED**

### **4.7 Appointments**

- 4.7.1 Sarah Brundage, to be appointed as a probationary Cleaner at the High School effective January 24, 2024. Rate is set at \$15.50 per hour. Probationary period begins on January 24, 2024 and ends on January 23, 2025.
- 4.7.2 Sandra Lapinski, to be appointed as a probationary Cleaner at the High School effective January 24, 2024. Rate is set at \$15.50 per hour. Probationary period begins on January 24, 2024 and ends on January 23, 2025. (Pending fingerprint clearance.)
- 4.7.3 Ilija Torres, to be appointed as a probationary School Aide/Cafeteria Monitor at Ginther School effective February 5, 2024. Rate is set at \$15.50 per hour. Probationary period begins on February 5, 2024 and ends on February 4, 2025.
- 4.7.4 Jillian Bourke, to be appointed as a probationary Bus Driver in the Transportation Department effective January 24, 2024. Rate is set at \$21.50 per hour. Probationary period begins on January 24, 2024 and ends on January 23, 2025.
- 4.7.5 Lisa Eichas, to be appointed as a probationary Bus Driver in the Transportation Department effective January 24, 2024. Rate is set at \$21.50 per hour. Probationary period begins on January 24, 2024 and ends on January 23, 2025.

### **4.8 Resignations**

- 4.8.1 Jacob Coogan, Cleaner, Buildings and Grounds, resigning effective January 27, 2024.
- 4.8.2 Ilija Torres, Teacher Aide, Oliver Middle School, resigning effective February 4, 2024 pending board approval to the position of School Aide/Cafeteria Monitor.

### **4.9 Substitutes**

- 4.9.1 Victoria O'Mara, Food Service Helper
- 4.9.2 Jennifer Craver, Bus Driver

### **4.10 Volunteers**

- 4.10.1 Brenda Brunette

### **4.11 College Participants**

- 4.11.1 Joseph Yaeger, Field Experience, (A. Pakusch)
- 4.11.2 Chalana Hampton, Field Experience, (L. Byrne-Emmerson)
- 4.11.3 Samantha Privitera-Reynolds, Field Experience, (M. Purcell)
- 4.11.4 Paige Thowe, Field Experience, (K. Sherman)

### **4.12 Leaves of Absence**

- 4.12.1 Doretta Arva, Teacher Aide & School Aide/Cafeteria Monitor, effective February 13, 2024 through the anticipated date of March 26, 2024.

### **4.13 Other**

- 4.13.1 UPDATE – Angela Yockel, change from Probationary appointment to Permanent appointment as a School Aide/Cafeteria Monitor retroactive to January 18, 2024.
- 4.13.2 UPDATE – Mackenzie Edlund, change from Probationary appointment to Permanent appointment as a Teacher Aide retroactive to January 22, 2024.

## **5. Financial**

- 5.1 Verbal – Jill Reichhart, Director of Finance

- Ms. Reichhart shared an audit committee meeting will be held Jan. 24 to review the single and extra classroom audit.

5.2 Mr. Howlett moved, seconded by Ms. Carbone,

WHEREAS, the Board of Education approve the Construction Management Services for the 2023 Capital Improvement Project to Turner Construction Company in the amount of \$1,597,600.00

RESOLVED, that the Board of Education approve the Construction Management Services for the 2023 Capital Improvement Project to Turner Construction Company in the amount of \$1,597,600.00.

The motion carried 6-1 (Mr. Lewis opposed)

5.3 Mr. Turbeville moved, seconded by Ms. Robertson,

BOND RESOLUTION DATED JANUARY 23, 2024 OF THE BOARD OF EDUCATION OF THE BROCKPORT CENTRAL SCHOOL DISTRICT AUTHORIZING GENERAL OBLIGATION BONDS TO FINANCE CERTAIN CAPITAL IMPROVEMENTS CONSISTING OF ADDITIONS TO, AND CONSTRUCTION AND RECONSTRUCTION OF, SCHOOL BUILDINGS AND FACILITIES, AUTHORIZING THE ISSUANCE OF BOND ANTICIPATION NOTES IN CONTEMPLATION THEREOF, THE LEVY OF TAXES IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF, THE EXPENDITURE OF SUCH SUMS FOR SUCH PURPOSE, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the qualified voters of the Brockport Central School District, New York, at meeting of such voters duly held on December 12, 2023, duly approved a proposition authorizing the levy of taxes to be collected in installments, in the manner provided by the Education Law, for the class of objects or purposes hereinafter described; and

WHEREAS, the Board of Education, acting as lead agency under the State Environmental Quality Review Act and the applicable regulations promulgated thereunder ("SEQRA"), has completed its environmental review and, on October 17, 2023, has duly adopted a negative declaration and has determined that the implementation of the type I action as proposed will not result in any significant adverse environmental impacts;

NOW THEREFORE, BE IT RESOLVED by the favorable vote of not less than two-thirds of all of the members of such Board of Education, as follows:

Section 1. The Brockport Central School District shall undertake certain capital improvements to the School District's existing school buildings and facilities, as more particularly described in Section 3 hereof, and as generally outlined to and considered by the voters of the School District at a voter meeting on December 12, 2023.

Section 2. The Brockport Central School District is hereby authorized to issue its General Obligation Serial Bonds in the aggregate principal amount of not to exceed \$22,525,000, pursuant to the Local Finance Law of New York, in order to finance the class of objects or purposes described herein, and such amount is hereby appropriated therefor.

Section 3. The class of objects or purposes to be financed pursuant to this resolution (hereinafter referred to as "purpose") is certain capital improvements consisting of additions to, and construction and reconstruction of, existing school buildings and facilities within the School District (each such building being a class "A" (fireproof and certain fire resistant) building as defined in Subdivision 11 of Paragraph a of Section 11.00 of said Local Finance Law), various site, athletic field and parking improvements, and the acquisition of certain original furnishings, equipment, and apparatus and other incidental improvements

required in connection therewith for such construction and school use.

Section 4. It is hereby determined and declared that (a) the aggregate maximum cost of said purpose, as estimated by the Board of Education, is \$28,270,000; and (b) the Brockport Central School District's plan to finance the cost of said purpose is (i) to provide \$5,745,000 from the existing capital reserve fund for such costs; and (ii) to provide up to \$22,525,000 from funds raised by the issuance of said Bonds and the Bond Anticipation Notes hereinafter referred to; and (c) no money has heretofore been authorized to be applied to the payment of the cost of said purpose.

Section 5. It is hereby determined that the purpose is one of the class of objects or purposes described in Subdivision 97 of Paragraph a of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of said purpose is thirty (30) years.

Section 6. The Brockport Central School District is hereby authorized to issue its Bond Anticipation Notes in the aggregate principal amount of not to exceed \$22,525,000, and is hereby authorized to issue renewals thereof, pursuant to the Local Finance Law of New York in order to finance the purpose in anticipation of the issuance of the above-described Bonds.

Section 7. It is hereby determined and declared that (a) there are presently no outstanding Bond Anticipation Notes issued in anticipation of the sale of said Bonds, (b) the Bond Anticipation Notes authorized hereby shall mature within one year of the date of issuance thereof or such longer term as may be desired in accordance with the provisions of the Local Finance Law, (c) the Bond Anticipation Notes authorized hereby are not issued in anticipation for Bonds for an assessable improvement, and (d) current funds will be provided prior to the issuance of the Bonds or Bond Anticipation Notes herein authorized, to the extent, if any, required by Section 107.00 of the Local Finance Law.

Section 8. It is hereby determined and declared that the Brockport Central School District reasonably expects to reimburse the general fund, or such other fund as may be utilized, not to exceed the maximum amount authorized herein, from the proceeds of the obligations authorized hereby for expenditures, if any, from such fund that may be made for the purpose prior to the date of issuance of such obligations. This is a declaration of official intent under Treasury Regulation §1.150-2.

Section 9. The faith and credit of the Brockport Central School District, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such Bonds and Bond Anticipation Notes as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall annually be levied on all taxable real property of said School District, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 10. The power to further authorize the sale and issuance of said Bonds and Bond Anticipation Notes and to prescribe the terms, form and contents of said Bonds and Bond Anticipation Notes, subject to the provisions of this resolution and the Local Finance Law of New York, including without limitation, the authority to determine whether to accept bids electronically to the extent allowed by the Local Finance Law, the consolidation with other issues, the determination to issue Bonds with substantially level or declining annual debt service, all contracts for, and determinations with respect to credit or liquidity enhancements, if any, and to sell, issue and deliver said Bonds and Bond Anticipation Notes, subject to the provisions of this resolution and Local Finance Law, is hereby delegated to the President of the Board of Education or to the Vice President of the Board in the event of the absence or unavailability of the President. The President of the Board of Education, Vice President and the District Clerk are hereby authorized to sign by manual or facsimile signature any Bonds and Bond Anticipation Notes issued pursuant to this resolution and are hereby authorized to affix to such Bonds and Bond Anticipation Notes the corporate seal of the School District and to attest the same. The President of the Board of Education is

additionally authorized (but not required) to execute and deliver a financing agreement with the Dormitory Authority of the State of New York and any other agreements and documents necessary to accomplish a financing, all as may be determined in the discretion of the President of the Board of Education.

Section 11. This resolution, or a summary hereof, shall be published in full by the District Clerk of the School District together with a notice in substantially the form prescribed by Section 81.00 of said Local Finance Law, and such publication shall be in each official newspaper of the School District. The validity of said Bonds and Bond Anticipation Notes issued in anticipation of the sale of said Bonds may be contested only if such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or the provisions of law which should be complied with, at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty (20) days after the date of such publication; or if said obligations are authorized in violation of the provisions of the Constitution.

Section 12. This resolution shall take effect immediately upon its adoption.

Duly put to a vote as follows:

	<u>AYES</u>	<u>NAYS</u>
President Harradine	X	
Vice President Lewis	X	
Member Carbone	X	
Member Howlett	X	
Member Robertson	X	
Member Stroup	X	
Member Turbeville	X	

RESOLVED, that the Board of Education accept the 2023 Capital Improvement Project Resolution. 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 shared the District will be completing a fleet and facility study for the upcoming EV Bus requirements and exploring grant funding opportunities.

6.2 Mr. Lewis moved, seconded by Ms. Carbone,

Submitted to the Board of Education for their review and approval is a proposal from Facilities Equipment and Service Inc. including project materials and labor. Pricing is based on Piggyback Sourcewell Contract #071819-PTA Porter Athletic Equipment

The proposal, for materials and labor is for \$47,832 (11,958 x 4)

LaBella Associates, D.P.C. has verified and substantiated the bid, have conferred with the District and agree on the following recommendation.

RESOLVED, that the Board of Education approve the contract to Facilities Equipment and Service Inc in the amount of \$47,832 be awarded as recommended, and authorize the District Clerk to execute contract per this determination. The motion carried 7-0.

6.3 Mr. Turbeville moved, seconded by Ms. Robertson,

Submitted to the Board of Education for their review and approval is a proposal from Elmer W. Davis including project materials and labor. Pricing is based on Piggyback TIPS CNP# 210205 The proposal, for materials and labor is for \$46,600. LaBella Associates, D.P.C. has verified and substantiated the bid, have conferred with the District and agree on the following recommendation.

RESOLVED, that the Board of Education approve the contract to Elmer W. Davis in the amount of \$46,600 be awarded as recommended, and authorize the District Clerk to execute contract per this determination. The motion carried 7-0.

## **7. Human Resources**

### **7.1 Verbal – Jerilee Gulino, Assistant Superintendent for Human Resources**

- Ms. Gulino shared that Professional Services (Education and Labor Relations) of Harris Beach will be moving to the law firm of Bond, Schoeneck & King PLLC.

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

### **8.1 Verbal – Sean C. Bruno, Superintendent of Schools**

- Mr. Bruno provided updates on the following:
  - Governor’s preliminary aid proposal (9%)
  - Solar Eclipse – April 8
    - Meeting on Feb. 6 with college, town, village and law enforcement representatives to ensure alignment. Priority is safety and ensuring campus is ready for school the following day.
    - The District purchased eclipse glasses for students and staff.

## **9. Board Operations**

- None

## **10. Old Business**

- None

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

- None

## **12. Round Table**

- Ms. Carbone shared the BEST Foundation is distributing post cards to all staff.
- Mr. Howlett shared the following:
  - Sad news that Mr. Milner passed away over the weekend
  - Thank you to BCSD for providing information on their electronic hall pass system with Gates Chili CSD – they are piloting it with 20 teachers
  - Nine AP exams next year will only be offered virtually (three are history)
  - Alumni Association update: Fundraising efforts to fund scholarships and their banquet have begun and they are reaching out to area businesses for support.
- Mr. Harradine shared the Evening of Jazz is on Feb. 15 at 5 p.m. in the high school cafeteria – it is always a great concert!

## **13. Executive Session**

13.1 Mr. Howlett moved, seconded by Mr. Turbeville, the Board adjourned the meeting at 7:27 p.m. to enter into Executive Session for the purpose of discussing the employment history of a particular person. The motion carried 7-0.

Ms. Carbone moved, seconded by Mr. Howlett, the Board entered into executive session at 7:40 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 8:25 p.m. The motion carried 7-0.

**14. Adjournment**

14.1 Mr. Howlett moved, seconded by Mr. Lewis, the Board adjourned the meeting at 8:25 p.m. The motion carried 7-0.

Prepared by:

\_\_\_\_\_  
Debra Moyer, District Clerk

\_\_\_\_\_  
Date



# PRESENTATIONS TO THE BOARD



# Ginther Elementary School Highlights 2023-2024



# Building Strategic Goals

## Innovative Practices

Implement science of reading instruction with consistent tier 1,2, and 3 developmentally appropriate practices.



## MTSS

Identify and address age appropriate needs within the school community resulting in awareness, acceptance, and inclusivity.



## Engagement / Empowerment

Implement procedures and practices to promote growth mind-set in order to create a positive, engaging, and empowering climate and culture.



# PurposeFull People PBIS Assemblies

- ⊙ Aligned SEL curriculum with monthly classroom activities, lessons, and incentives
- ⊙ Monthly PBIS celebration assemblies with family engagement
- ⊙ Morning affirmation chants
- ⊙ Bee buck winners
- ⊙ SEL building wide signage
- ⊙ Postcard Campaign



PurposeFULL People  
Character Strong

# STEM Daily Mindset

- ◎ Exploring STEM related activities embedded in new math / ELA curriculum
- ◎ Flexible STEM mindset activities
- ◎ Illumination Station and more!
- ◎ STEAM Week!



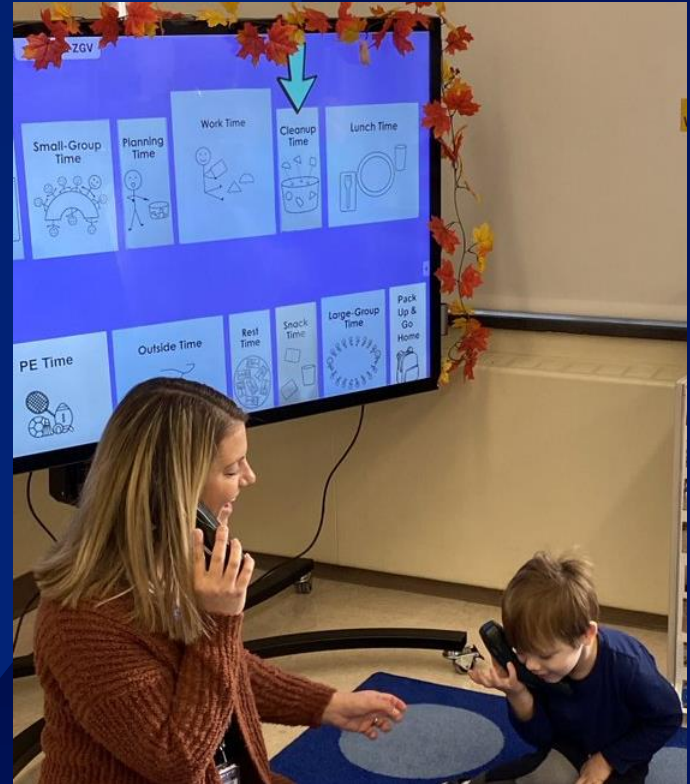
# Math and ELA Curriculum Work



- ⊙ Building coach / admin / teacher leader partnership
- ⊙ Year 2 of CCC Literacy resource
- ⊙ Year 1 of Reveal Math resource
- ⊙ New math benchmark assessments
- ⊙ Common formative assessments
- ⊙ CCC continued PD and learning walks
- ⊙ Targeted building admin learning walks

# Full Day UPK Curriculum Work

- ⊙ Year 1 of HighScope resource
- ⊙ 5 full-day programs & one half-day
- ⊙ Increased collaboration with our CBOs
  - Professional Development
  - Site Visits
  - Monthly Check-ins
  - Data Tracking
- ⊙ Numbers Plus (Math PD)
- ⊙ NAEYC Conference



# Data into Action



- ⊙ Coaching support and PD based on student data and learning walks
- ⊙ Benchmark / progress monitor data meetings to inform future instruction
- ⊙ Quarterly LAP (Literacy Action Planning) meetings



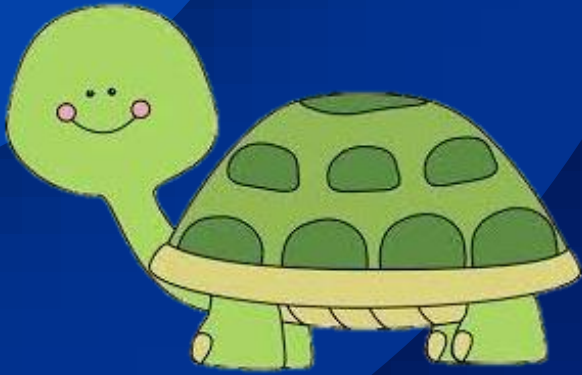


# Love for School

Fall Festival  
Polar Express Family Movie Night  
Day of Play  
STEAM Week  
100<sup>th</sup> Day of School Celebration  
PARP Week  
Holiday Concert  
Strong Museum of Play  
Community Field Trip  
Seneca Park Zoo  
STEM Activities  
Monthly PBIS Assemblies  
Bee Buck Recognition  
Themed Dress Up Days



# Ginther Elementary School



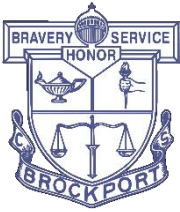
**#BetterTogether**

# COMMUNICATIONS



# 1.0 NEW BUSINESS





# DRAFT 2024-25 Brockport CSD Instructional Calendar

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="7">August/September 2024</th> </tr> <tr> <th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>26</td><td>27</td><td style="background-color: #00b0f0;">28</td><td style="background-color: #00b0f0;">29</td><td>30</td><td>31</td></tr> <tr><td>1</td><td style="background-color: #00b0f0;">2</td><td style="background-color: #ffeb3b;">3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> <b>August 28 &amp; 29:</b> Superintendent's Conf. Days  <b>September 2:</b> Federal Holiday (Labor Day)  <b>September 3:</b> Students' First Day         </p>	August/September 2024							Su	M	Tu	W	Th	F	S		26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="7">October 2024</th> </tr> <tr> <th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td style="background-color: #00b0f0;">14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> <b>October 14:</b> Federal Holiday (Columbus Day/Indigenous Peoples' Day)         </p>	October 2024							Su	M	Tu	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="7">November 2024</th> </tr> <tr> <th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td style="background-color: #00b0f0;">11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td style="background-color: #ff0000;">25</td><td style="background-color: #ff0000;">26</td><td style="background-color: #00b0f0;">27</td><td style="background-color: #00b0f0;">28</td><td style="background-color: #00b0f0;">29</td><td>30</td></tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> <b>November 11:</b> Federal Holiday (Veterans' Day obs.)  <b>November 25:</b> PK-8 Parent/Teacher Conf. (half-day PK-8; BHS in session)  <b>November 26:</b> PK-8 Parent/Teacher Conf. (no school PK-8; BHS in session)  <b>November 28:</b> Federal Holiday (Thanksgiving)  <b>November 27-29:</b> Holiday Recess         </p>	November 2024							Su	M	Tu	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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## 2.0 POLICY



## **2120 - Use of Parliamentary Procedure**

**Adoption Date:** 07/19/1994

**Revision History:** 6/20/2000; 5/2/17; 6/15/21

The business of the Board of Education shall be conducted in accordance with the authoritative principles of parliamentary procedure as found in the latest edition of Robert's Rules of Order.

**2310--Membership in Associations**

**Last Updated Date:** 06/15/2021

**Adoption Date:** 08/23/1973

**Revision History:** 7/19/1994; 6/20/00;05/19/15; 4/25/17; 6/15/21

The Board of Education may maintain membership and participate cooperatively in professional associations such as the National School Boards Association, the New York State School Boards Association and the Monroe County School Boards Association.

Membership in professional organizations shall be determined by the Board at its Annual Reorganizational Meeting.



## **3110 -- Public Information Program Media/Municipal Governments/Senior Citizens**

### **District Media and Community Relations**

**Last Updated Date:** 10/19/2021

**Adoption Date:** 03/23/1978

**Revision History:** 7/19/1994; 5/02/95; 6/20/00; 12/04/12; 11/5/13; 4/25/17; 10/19/21

The Board of Education values a continuing, open dialogue with the community. The Board appreciates, encourages and seeks the views of ~~all Brockport Central School~~ District employees, residents and other stakeholder groups with regard to the operation of the ~~Brockport Central School~~ District.

The Board is committed to informing District students, employees, parents, and residents about the policies and administration of the schools in a timely, clear and appropriate manner.

#### **School District Media**

As the official spokesperson, the Superintendent ~~of Schools~~ or their designee shall issue all news releases concerning the District. All statements of the Board will be ~~released from the Board of Education issued by the President or their designee after~~in consultation with the Superintendent ~~as appropriate~~.

#### **Municipal Governments**

The Board ~~will~~ establish and maintain a positive working relationship with the governing bodies of the municipality. The Board will also cooperate with municipal, county, and state agencies whose work affects the welfare of the children of the District, including, but not limited to, the County Social Services Department, the Board of Health, the Recreation Department, the Public Library, and all community emergency services agencies.

#### **Senior Citizens**

The Board ~~will~~may consider school-related programs for senior citizens in accordance with Education Law and/or the Commissioner's regulations. These programs ~~may~~ include special use of school buildings or school buses, school lunches, and partial tax exemptions.

Education Law Sections 1501-b(1)(a), 1501-b(1)(b), and 1709(22)  
Real Property Tax Law Section 467

**3120--Community Relations**

**Last Updated Date:** ~~10/19/2021~~

**Adoption Date:** ~~02/08/1962~~

**Revision History:** ~~7/19/1994; 6/20/00; 4/25/17; 10/19/21~~

~~The Board of Education shall maintain a collaborative and beneficial relationship with the governing bodies of the municipalities within the Brockport Central School District. The Board shall also collaborate with county, state, and other agencies whose work affects the welfare of the District.~~

### **3130--Senior Citizens**

**Last Updated Date:** 04/25/2017

**Adoption Date:** 07/19/1994

**Revision History:** 6/20/2000; 4/25/17

**Related Policies:** 3150

The Board of Education regards our senior citizens as active and welcome participants in the school programs and activities as experts, volunteers and mentors.

The Board of Education will consider school related programs for senior citizens in accordance with Education Law and/or Regulations of the Commissioner of Education. Such programs include special use of school buses, school lunches and partial tax exemptions.

**Policy References:**

Education Law Sections 1502 and 1709(22) Real Property Tax Law Section 467

## 3150 - School Volunteers

**Last Updated Date:** 10/19/2021

**Adoption Date:** 03/01/1988

**Revision History:** 7/19/1994; 6/20/00, 10/7/09; 4/25/17; 10/19/21

The volunteer program is designed to supplement the regular educational program through the use of volunteers who work directly with individual students, teachers or administrators, or who apply their talents to any number of supportive service areas ~~such as clerical duties or producing educational materials.~~

The program is intended to assist school personnel directly or indirectly, in meeting the needs of students and the goals of the school program.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such a volunteer worker will serve in that capacity without compensation or employee benefits; however, the Brockport Central School District provides liability protection under its ~~District's~~ insurance program.

Use of volunteers within the District is not to conflict with or replace any regularly authorized personnel (as per negotiated agreements).

Volunteers can only work with students under the immediate supervision and direction of a teacher or administrator.

Volunteers are expected to comply with all ~~District policies, rules~~ and regulations ~~set forth by the District.~~

The recruitment and selection of volunteers by the administration is an ongoing process and includes an application, reference check, administrative review and approval by the Board of Education. ~~Active school~~ ~~Active D~~ district employees who have completed the standard background check applicable to school personnel are exempt from this process.

However, the Superintendent of Schools or their designee ~~retains the right to approve or may, in their discretion,~~ reject any volunteer applications submitted for consideration.

The assignment ~~and orientation~~ of volunteers will be carried out by the appropriate building principal. ~~Human Resources Department and/or the appropriate building principal.~~

### Policy References:

Volunteer Protection Act of 1997, 42 United States Code (USC) Section 14501 et seq. Education Law Sections 3023 and 3028 Public Officers Law Section 18

### **3220--Public Participation at Board Meetings**

**Last Updated Date:** 11/16/2021

**Adoption Date:** 03/23/1978

**Revision History:** 7/19/1994; 6/20/00; 2/28/17; 11/16/21

All meetings of the Board of Education shall be conducted in public, and the public has the right to attend and observe all such meetings. In addition, public comment at such meetings is encouraged and a specific portion of the agenda shall provide for this privilege of the floor. The Board reserves the right to determine the manner, time and/or place for discussion on particular subjects. All speakers must follow the protocol established by the Board.

**3250 - Parent-Teacher-Student Association**

**Last Updated Date:** 11/16/2021

**Adoption Date:** 07/19/1994

**Revision History:** 6/20/2000; 3/7/17; 11/16/21

The Board of Education supports the Parent-Teacher-Student Association and its goal to develop a united effort between educators and the general public to secure for every child the highest achievement in physical, academic and social education.

The Board encourages staff members, parents and students to join the Parent-Teacher-Student Association and to participate actively in its programs.

**4211--Administrative Organization and Operation**

**Last Updated Date:** 01/18/2022

**Adoption Date:** 07/19/1994

**Revision History:** 6/20/2000; 5/2/17; 1/18/22

All employees of the Brockport Central School District shall be under the general direction of the Superintendent of Schools, who shall establish lines of responsibility and reporting for teachers and all other employees. The organizational chart will be published on the District's website.

**5150 – Contingency Budget****Last Updated Date:** 02/15/2022**Adoption Date:** 06/20/2000**Revision History:** 2/27/18; 2/15/22

If the proposed budget is not approved by voters of the Brockport Central School District at the Annual District Meeting and Election, the Board of Education may either resubmit the original or revised budget for voter approval at a special meeting held at a later date, or adopt a contingency budget and levy a tax for teachers' salaries and ordinary contingent expenses as enumerated in law. If the Board decides to submit either the original or a revised budget to the voters for a second time, and the voters do not approve the second budget submittal, the Board shall adopt a contingency budget and levy a tax for those expenditures mandated pursuant to law and/or for those services necessary to maintain the educational program.

**Policy References:**

Education Law Sections 2002, 2023, 2024, and 2601-a



## 5130 - Budget Adoption

**Last Updated Date:** 02/15/2022

**Adoption Date:** 07/19/1994

**Revision History:** 6/20/2000; 2/27/18; 2/15/22

The Board of Education shall review the recommended budget of the Superintendent of Schools and shall seek public input and feedback regarding the recommended budget. The Board may modify the recommended budget of the Superintendent prior to its submission to the voters of the Brockport Central School District. Final authorization of the proposed budget is dependent upon voter approval unless a contingency budget is adopted by the Board.

~~In the event the original proposed budget is not approved at the Annual District Meeting and Election, the Board may resubmit the original proposed budget or a revised budget for voter approval, or individual propositions may be placed before District voters, at a special meeting held at a later date. In the alternative, if the initial proposed budget is defeated, the Board may adopt a contingency budget.~~

The District budget for any school year, or any part of such budget, or any proposition(s) involving the expenditure of money for that school year, shall not be submitted for a vote of the qualified District voters more than twice.

The District budget, once adopted, becomes the basis for establishing the tax levy on real property within the District. The District will post its final annual budget and any multi-year financial plan adopted by the Board for public notice.

### Contingency Budget

~~In the event the original f a proposed budget or individual proposition is not approved at the Annual District Meeting and Election, the Board may resubmit the original proposed is same budget or proposition, or a revised budget for voter approval, or individual propositions may be placed before District voters, at a special meeting held on the third Tuesday of June. If the voters fail to approve the second budget submittal, or budget proposition(s), or if the Board elects not to put the proposed budget to a public vote a second time, the Board must adopt a contingency budget with a tax levy that is no greater than the prior year's levy (i.e., 0% levy growth).~~

### Policy References:

Education Law Sections 1608, 1716, 1804(4), 1906(1), 2002(1), 2003(1), 2004(1), 2022, 2023, and 2601- a 8 New York Code of Rules and Regulations (NYCRR) Sections 100.2(bb), 170.8, 170.9, and 170.11

**5320--Budget Transfers**

**Last Updated Date:** 03/15/2022

**Adoption Date:** 07/19/1994

**Revision History:** 6/20/2000; 2/27/18; 3/15/22

Within legal limits as established by the Board of Education, the Superintendent of Schools is authorized to transfer funds within the budget. Whenever changes are made, they shall be reported to the Board during a regular meeting.

**Policy References:**

8 New York Code of Rules and Regulations (NYCRR) Section 170.2(l) Education Law Section 1718

## **5140 - Administration of the Budget**

**Last Updated Date:** 02/15/2022

**Adoption Date:** 07/19/1994

**Revision History:** 6/20/2000; 2/27/18; 2/15/22

The Chief Financial Officer of the Brockport Central School District shall be the Assistant Superintendent for Business, who shall be responsible to the Board of Education for the administration of the budget. This includes, but is not limited to:

- a. Acquainting District employees with the final provisions of the program budget and guiding them in planning to operate efficiently and economically within these provisions; and
- b. Providing direction to the District in maintaining such records of accounting control as are required by the New York State Uniform System of Accounts for School Districts, the Board, and such other procedures as are deemed necessary and shall keep the various operational units informed through periodic reports as to the status of their individual budgets.

Unless otherwise provided by law, no claim against the District will be paid unless ~~such that~~ claims ~~has~~ve been audited and approved by the Board or authorized claims auditor.

### **Budget Transfers**

Within legal limits as established by the Board of Education, the Superintendent of Schools is authorized to transfer funds within the budget. Whenever ~~changes~~ transfers are made, they shall be reported to the Board during a regular meeting.

Education Law Sections 1604(35), 1709(20-a), 1711, 1718, 1724, 1950(4)(k), 2508, 2523-2526, and 2554(2-a)  
8 NYCRR Sections 170.12(c) and 170.2(l)

## **6510--Workers' Compensation**

**Last Updated Date:** 10/03/2023

**Adoption Date:** 07/19/1994

**Revision History:** 10/18/1994; 6/20/00, 2/28/17; 1/19/21; 10/3/23

Employees injured in the performance of their duties are covered by workers' compensation insurance. Employees shall report work-related injuries immediately to their immediate supervisor.

Reimbursement for workers' compensation insurance benefits shall be in accordance with their respective negotiated agreements and New York law.

### **Policy References:**

Education Law Sections 1604(31), 1709(34), and 2503(10)

- [Career Opportunities](#)
- [Safety Tipline: 1-877-453-0006](#)

Get In Touch

**40 Allen Street, Brockport, NY 14420**

## **6152 - Employee Assistance Program**

**Last Updated Date:** 01/17/2023

**Adoption Date:** 11/21/1989

**Revision History:** 11/21/1989; 7/19/94; 6/20/00; 11/15/16;11/19/19; 1/17/23

**Related Policies:** [341061506151](#)

The Board of Education recognizes the importance of helping employees deal with personal difficulties that may affect the employee's ability to perform their job. Toward that end the Brockport Central School District will provide the services of an Employee Assistance Program. (E.A.P.). This program will provide free, confidential, professional assistance to help employees and their immediate families resolve problems that affect their personal lives or job performance.

## **7340 -- Bus Rules and Regulations**

**Last Updated Date:** 01/22/2019

**Adoption Date:** 05/10/1973

**Revision History:** 7/23/1991; 7/19/94; 6/20/00; 7/06/04; 1/3/06; 1/19/16; 1/22/19

**Related Policies:** 56865750

~~The Board of Education, the Superintendent of Schools or and/or his/her their designee have the authority to may suspend the transportation privileges of children who are disorderly or and insubordinate on buses. In these cases, the parents or/guardians of the children involved become responsible for seeing that their children get to and from school safely transportation to and from school.~~

~~Student conduct and discipline on school buses shall follow the rules and regulations set forth in is governed by the Code of Conduct.~~

### **Policy References:**

~~Policy References: 8 New York Code of Rules and Regulations (NYCRR) Section 156-20 United States Code (USC) Sections 1400-1485, Individuals With Disabilities Education Act (IDEA)~~

## **7350 - Corporal Punishment/Emergency Interventions**

**Last Updated Date:** 01/22/2019

**Adoption Date:** 03/26/1985

**Revision History:** 7/19/1994; 6/20/00; 1/19/16; 1/22/19

~~Corporal punishment as a means of discipline shall not be used against a student by any employee or agent of the Brockport Central is School District.~~

~~However, if a District employee or agent uses physical force against a student for the purposes of self-protection, protection of others, or protection of property, he or she they must immediately shall within the same school day, make a report to the Superintendent of Schools describing in detail the circumstances and the nature of the action taken.~~

~~The Superintendent of Schools shall submit a written report to the required authorities as dictated by law.~~

### **Overview**

~~The District prohibits the use of corporal punishment, aversive interventions and seclusion. The District authorizes the limited use of timeout and physical restraint in schools to address student behaviors subject to conditions in law, regulation and this policy.~~

### **Definitions**

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

- ~~a) Aversive intervention means an intervention that is intended to induce pain or discomfort for the purpose of eliminating or reducing student behavior.~~
- ~~b) Corporal punishment means any act of physical force upon a student for the purpose of punishing that student. The term does not include the use of physical restraints to protect the student, another student, teacher, or any other person from physical injury when alternative procedures and methods not involving the use physical restraint cannot reasonably be employed to achieve these purposes.~~
- ~~c) Seclusion means the involuntary confinement of a student alone in a room or space that they are physically prevented from leaving or they may perceive that they cannot leave at will. Seclusion does not include timeout.~~

### **Physical Restraint**

~~Physical restraint will only be used in a situation in which immediate intervention involving the use of reasonable physical force is necessary to prevent imminent danger of serious physical harm to the student or others.~~

### **Notification Following the Use of Timeout and/or Physical Restraint**

[Parent\(s\) or guardian\(s\) to the student will be notified on the same day when timeout, physical restraint, and/or mechanical restraint is used. The District will maintain documentation on the use of timeout and/or physical restraint.](#)

**Policy References:**

Rules of the Board of Regents Section 19.5 8 New York Code of Rules and Regulations (NYCRR) Section 100.2(l)(3)



## 7360 - Weapons in School and the Gun-Free Schools Act

**Last Updated Date:** 01/22/2019

**Adoption Date:** 02/14/1995

**Revision History:** 8/8/1995; 1/16/96; 6/20/00; 1/20/04; 3/6/07; 05/06/14; 1/19/16; 1/22/19

**Related Policies:** [3411](#)

No student may bring in or possess any "firearm" (as defined in 18 U.S.C. § 921(a)) or "weapon" (as defined in 18 U.S.C. § 930(g)(2)) on Brockport Central School District property, on a school bus or District vehicle, in District buildings, or at District-sponsored activities, or settings under the control or supervision of the District, regardless of location. Any student who has been found guilty of bringing in or possessing a firearm or weapon in violation of this policy will be disciplined in a manner consistent with State and Federal law and the District's Code of Conduct. Such discipline This may include a mandatory suspension for a period of not less than at least one (1) calendar year for a student who is determined to have violated the Federal Gun-Free Schools Act and its implementing provisions in the New York State Education Law, provided that the Superintendent of Schools may modify the suspension requirement on a case-by-case basis.

Students who violate this policy will be referred by the Superintendent to either a presentment agency (the agency or authority responsible for presenting a juvenile delinquency proceeding.) or to appropriate law enforcement officials as dictated by law.

~~For the purposes of this policy, the term "weapon" will be as defined in 18 USC 930(g)(2).~~

~~For the purposes of this policy, the term "firearm" will be as defined in 18 USC 921(a).~~

Students with disabilities continue to be entitled to all rights enumerated in the Individuals with Disabilities Act and Education Law Article 89. ~~This policy shall not be deemed to authorize suspension of students with disabilities in violation of those authorities.~~

This policy does not diminish limit the authority of the Board of Education to offer courses in instruction in the safe use of firearms pursuant to consistent with Education Law Section 809-a: ~~or authorize competitive or extracurricular target shooting clubs.~~

### Policy References:

Gun-Free Schools Act as reauthorized by the No Child Left Behind Act of 2001 18 United States Code (USC) Sections 921(a) and 930 Criminal Procedure Law Section 1.20(42) Education Law Sections 310, 809-a, AND 3214

## **6160 – Workplace Violence Prevention**

**Last Updated Date:**

**Adoption Date:** 2/6/2024

**Revision History:**

**Related Policies:**

The Brockport Central School District is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury on an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with an employee without their consent that causes injury; or
- Stalking an employee intending to cause fear of material harm to the physical safety and health of the employee, when the stalking has arisen through and in the course of employment.

All employees are responsible for helping to create an environment of mutual respect, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment. Acts of workplace violence against any employee will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted.

### **Workplace Violence Prevention Coordinator**

The Workplace Violence Prevention Coordinator is the Assistant Superintendent for Human Resources. Each year, the District will designate a Workplace Violence Prevention Coordinator during the Reorganization Meeting.

### **Reporting Workplace Violence**

Every employee must provide written notice to a supervisor or the Workplace Violence Prevention Coordinator of any violent incidents or threatening behavior, including threats against others they have witnessed or have reason to believe have occurred. Reports of workplace violence must be made in writing. All reports received by supervisors must be immediately forwarded to the Workplace Violence Prevention Coordinator.

### **Training**

At the time of hire and then annually, every employee will participate in the District's workplace violence prevention training program.

### **Policy References:**

Labor Law Section 27-b

12 NYCRR Section 800.6

# 3.0 INSTRUCTION PLANNING AND SERVICES



**TO: Sean Bruno**

**FROM: Lynn Carragher, Paulette Reddick, and Betsy Fitzpatrick**

**RE: Placements for Students with Disabilities**

**DATE: January 31, 2024**

**For February 6, 2024, Board of Education Meeting**

On January 11, 12, 19, 23, and 24, 2024 the District Subcommittee on Special Education reviewed students and made recommendations for placement.

On January 9, 11, and 16, 2024, the Committee on Preschool Special Education reviewed students and made recommendations for placement.

On January 9, 17, and 24, 2024, the Ginther Subcommittee on Special Education reviewed students and made recommendations for placement.

On January 22, and 29, 2024, the Barclay Subcommittee on Special Education reviewed students and made recommendations for placement.

On January 11, 19, 25, and 29, 2024, the Hill Subcommittee on Special Education reviewed students and made recommendations for placement.

On January 16, 17, 18, 19, and 22, 2024, the Oliver Subcommittee on Special Education reviewed students and made recommendations for placement.

On January 22, and 25, 2024, the High School Subcommittee on Special Education reviewed students and made recommendations for placement.

We are forwarding this document to you for your information.

<b>CMA Date</b>	<b>CMA BOE Date</b>	<b>CMA Committee</b>	<b>CMA Reason</b>	<b>School</b>	<b>ID#</b>	<b>Grade</b>	<b>CR Decision/Status</b>	<b>CR Disability</b>
01/11/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	Hill	211736	04	Classified	Other Health Impairment
01/12/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	Barclay	211142	03	Classified	Learning Disability
01/19/2024	02/06/2024	SubCSE	Reevaluation/Annual Review	Mary Cariola Children's Center	560673	03	Classified	Autism
01/23/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	OMS	560061	07	Classified	Other Health Impairment
01/23/24	02/06/2024	SubCSE	Requested Review	BHS	560559	10	Classified	Other Health Impairment
01/24/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	OMS	560973	08	Classified	Other Health Impairment
01/24/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	Ginther	560690	Kdg.	Classified	Other Health Impairment
01/09/2024	02/06/2024	CPSE	Initial Eligibility Determination Meeting	PS Itinerant Services Only	561044	PS	Classified PS No Services	PS Student with a Disability
01/11/2024	02/06/2024	CPSE	Requested Review	PS Itinerant Services Only	559530	PS	Classified PS	PS Student with a Disability
01/11/2024	02/06/2024	CPSE	Initial Eligibility Determination Meeting	PS Itinerant Services Only	561498	PS	Classified PS/No Services Continued EI	PS Student with a Disability
01/11/2024	02/06/2024	CPSE	Initial Eligibility Determination Meeting	PS Itinerant Services Only	561624	PS	Classified PS	PS Student with a Disability
01/16/2024	02/06/2024	CPSE	Requested Review	PS Itinerant Services Only	561382	PS	Classified PS	PS Student with a Disability
01/16/24	02/06/24	CPSE	Requested Review	PS Itinerant Services Only	561423	PS	classified PS	PS Student with a Disability
01/16/2024	02/06/2024	CPSE	Initial Eligibility Determination Meeting	PS Itinerant Services Only	561605	PS	Classified PS/No Services Continued EI	PS Student with a Disability
01/09/2024	02/06/2024	SubCSE	Requested Review	Ginther	560137	Kdg.	Classified	Speech or Language Impairment
01/17/2024	02/06/2024	SubCSE	Reevaluation Review	Ginther	560227	01	Declassified	Speech or Language Impairment
01/24/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	Ginther	559191	Kdg.	Classified	Speech or Language Impairment
01/22/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	Barclay	559234	02	Classified	Speech or Language Impairment

<b>CMA Date</b>	<b>CMA BOE Date</b>	<b>CMA Committee</b>	<b>CMA Reason</b>	<b>School</b>	<b>ID#</b>	<b>Grade</b>	<b>CR Decision/Status</b>	<b>CR Disability</b>
01/22/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	Barclay	559490	Kdg.	Classified	Autism
01/29/2024	02/06/2024	SubCSE	Requested Review	Barclay	559133	03	Declassified	Speech or Language Impairment
01/11/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	Hill	560085	03	Classified	Autism
01/11/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	Hill	211282	03	Classified	Autism
01/19/2024	02/06/2024	SubCSE	Reevaluation Review	Hill	559634	04	Classified	Learning Disability
01/25/24	02/06/24	SubCSE	Amendment - Agreement No Meeting	Hill	212424	4	Classified	Learning Disability
01/29/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	Hill	212375	04	Classified	Learning Disability
01/16/2024	02/06/2024	SubCSE	Reevaluation Review	OMS	210977	06	Classified	Speech or Language Impairment
01/17/2024	02/06/2024	SubCSE	Reevaluation Review	OMS		06	Classified	Speech or Language Impairment
01/18/2024	02/06/2024	SubCSE	Transfer Student - Agreement No Meeting	OMS	999011	08	Classified	Speech or Language Impairment
01/19/2024	02/06/2024	SubCSE	Reevaluation Review	OMS	560302	06	Classified	Speech or Language Impairment
01/19/2024	02/06/2024	SubCSE	Reevaluation Review	OMS		06	Classified	Speech or Language Impairment
01/22/2024	02/06/2024	SubCSE	Reevaluation Review	OMS	211911	06	Classified	Other Health Impairment
01/22/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	OMS	210691	06	Classified	Other Health Impairment
01/22/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	BHS	560087	12	Classified	Other Health Impairment
01/22/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	BHS	997216	11	Classified	Speech or Language Impairment
01/22/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	BHS	996961	10	Classified	Other Health Impairment
01/25/2024	02/06/2024	SubCSE	Amendment - Agreement No Meeting	BHS	998628	11	Classified	Other Health Impairment

## 4.0 CERTIFIED PERSONNEL



# BROCKPORT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING

February 6, 2024

## PERSONNEL AGENDA – CERTIFIED

Office of the Superintendent of Schools  
Board Meeting of February 6, 2024

Sean C. Bruno  
Superintendent of Schools

Jerilee Gulino  
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 Charlotte Collins, to be appointed as a long-term substitute Music Teacher at the high school effective April 15, 2024 through June 28, 2024. Initial certificate in Music. Annual Salary \$43,000 (prorated \$12,040).
- 4.1.2 Alyssa Gilzow, to be appointed as an Elementary Teacher at Hill School effective February 26, 2024. Initial certificate in Childhood Education Grades 1-6. Probationary period February 26, 2024 through February 25, 2028. This expiration date is tentative and conditional only. In order to be eligible and considered for tenure the employee must meet all requirements of Education Law and corresponding regulations. Annual salary \$43,000 (prorated \$18,060).

### 4.2 Resignations

None

### 4.3 Substitutes

- 4.3.1 Emily Meissner, pending fingerprint clearance
- 4.3.2 Sean Hinck, pending fingerprint clearance
- 4.3.3 Zachary Richards
- 4.3.4 Eric Schaertl
- 4.3.5 Djanae Bazine
- 4.3.6 Alexander Stoker

### 4.4 Teacher Immersion Fellowship Program Participants

None

### 4.5 Leaves of Absence

None

### 4.6 Other

- 4.6.1 Julie Dioguardi, Mentor Teacher, \$400 (prorated February – May).
- 4.6.2 **UPDATE** Neil Czerniak, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$9380.56~~ **\$9859.16**.
- 4.6.3 **UPDATE** Matthew Schirmer, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$5442.34~~ **\$5719.99**.
- 4.6.4 **UPDATE** Justin Geist, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$8236.12~~ **\$8656.32**.
- 4.6.5 **UPDATE** Shawn Prior, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$4656.66~~ **\$4894.26**.
- 4.6.6 **UPDATE** Ariel Dickinson, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$6167.04~~ **\$6481.69**.
- 4.6.7 **UPDATE** Patricia Arnold, (0.2) Extra Teaching Assignment, effective ~~February 5, 2024~~ **January 29, 2024** through June 28, 2024, ~~\$7002.98~~ **\$7360.28**.



4.6.8 Lauren Phillips, (0.2) Extra Teaching Assignment, effective January 27, 2024 through June 28, 2024, \$5,725.14

4.6.9 – 4.6.37 Spring Coaching

4.6.9	Baseball	Varsity	Joseph Innes	B	OFF 1	6632
4.6.10	Baseball	Assistant	Andrew Rice	75% of B	OFF 7	5549
4.6.11	Baseball	JV	Aaron Wood	75% of B	1	3585
4.6.12	Baseball	Mod B	Edward Webster	60% of B	OFF 1	3979
4.6.13	Track	Varsity Boys	Michael LaFrance	B	OFF 9	7677
4.6.14	Track	Varsity Girls	Kendra Zaffuto	B	OFF 2	6751
4.6.15	Track	Assistant	Karen Rose	75% of B	7	4451
4.6.16	Track	Assistant	Brian Harris	75% of B	Off 1	4974
4.6.17	Track	Mod B	Michael Guerrieri	60% of B	9	3826
4.6.18	Track	Mod B	Matthew Schirmer	60% of B	OFF 2	4051
4.6.19	Track	Mod B	Christopher Wilbur	60% of B	8	3691
4.6.20	Flag Football	Varsity	Kimberly Yauchzee	C	1	4187
4.6.21	Flag Football	Assistant	Brooklynn Hill	75% of C	1	3140
4.6.22	Golf	Varsity	Michael Gagnier	C	OFF 9	6689
4.6.23	Golf	JV	David Messbauer	75% of C	OFF 2	4418
4.6.24	Boys Lacrosse	Assistant	Dalton McCumber	75% of B	2	3717
4.6.25	Boys Lacrosse	Mod A	Gordon Dibattisto	60% of B	2	2974
4.6.26	Boys Lacrosse	Mod A	Jonathan VanHuben	60% of B	OFF 2	4050
4.6.27	Girls Lacrosse	Varsity	Amy Nesbitt	B	OFF 7	7400
4.6.28	Girls Lacrosse	Assistant	Coby Albone	75% of B	7	4451
4.6.29	Girls Lacrosse	JV	Logan Bush (split)	75% of B	2	1859
4.6.30	Girls Lacrosse	JV	Claire Odett (split)	75% of B	2	1859
4.6.31	Softball	Varsity	Nicholas Petitti	B	4	5334
4.6.32	Softball	Assistant	Mark Mutton	75% of B	5	4145
4.6.33	Softball	JV	Rebecca Rossier (split)	75% of B	2	1859
4.6.34	Softball	JV	Isabelle Selvek (split)	75% of B	2	1859
4.6.35	Tennis	Varsity	Edward Gonzalez	C	OFF 9	6689
4.6.36	Tennis	Mod A	Kyle Kita	60% of C	4	2800
4.6.37	Football	Varsity	Paul Carella	A	OFF 9	7937

4.6.38 Dana Mallaber, Driver Education Teacher Winter Session, \$2124 January 29, 2024 through March 29, 2024.

4.6.39 Dana Mallaber, Driver Education Coordinator Stipend \$300

4.6.40 Pamela Hasen, Driver Education Teacher Winter Session, \$2280 January 29, 2024 through March 29, 2024.

4.6.41 Brian McCue, Driver Education Teacher Winter Session, \$2280 January 29, 2024 through March 29, 2024.

4.6.42 Creation of a (0.5) FTE Elementary Special Education Teacher.

## 4.0 CLASSIFIED PERSONNEL



# BROCKPORT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING

FEBRUARY 6, 2024

## PERSONNEL AGENDA – CLASSIFIED

Office of the Superintendent of Schools  
Board Meeting of February 6, 2024

Sean C. Bruno  
Superintendent of Schools

Jerilee Gulino  
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 Charles Mancuso, to be appointed as a probationary Bus Driver in the Transportation Department effective February 7, 2024. Rate is set at \$22.00 per hour. Probationary period begins on February 7, 2024 and ends on February 6, 2025.
- 4.7.2 Chelsey Robinson, to be appointed as a probationary Teacher Aide at Ginther School effective February 12, 2024. Rate is set at \$16.08 per hour. Probationary period begins on February 12, 2024 and ends on February 11, 2025.
- 4.7.3 Emilee Dudek, to be appointed as a probationary Cleaner at Hill School effective February 7, 2024. Rate is set at \$16.84 per hour. Probationary period begins on February 7, 2024 and ends on February 6, 2025.
- 4.7.4 Dana Sagrafena, to be appointed as a probationary Nurse Aide at Ginther School effective February 7, 2024. Rate is set at \$17.22 per hour. Probationary period begins on February 7, 2024 and ends on May 6, 2024.
- 4.7.5 Mary Scutella, to be appointed as a probationary School Aide/Cafeteria Monitor at Oliver Middle School effective February 7, 2024. Rate is set at \$15.50 per hour. Probationary period begins on February 7, 2024 and ends on February 6, 2025.
- 4.7.6 Jennifer Craver, to be appointed as a probationary Bus Driver in the Transportation Department effective February 7, 2024. Rate is set at \$21.50 per hour. Probationary period begins on February 7, 2024 and ends on February 6, 2025.

### 4.8 Resignations

- 4.8.1 Otis Chappell, Bus Attendant, Transportation Department, resigning effective January 19, 2024.
- 4.8.2 Emilee Dudek, Teacher Aide, Oliver Middle School, resigning effective January 22, 2024.
- 4.8.3 Angela Yockel, School Aide/Cafeteria Monitor, High School, resigning effective February 5, 2024.
- 4.8.4 Veronica Natiello, School Aide/Cafeteria Monitor, Barclay School, resigning effective February 9, 2024.
- 4.8.5 Chelsey Robinson, Food Service Helper, Ginther School, resigning effective February 11, 2024, pending board approval to the position of Teacher Aide.
- 4.8.6 Marissa Arnold, Teacher Aide, Oliver Middle School, terminated effective February 5, 2024.

### 4.9 Substitutes

- 4.9.1 Sheryl Smith, Bus Attendant (training for CDL), pending fingerprint clearance
- 4.9.2 Susan Westcott, Food Service Helper
- 4.9.3 Tara Webb, Bus Attendant (training for CDL), pending fingerprint clearance
- 4.9.4 Rachel Ekstrom, Teacher Aide, pending fingerprint clearance

**4.10 Volunteers**

- 4.10.1 Kim Dixon
- 4.10.2 Diana Farinas
- 4.10.3 Lauren Grimm
- 4.10.4 Crystal Morici
- 4.10.5 Kristie Ottenschot
- 4.10.6 Leland Reynolds
- 4.10.7 Lyn Reynolds
- 4.10.8 Cindy Cuadra
- 4.10.9 Rebecca Holbert
- 4.10.10 Carly Truelson

**4.11 College Participants**

- 4.11.1 Hailey Bader, Student Teacher, (J. Nather)
- 4.11.2 Grace Talbut, Field Placement, (Pre-K Teachers)
- 4.11.3 Jayden Gomez-Agudelo, Field, Placement (Pre-K Teachers)
- 4.11.4 Aiden Sobrino, Field Placement, (Pre-K Teachers)
- 4.11.5 Ryleigh McCauley, Field Placement, (Pre-K Teachers)
- 4.11.6 Christopher Washington, Field Placement, (Pre-K Teachers)
- 4.11.7 Tyler Murphy, Field Placement, (Pre-K Teachers)
- 4.11.8 Corinn Pauly, Field Experience, (B. Quigley/A. Underwood)
- 4.11.9 D’Era Jefferson, Field Experience, ((B. Quigley/A. Underwood)
- 4.11.10 Logan Christy, Field Placement, (N. Czerniak)
- 4.11.11 Andrew Chalachan, Field Placement, (M. Kiesow)

**4.12 Leaves of Absence**

None

**4.13 Other**

- 4.13.1 UPDATE – Katheryn Montinarelli, change from a Temporary appointment to a Probationary appointment as an Office Clerk III, effective February 7, 2024. Probationary period begins on February 7, 2024 and ends on February 6, 2025.
- 4.13.2 UPDATE – Jaclyn Stalter, change from Probationary appointment to Permanent appointment as a Benefits Specialist effective February 17, 2024.
- 4.13.3 UPDATE – Vu Nguyen, change from Probationary appointment to Permanent appointment as a Network Technician effective March 1, 2024.
- 4.13.4 UPDATE – Angel Subba, change from Probationary appointment to Permanent appointment as a Network Technician effective March 1, 2024.
- 4.13.5 Creation of two (2) Teacher Aide positions, 6.25 hours per day, 10 months per year.

## 5.0 FINANCIAL



Sean Bruno  
Superintendent

Jill Reichhart  
Treasurer and Director of Finance

SUBJECT: Single Audit Report June 30, 2023

Submitted to the Board of Education for their acceptance is the Single Audit Report for the year ended June 30, 2023.

This document was prepared by Mengel Metzger Barr, LLC

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

RESOLVED, that the Board of Education accept the Single Audit Report for the year ended June 30, 2023 as prepared by Mengel Metzger Barr, LLC

**BROCKPORT CENTRAL SCHOOL DISTRICT  
BROCKPORT, NEW YORK**

**SINGLE AUDIT REPORT**

**For Year Ended June 30, 2023**



BUSINESS  
ADVISORS  
AND CPAS

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BUSINESS  
ADVISORS  
AND CPAS

**Report on Compliance For Each Major Federal Program;  
Report on Internal Control Over Compliance;  
and Report on the Schedule of Expenditures of  
Federal Awards Required by the Uniform Guidance**

**Independent Auditors' Report**

To the Board of Education  
Brockport Central School District  
Brockport, New York

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Brockport Central School District, Brockport, New York's compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2023. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (Government Auditing Standards); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

## **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's federal programs.

## **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## **Report on Internal Control Over Compliance**

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon, dated October 16, 2023, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subject to auditing procedures applied in the audit of the financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
December 18, 2023

**BROCKPORT CENTRAL SCHOOL DISTRICT  
BROCKPORT, NEW YORK**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**FOR YEAR ENDED JUNE 30, 2023**

<u>Grantor / Pass - Through Agency</u> <u>Federal Award Cluster / Program</u>	<u>Assistance Listing Number</u>	<u>Pass-Through Agency Number</u>	<u>Total Expenditures</u>
<b><u>U.S. Department of Education:</u></b>			
<b><u>Passed Through NYS Education Department -</u></b>			
<b><u>Special Education Cluster IDEA -</u></b>			
Special Education - Grants to States (IDEA, Part B)	84.027	0032-23-0387	\$ 1,107,417
ARP - Special Education - Grants to States (IDEA, Part B)	84.027X	5532-22-1405	174,786
Special Education - Preschool Grants (IDEA Preschool)	84.173	0033-23-0387	41,626
ARP - Special Education - Preschool Grants (IDEA Preschool)	84.173X	5533-22-1405	19,781
<b><i>Total Special Education Cluster IDEA</i></b>			<b>\$ 1,343,610</b>
<b><u>Education Stabilization Fund -</u></b>			
ARP - Homeless II-COVID-19	84.425W	5218-21-1405	\$ 687 *
ARP - ESSER 3-COVID-19	84.425U	5880-21-1405	1,425,388 *
ARP - SLR Comprehensive After School-COVID-19	84.425U	5883-21-1405	47,518 *
ARP - SLR Learning Loss -COVID-19	84.425U	5884-21-1405	112,429 *
CRRSA - ESSER 2-COVID-19	84.425D	5891-21-1405	385,747 *
CRRSA - GEER 2-COVID-19	84.425C	5896-21-1405	43,276 *
<b><i>Total Education Stabilization Fund</i></b>			<b>\$ 2,015,045</b>
Title IIA - Supporting Effective Instruction State Grant	84.367	0147-22-1405	25,755
Title IIA - Supporting Effective Instruction State Grant	84.367	0147-23-1405	115,449
Title IV - Student Support and Enrichment Program	84.424	0204-22-1405	12,463
Title IV - Student Support and Enrichment Program	84.424	0204-23-1405	13,325
Title I - Grants to Local Educational Agencies	84.010	0021-22-1405	185,814 *
Title I - Grants to Local Educational Agencies	84.010	0021-23-1405	578,797 *
<b>Total U.S. Department of Education</b>			<b>\$ 4,290,258</b>

<u>Grantor / Pass - Through Agency</u> <u>Federal Award Cluster / Program</u>	<u>Assistance</u> <u>Listing</u> <u>Number</u>	<u>Pass-Through</u> <u>Agency</u> <u>Number</u>	<u>Total</u> <u>Expenditures</u>
<b><u>U.S. Department of Homeland Security:</u></b>			
<b><u>Passed through NYS Homeland Security Emergency Services -</u></b>			
Federal Emergency Disaster Assistance	97.036	055-047AE-00	\$ 396,986 *
<b>Total U.S. Department of Homeland Security</b>			<b><u>\$ 396,986</u></b>
<b><u>U.S. Department of Agriculture:</u></b>			
<b><u>Passed Through NYS Education Department -</u></b>			
<b><u>Child Nutrition Cluster -</u></b>			
National School Lunch Program	10.555	261801060000	\$ 833,014
National School Lunch Program-Non-Cash Assistance (Commodities)	10.555	261801060000	164,735
Supply Chain Assistance-COVID-19	10.555	261801060000	159,004
National School Breakfast Program	10.553	261801060000	270,838
<b>Total Child Nutrition Cluster</b>			<b><u>\$ 1,427,591</u></b>
P-EBT Grant	10.649	261801060000	3,140
<b>Total U.S. Department of Agriculture</b>			<b><u>\$ 1,430,731</u></b>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>			<b><u>\$ 6,117,975</u></b>

\* Major Programs

**BROCKPORT CENTRAL SCHOOL DISTRICT  
BROCKPORT, NEW YORK**

**Notes to Schedule of Expenditures of Federal Awards**

**June 30, 2023**

**1. Basis of Presentation:**

The accompanying Schedule of Expenditures of Federal Awards (the schedule) includes the federal award activity of the Brockport Central School District, Brockport, New York (the District) under programs of the federal government for the year ended June 30, 2023. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirement's, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position or changes in net position.

**2. Summary of Significant Accounting Policies:**

Expenditures reported on the schedule are reported on the GAAP basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

**3. Indirect Costs:**

The District has elected to not use the 10 percent de minimus indirect cost rate allowed under the Uniform Guidance. Indirect costs are included in the reported expenditures to the extent they are included in the federal financial reports used as the source for the data presented.

**4. Matching Costs**

Matching costs, i.e., the Brockport Central School District's share of certain program costs, are not included in the reported expenditures.

**5. Non-Monetary Federal Program**

The Brockport Central School District, Brockport, New York is the recipient of a federal financial award program that does not result in cash receipts or disbursements termed a "non-monetary program". This program Surplus Food Distribution (CFDA Number 10.555), and the fair market value of the food commodities received during the fiscal year is presented in the accompanying Schedule of Expenditures of Federal Awards and was considered in the Brockport Central School District, Brockport, New York's single audit.

**6. Subrecipients**

The District did not pass through any awards to subrecipients during the fiscal year.

**7. FEMA**

The District received FEMA approval for \$396,986 in the current fiscal year. Of this amount, \$255,272 was expended during 2020-21 and \$141,714 was expended during 2021-22.

**BROCKPORT CENTRAL SCHOOL DISTRICT  
BROCKPORT, NEW YORK  
Schedule of Findings and Questioned Costs  
June 30, 2023**

**I. Summary of the Auditor's Results**

**Financial Statements**

a) Type of auditor's report issued	Unmodified
b) Internal control over financial reporting	
1. Material weaknesses identified	No
2. Significant deficiency(ies) identified	No
c) Noncompliance material to financial statements noted	No

**Federal Awards**

a) Internal control over major programs	
1. Material weaknesses identified	No
2. Significant deficiency(ies) identified	No
b) Type of auditor's report issued on compliance for major programs	Unmodified
c) Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)	No

d) Identification of major programs

<u>Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>
#97.036	Federal Emergency Disaster Assistance
#84.010	Title I – Grants to Local Educational Agencies
Education Stabilization Fund	
#84.425D	CRRSA-ESSER 2-COVID-19
#84.425C	CRRSA-GEER 2-COVID-19
#84.425U	ARP-ESSER 3-COVID-19/ARP-SLR Comp-COVID-19/ ARP-SLR Learn-COVID-19
#84.425W	ARP-Homeless II-COVID-19

e) Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
f) Auditee qualifies as low-risk auditee	Yes

**II. Financial Statement Findings**

There were no current year findings and there were no prior year findings.

**III. Federal Award Findings and Questioned Costs**

There were no current year findings or questioned costs and there were no prior year findings or questioned costs.



# BROCKPORT

## Central School District

**Business Offices** • 40 Allen Street, Brockport, New York 14420 – 2296 • Phone (585) 637-1820 • Fax: (585) 637-1829

January 24, 2024

Mengel Metzger Barr & Co.  
100 Chestnut Street  
Suite 1200  
Rochester, New York 14604

RE: June 30, 2023 Extraclassroom Corrective Action Plan

Dear Tom,

We have reviewed each of the audit comments presented as a result of your audit of the Extraclassroom Activity Funds for the year ending June 30, 2023, and have determined our approach to improve each of these areas. The district will take the following actions:

### **Prior Year Deficiencies Pending Corrective Action:**

**Profit and Loss Statements (Middle School)** – Our examination revealed two instances in the Middle School Drama Club and American History Club in which the profit and loss statement was lacking one or both Faculty Advisor's and Student Treasurer's signature.

*Action Plan – The Business office will meet with the MS Drama Club and American History Club in February 2024 to insure by June 30, 2024, all profit and loss statements are completed properly.*

### **Current Year Deficiencies:**

**General Accountability (High School)** – During the course of our examination, we noted the High School's extraclassroom activities documentation was unable to be located, and therefore, unavailable for our review. While we were able to review sufficient documentation through copies maintained by Advisors, original documentation maintained by the Central Treasurer remained unavailable.

*Action Plan – The High School will continue to look for the lost box and the district will ensure that in future years the documentation will not be stored until well after the audit.*

**Deficit Balance (High School)** – As indicated on the statement of cash receipts and disbursements, the Class of 2023 had a deficit balance at June 30, 2023.

*Action Plan – The Business office will meet with the Class of 2023 advisors before the end of February 2024 to review all expenses and revenue to determine the reason for the deficit balance. The district will also work with the Central Treasurer to ensure that no checks are written that will place an account in the negative.*

**Deficit Balance (Middle School)** – As indicated in Note 3 to the financial statements, the Yearbook Club has an unpaid invoice from the 2022-2023 fiscal year in the amount of \$3,568. If this invoice was paid during 2022-23, the club would have had a deficit cash balance of \$1,436 at June 30, 2023.



*Action Plan – The Business office will meet with the Yearbook Club advisors before the end of February 2024 to review all expenses and revenue to determine the reason for the deficit balance. The district will also work with the Central Treasurer to ensure that no checks are written that will place an account in the negative.*

**Other:**

**Inactive Clubs**– As indicated on the statement of cash receipts and disbursements, the High School Class of 2020, Class of 2021, Environmental Club, Science Olympiad and Travel Club were financially inactive during 2022-23 fiscal year.

*Action Plan – The Central Treasurer will begin working around February 1, 2024 with each club to verify financial activity and if none the accounts will be closed by February 27, 2024.*

If you have any questions, please feel free to contact me at (585) 637-1824 or [jill.reichhart@bcs1.org](mailto:jill.reichhart@bcs1.org).

Sincerely,



Jill Reichhart  
Director of Finance

Sean Bruno  
Superintendent

Jill Reichhart  
Treasurer and Director of Finance

SUBJECT: Extra Class Audit Report and Corrective Action Plan for June 30, 2023

Submitted to the Board of Education for their acceptance is the Extra Class Audit Report and Corrective Action Plan for the year ended June 30, 2023.

This document was prepared by Mengel, Metzger and Barr.

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

RESOLVED, that the Board of Education accept the Extra Class Audit Report and Corrective Action Plan for the year ended June 30, 2023 as prepared by Mengel, Metzger and Barr.

**BROCKPORT CENTRAL SCHOOL DISTRICT**  
**EXTRACLASSROOM ACTIVITY FUNDS**  
**FINANCIAL REPORT**

**For Year Ended June 30, 2023**



BUSINESS  
ADVISORS  
AND CPAS

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BUSINESS  
ADVISORS  
AND CPAS

## INDEPENDENT AUDITORS' REPORT

To the Board of Education  
Brockport Central School District, New York

### *Qualified and Unmodified Opinions*

We have audited the accompanying statement of cash receipts and disbursements of the Extraclassroom Activity Funds of the Brockport Central School District for the year ended June 30, 2023 and the related notes to the financial statement.

### *Qualified Opinion*

In our opinion, except for the possible effects of the matter discussed in the basis for qualified opinion paragraph, the financial statement referred to in the first paragraph presents fairly, in all material respects, the cash receipts and disbursements of the Extraclassroom Activity Funds of Brockport Central School District for the year ended June 30, 2023, in accordance with the cash basis of accounting as described in Note 1.

### *Basis for Qualified Opinion*

Internal accounting controls are limited over the cash receipts from the point of collection to the time of submission to the Central Treasurer. Accordingly, it was impracticable to extend our audit of such receipts beyond the amounts recorded.

### *Emphasis of Matter – Basis of Accounting*

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. This financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

### ***Responsibility of Management for the Statement of Cash Receipts and Disbursements***

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1; and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

### ***Auditor Responsibilities for the Audit of the Financial Statement***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
December 14, 2023

**BROCKPORT CENTRAL SCHOOL DISTRICT**  
**EXTRACLASSROOM ACTIVITY FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**For Year Ended June 30, 2023**

<b><u>High School:</u></b>	<b><u>Cash Balance</u></b> <b><u>July 1, 2022</u></b>	<b><u>Receipts</u></b>	<b><u>Disbursements</u></b>	<b><u>Cash Balance</u></b> <b><u>June 30, 2023</u></b>
Class of 2020	\$ 1,753	\$ -	\$ -	\$ 1,753
Class of 2021	75	-	-	75
Class of 2022	1,307	-	1,307	-
Class of 2023	3,428	35,583	39,394	(383)
Class of 2024	16,597	5,955	4,434	18,118
Class of 2025	11,979	29,201	35,476	5,704
Class of 2026	-	2,450	-	2,450
Allies Club	28	19	-	47
Arista Yearbook	4,443	3,347	6,093	1,697
Art Club	1,907	75	302	1,680
BHS Band	3,304	11,901	9,291	5,914
Bookstore	1,295	15,050	10,051	6,294
BHS Choir	26	-	26	-
Drama Club	15,610	25,997	37,261	4,346
Environmental Club	1,350	-	-	1,350
E Sports Club	-	230	-	230
Fashion Design	795	-	795	-
Friends of Rachel	105	-	30	75
Honor Society	1,977	3,674	4,226	1,425
In Food	-	800	800	-
Key Club	2,733	4,962	2,639	5,056
Multimedia Club	1,057	-	82	975
Orchestra Club	4,275	897	-	5,172
Sales Tax	258	3,971	4,134	95
Science Olympiad	556	-	-	556
Student Council	10,370	6,786	3,921	13,235
Swim Club	1,976	2,057	2,254	1,779
Technology Club	1,485	6,449	2,917	5,017
Travel Club	117	-	-	117
Tri-Music	506	420	853	73
United Nations Club	68	727	795	-
Unified Sports Club	2,369	-	82	2,287
<b>Total High School</b>	<b>\$ 91,749</b>	<b>\$ 160,551</b>	<b>\$ 167,163</b>	<b>\$ 85,137</b>

<u>Middle School:</u>	<u>Cash Balance</u> <u>July 1, 2022</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash Balance</u> <u>June 30, 2023</u>
American History Club	\$ 49,419	\$ 151,846	\$ 149,148	\$ 52,117
Bookstore	2,203	253	388	2,068
Drama Club	11,012	7,986	6,179	12,819
Sales Tax	8	743	487	264
Student Council	13,162	12,275	8,432	17,005
Yearbook Club	237	2,074	179	2,132
<b>Total Middle School</b>	<b><u>\$ 76,041</u></b>	<b><u>\$ 175,177</u></b>	<b><u>\$ 164,813</u></b>	<b><u>\$ 86,405</u></b>
<u>Hill Elementary School:</u>				
Bookstore	\$ 1,939	\$ 1,112	\$ 990	\$ 2,061
Outdoor Ed-Combined	2,350	20,163	19,374	3,139
Sales Tax	526	948	1,474	-
Student Council	14,702	17,858	24,165	8,395
<b>Total Hill Elementary School</b>	<b><u>\$ 19,517</u></b>	<b><u>\$ 40,081</u></b>	<b><u>\$ 46,003</u></b>	<b><u>\$ 13,595</u></b>
 <b>GRAND TOTAL</b>	 <b><u><u>\$ 187,307</u></u></b>	 <b><u><u>\$ 375,809</u></u></b>	 <b><u><u>\$ 377,979</u></u></b>	 <b><u><u>\$ 185,137</u></u></b>

( ) Denotes red figure  
(See accompanying notes to financial statement)



**BROCKPORT CENTRAL SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**NOTES TO FINANCIAL STATEMENT**

**June 30, 2023**

**(Note 1)      Accounting Policy:**

The transactions of the Extraclassroom Activity Funds are considered part of the reporting entity of the Brockport Central School District. Consequently, the cash balances are included in the financial statements of the School District as part of the Custodial Fund.

The accounts of the Extraclassroom Activity Funds of the Brockport Central School District are maintained on a cash basis, and the statement of cash receipts and disbursements reflects only cash received and disbursed. Therefore, receivables and payables, inventories, long-lived assets, and accrued income and expenses, which would be recognized under generally accepted accounting principles, and which may be material in amount, are not recognized in the accompanying financial statement.

**(Note 2)      Cash and Cash Equivalents:**

Cash and cash equivalents is comprised of three checking accounts. The balance in these accounts is fully covered by FDIC Insurance.

**(Note 3)      Subsequent Events:**

Our examination disclosed disbursements pertaining to the 2022-23 fiscal year which were not transacted and recorded until the 2023-24 fiscal year as follows:

<u>School</u>	<u>Club</u>	<u>Amount</u>
Middle School	Yearbook Club	\$3,568

If this amount had been recorded prior to year-end, the effect would have been a reduction of the cash balance in the amount of \$3,568 which would have resulted in a deficit cash balance of \$1,436.

**BROCKPORT CENTRAL SCHOOL DISTRICT**

**EXTRACLASROOM ACTIVITY FUNDS**

**AUDITORS' FINDINGS AND EVALUATION**

We have examined the statement of cash receipts and disbursements of the Brockport Central School District's Extraclassroom Activity Funds for the year ended June 30, 2023. As part of our examination, we made a study and evaluation of the system of internal accounting control to the extent we deemed necessary to render our opinion.

There are inherent limitations in considering the potential effectiveness of any system of internal accounting control. Human errors, mistakes of judgment and misunderstanding of instructions limit the effectiveness of any control system.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

**High School:**

**Current Year Deficiencies In Internal Control –**

**General Accountability**

During the course of our examination, we noted the High School's extraclassroom activities documentation was unable to be located, and therefore, unavailable for our review. While we were able to review sufficient documentation through copies maintained by the Advisors, original documentation maintained by the Central treasurer remained unavailable.

We recommend the Administration review the above item and develop the necessary corrective action during the next fiscal year.

**(High School) (Current Year Deficiencies in Internal Control) (Continued)**

**Deficit Balance**

As indicated on the statement of cash receipts and disbursements, the Class of 2023 had a deficit balance at June 30, 2023.

We recommend the Administration review this activity during the next fiscal year to determine the reason for the excess of expense over revenue and to develop the corrective action necessary to eliminate this deficit.

**Middle School:**

**Prior Year Deficiency Pending Corrective Action –**

**Profit and Loss Statements**

Our examination revealed two instances in the Middle School Drama Club and American History Club in which the profit and loss statement was lacking one or both Faculty Advisor's and Student Treasurer's signature.

We recommend the Student Treasurer together with the Faculty Advisor, prepare profit and loss statements for all fund-raising events. In addition, these statements should include items that can be easily traced to the general ledger.

**Current Year Deficiency Pending Corrective Action –**

**Deficit Balance**

As indicated in Note 3 to the financial statements, the Yearbook Club has unpaid invoice from the 2022-23 fiscal year in the amount of \$3,568. If this invoice was paid during 2022-23, the Club would have had a deficit cash balance of \$1,436 at June 30, 2023.

We recommend Administration review this item and implement the necessary corrective action during this next fiscal year.

**Other Item:**

The following item is not considered to be a deficiency in internal control, however, we consider it an other item which we would like to communicate to you as follows:

**Inactive Clubs –**

As indicated on the statement of cash receipts and disbursements, the High School Class of 2020, Class of 2021, Environmental Club, Science Olympiad and Travel Club were financially inactive during the 2022-23 fiscal year.

We recommend the status of these clubs be reviewed. If no future financial transactions are anticipated, they should be closed in accordance with the Board of Education policy.

**Prior Year Recommendations:**

We are pleased to report that the following prior year recommendations have been implemented to our satisfaction:

1. Profit and Loss statements were prepared for all High School fundraisers examined.
2. There were no gift card purchases in the Middle School during the year under examination.
3. Profit and loss statements in the Elementary School were prepared and agreed with the ledger.

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We wish to express our appreciation to all client personnel for the courtesies extended to us during the course of our examination.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
December 14, 2023

Sean C. Bruno  
Superintendent

Jill Reichhart  
Director of Finance

SUBJECT: Financial Statement of Extraclassroom Activity Funds for the High School, Hill School and Oliver Middle School for December 2023.

Submitted to the Board of Education are the monthly Financial Statements of Extraclassroom Activity Funds for the High School, Hill School and Oliver Middle School for December 2023.

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

RESOLVED, that the Board of Education approve the Financial Statements of Extraclassroom Activity Funds for the High School, Hill School and Oliver Middle School for December 2023.

**Brockport Central School District**  
Project-to-Date Budget Status Report As Of: 12/31/2023  
**Fund: OT OTHER FUND**  
Fiscal Year: 2024

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-To-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
BOOKST Bookstore		2,061.39	232.13	2,293.52	40.00	0.00	2,253.52
OECOMB Outdoor Ed - Combined Gro		3,138.83	5,482.96	8,621.79	0.00	0.00	8,621.79
SALETX Sales Tax		0.00	405.61	405.61	273.34	0.00	132.27
STCOUN Student Council		8,394.05	0.00	8,394.05	3,939.05	0.00	4,455.00
50 Location Subtotal		13,594.27	6,120.70	19,714.97	4,252.39	0.00	15,462.58
<b>Total OTHER FUND</b>		<b>13,594.27</b>	<b>6,120.70</b>	<b>19,714.97</b>	<b>4,252.39</b>	<b>0.00</b>	<b>15,462.58</b>

**Selection Criteria**

As of Date: 12/31/2023  
 Criteria Name: Last Run  
 Fund: OT  
 Sort by: Fund/Location  
 Summary information only  
 Suppress budgetcodes with no activity  
 Suppress projects ending in prior fiscal year with no activity in selected fiscal year  
 Suppress payroll transactions  
 Printed by Katrina Schwartz

Hill Elementary School Extra-classroom Activities Fund  
 Checking Account Reconciliation  
 December 31, 2023

<b>Bank Statement Ending Balance of Previous Month</b>			<b>\$13,680.22</b>
<b>LISTING OF O/S CHECKS:</b>			
Check Date	Vendor Name	Check #	Amount
12/01/23	High School Extra Class	1976	\$273.34
			<b>\$273.34</b>
<b>LISTING OF O/S DEPOSITS</b>			
Deposit Date	Description		Amount
12/07/23	OECOMB-Wnt. Flower Sale		\$110.00
12/07/23	OECOMB-Direct Camp Pmt		\$135.00
12/08/23	OECOMB-Wnt. Flower Sale		\$825.00
12/08/23	OECOMB-Wnt. Flower Sale		\$175.00
12/08/23	OECOMB-Direct Camp Pmt		\$45.00
12/22/23	BOOKST-sales wk of 12/18		\$110.70
12/22/23	OECOMB-Wnt. Flower Sale		\$170.00
12/22/23	OECOMB-Wnt. Flower Sale		\$395.00
12/22/2023	OECOMB-Direct Camp Pmt		\$90.00
			<b>\$2,055.70</b>
<b>Adjusted Checking Balance</b>			<b>\$15,462.58</b>

<b>General Ledger Balance at 12/31/23</b>	<b>_____</b>
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<b>Checkbook Balance at 12/31/23</b>	<b>_____</b>
Checkbook Adjustments	<b>\$0.00</b>
<b>Adjusted Checkbook Balance</b>	<b>\$15,462.58</b>

Date: 2/2/24

Principal: Ana Calby

Central Treasurer: Katrina Mott

**Brockport Central School District**  
Project-to-Date Budget Status Report As Of: 12/31/2023  
Fund: OT OTHER FUND  
Fiscal Year: 2024

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-To-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
AHCLUB American History Club		52,116.77	84,260.20	136,376.97	38,485.23	0.00	97,891.74
BOOKST Bookstore		2,067.77	12.55	2,080.32	35.00	0.00	2,045.32
DRAMAC Drama Club		12,819.30	600.00	13,419.30	885.00	0.00	12,534.30
SALETX Sales Tax		264.45	361.57	626.02	490.77	0.00	135.25
STCOUN Student Council		17,004.94	4,951.94	21,956.88	5,437.75	0.00	16,519.13
YRBOOK Yearbook Club		2,132.16	0.00	2,132.16	2,132.16	0.00	0.00
<b>Total OTHER FUND</b>		<b>86,405.39</b>	<b>90,186.26</b>	<b>176,591.65</b>	<b>47,465.91</b>	<b>0.00</b>	<b>129,125.74</b>



Selection Criteria  
As of Date: 12/31/2023  
Criteria Name: Private: OMS-Expenditures Modified  
Fund: OT  
Exclude Closed Projects  
Budget code like: 60-???-???-???-???  
Sort by: Fund  
Summary information only  
Suppress budgetcodes with no activity  
Printed by Kenney Trina

**SIGNATURE:** *Melissa G. Johnson* **DATE:** 1/19/2024  
Central Treasurer

**SIGNATURE:** *M. Johnson* **DATE:** 1/21/24  
Building Principal or Designee



Budget Status Report As Of: 12/31/2023

Fiscal Year: 2024

**Fund: OT OTHER FUND**

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
'0-2110-4000-ALLIES	Contractual and Other	47.43	0.00	47.43	0.00	0.00	47.43
'0-2110-4000-ARISTA	Contractual and Other	1,696.65	-75.00	1,621.65	0.00	0.00	1,621.65
'0-2110-4000-ARTCLB	Contractual and Other	1,680.19	0.00	1,680.19	0.00	0.00	1,680.19
'0-2110-4000-BANDCL	Contractual and Other	5,914.04	87,548.32	93,462.36	15,370.63	0.00	78,091.73
'0-2110-4000-BOOKST	Contractual and Other	6,294.35	4,593.48	10,887.83	5,031.12	0.00	5,856.71
'0-2110-4000-CL2020	Contractual and Other	1,753.41	0.00	1,753.41	0.00	0.00	1,753.41
'0-2110-4000-CL2021	Contractual and Other	75.36	0.00	75.36	0.00	0.00	75.36
'0-2110-4000-CL2023	Class of 2023	-383.24	10,030.00	9,646.76	8,608.41	0.00	1,038.35
'0-2110-4000-CL2024	Class of 2023	18,118.02	23,347.08	41,465.10	321.22	0.00	41,143.88
'0-2110-4000-CL2025	Class of 2025	5,703.41	42,934.63	48,638.04	44,721.15	0.00	3,916.89
'0-2110-4000-CL2026	Class of 2026	2,449.87	513.36	2,963.23	310.00	0.00	2,653.23
'0-2110-4000-CL2027	Contractual and Other	0.00	348.68	348.68	9,246.60	0.00	-8,897.92
'0-2110-4000-DRAMAC	Contractual and Other	4,345.59	20,688.20	25,033.79	12,242.82	0.00	12,790.97
'0-2110-4000-ENVRNC	Contractual and Other	1,349.44	0.00	1,349.44	0.00	0.00	1,349.44
'0-2110-4000-ESPORT	Contractual and Other	230.20	0.00	230.20	0.00	0.00	230.20
'0-2110-4000-HNRSOC	Contractual and Other	1,424.95	1,160.17	2,585.12	739.02	0.00	1,846.10
'0-2110-4000-KEYCLB	Contractual and Other	5,056.38	1,120.00	6,176.38	198.40	0.00	5,977.98
'0-2110-4000-MULTIM	Contractual and Other	974.66	0.00	974.66	0.00	0.00	974.66
'0-2110-4000-ORCHES	Contractual and Other	5,171.72	22,988.50	28,160.22	0.00	0.00	28,160.22
'0-2110-4000-RACHEL	Contractual and Other	74.60	0.00	74.60	0.00	0.00	74.60
'0-2110-4000-RENNES	Contractual and Other	116.96	0.00	116.96	0.00	0.00	116.96
'0-2110-4000-SALETX	Contractual and Other	94.78	1,624.67	1,719.45	1,569.02	0.00	150.43
'0-2110-4000-SCIOLY	Science Olympiad	555.73	0.00	555.73	0.00	0.00	555.73
'0-2110-4000-SPORTS	Contractual and Other	2,287.16	0.00	2,287.16	0.00	0.00	2,287.16
'0-2110-4000-STCOUN	Contractual and Other	13,235.43	1,335.31	14,570.74	-3,679.10	0.00	18,249.84
'0-2110-4000-SWIMCL	Contractual and Other	1,779.23	1,025.00	2,804.23	170.40	0.00	2,633.83
'0-2110-4000-TECHNO	Contractual and Other	5,017.20	0.00	5,017.20	0.00	0.00	5,017.20
'0-2110-4000-TRIMUS	Contractual and Other	73.47	410.00	483.47	0.00	0.00	483.47
<b>Total OTHER FUND</b>		<b>85,136.99</b>	<b>219,592.40</b>	<b>304,729.39</b>	<b>94,849.69</b>	<b>0.00</b>	<b>209,879.70</b>

BROCKPORT CENTRAL SCHOOL DISTRICT  
Brockport High School Extraclass Reconciliation

December 31, 2023

Extra Class Savings Account Bank Balance

\$211,194.10

Extra Class Checking Account Bank Balance

\$211,194.10

OUTSTANDING CHECKS

(\$1,314.40)

ADJUSTED CONSOLIDATED ACCOUNT BALANCE

\$209,879.70

GL BOOK BALANCES

WINCAP BALANCE

\$209,879.70

ADJUSTING ITEMS

GL DIFFERENCE

\$0.00

SIGNATURE

*James Stature*  
Central Treasurer

DATE: 1/9/2024

SIGNATURE

*Michael Pucella*  
Building Principal or Designee

DATE: 1/10/24

Office of the Superintendent of Schools  
Regular Meeting of February 6, 2024

5.5

Sean C. Bruno  
Superintendent

Jill Reichhart  
Director of Finance

SUBJECT: Treasurer's Report — December 2023

Submitted to the Board of Education for their review and approval is the Treasurer's Report for the month of December 2023, prepared by the District Treasurer, Jill Reichhart.

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

RESOLVED, that the Board of Education approve the Treasurer's Report month of December 2023, prepared by the District Treasurer, Jill Reichhart.

**BROCKPORT CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
December 31, 2023**

**Beginning General Fund Cash Balance**

	Current Month	Year-to-Date	Description
(1001-1090) Property Taxes	\$596.70	\$32,160,923.56	Property taxes
(1120) Sales Tax	\$0.00	\$1,087,121.96	Monroe County sales tax
(1310-2395) Tuition and Charges For Services	\$0.00	\$3,942.10	Continuing Ed, athletic & transportation revenue.
(2401-2690) Use of Money and Property	\$799,932.81	\$1,050,983.03	Interest earnings, facilities rental & sale of equipment.
(2701-2703) Refund of Prior Year Expense	\$704,127.68	\$815,243.68	Refund of prior year BOCES
(2705-2801) Other Receipts	\$3,985.49	\$24,403.82	Gifts & donations, miscellaneous revenue.
(3040-3289) New York State Aid	\$3,884,986.99	\$15,224,493.90	New York State aid.
(4101-4601) Federal Aid	\$13,560.86	\$197,009.72	Federal share of medicaid reimbursement.
(5000-5999) Transfers From Other Funds	\$0.00	\$0.00	Transfer from other funds to pay debt service.
<b>Total Revenues</b>	<b>\$5,407,190.53</b>	<b>\$50,564,121.77</b>	<b>Total from Revenue Report</b>

**EXPENDITURES:**

(1000-1999) Salaries	(\$3,089,869.64)	(\$13,633,037.23)	Salary Expenses
(8000) Employee Benefits	(\$1,682,910.26)	(\$13,238,261.98)	Benefit expenses
(6000-7000) Debt Service	(\$1,035,093.75)	(\$1,035,093.75)	Debt service principal and interest
(4041-4047) Utilities	(\$71,008.53)	(\$203,324.76)	Utility expenses
(4900) BOCES	(\$1,350,789.90)	(\$6,977,391.24)	BOCES contractual expenses
(2000-4899) Other Expenditures	(\$685,268.99)	(\$4,505,141.11)	All other expenditures
(9000) Transfers to Other Funds	\$0.00	\$0.00	Money transferred to pay expenses in other funds
<b>Total Expenditures</b>	<b>(\$7,914,941.07)</b>	<b>(\$39,592,250.07)</b>	<b>Total from Expenditure Report</b>

**BALANCE SHEET TRANSACTIONS: This category represents cash receipts/disbursements made at different time than when the items were shown as revenues or expenditures.**

(0250) Taxes Receivable	\$19,890.00	(\$1,736,376.51)	Receipt of property taxes surrendered to the county
(0380) Accounts Receivable	(\$110,901.91)	(\$13,756.18)	Revenues due from non-governmental agencies.
(0391) Due From Other Funds	(\$239,932.85)	(\$7,614,882.20)	Money repaid from/(lent to) other funds
(0410-0440) Receivables from Governments	\$967.24	\$2,363,249.35	Revenues due from local, state & federal governments
(0480) Prepaid Expenditures	\$0.00	\$0.00	Payments of future year expenses
(0600-0602) Accounts Payable	(\$5,655.48)	(\$4,442,206.91)	Payment of bills after expense was incurred
(0621) Revenue Anticipation Note	\$0.00	\$0.00	Revenue Anticipation Note Payable
(0630) Due to Other Funds	\$0.00	\$828.59	Money borrowed from/(repaid to) other funds
(0632-0637) Due to TRS/ERS	\$20,306.83	(\$113,464.41)	Employee contributions not remitted to Retirement Funds
(0691) Deferred Revenue	\$0.00	\$0.00	Funds received for future year revenues
(0718-0738) Benefit Liabilities	\$173,273.00	(\$366,590.92)	Health, Dental premiums, FSA/HRA
(0821-0891) Reserve Accounts	\$0.00	\$0.00	Funds taken from/(added to) reserve accounts
<b>Total Balance Sheet Transactions</b>	<b>(\$142,053.17)</b>	<b>(\$11,923,199.19)</b>	

**Ending General Fund Cash Balance**

**\$54,904,006.16**      **\$55,046,059.33**

**BROCKPORT CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
December 31, 2023**

	Current Month	Year-to-Date	Description
<b>Beginning School Lunch Fund Cash Balance</b>			
	\$636,316.38	\$766,133.96	
<b>REVENUES:</b>			
(1440) Federal & State Reimbursable Sale	\$0.00	\$276.30	Cash portion of student free and reduced priced meals.
(1445) Other Sales	\$21,809.36	\$114,277.67	Adult meals, catering and regular priced meals.
(3190-4289) State and Federal Reimbursement	\$326,916.00	\$821,932.00	Federal & state reimbursement for free & reduced meals.
(2665-2770) Other Receipts	\$832.56	\$1,551.40	Sale of equipment
(5031) Transfer from General	\$0.00	\$0.00	Transfer from General Fund
Total Revenues	<b>\$349,557.92</b>	<b>\$938,037.37</b>	
<b>EXPENDITURES:</b>			
(1000-1999) Salaries	(\$77,115.55)	(\$306,311.59)	School Lunch salaries.
(8000) Employee Benefits	(\$5,606.51)	(\$33,870.78)	School Lunch benefits.
(2000) Equipment	\$0.00	(\$22,363.80)	Equipment purchases.
(4000) Contractual	(\$2,172.16)	(\$10,524.47)	Contractual expenses.
(4100) Food Purchases	(\$107,127.03)	(\$392,260.92)	School Lunch food purchases.
(4500) Other Disbursements	(\$15,889.52)	(\$41,982.02)	Cafeteria supplies and materials
(4900) BOCES Services	\$0.00	\$0.00	BOCES contractual expenses
Total Expenditures	<b>(\$207,910.77)</b>	<b>(\$807,313.58)</b>	
<b>BALANCE SHEET TRANSACTIONS: This category represents cash receipts/disbursements made at different time than when the items were shown as revenues or expenditures.</b>			
(0380) Accounts Receivable	(\$313.87)	(\$2,093.33)	NSF checks
(391) Due from other funds	\$0.00	\$0.00	
(0410-0440) Receivables from Governments	\$186,521.00	\$96,886.00	Revenues due from local, state & federal governments
(0445-0447) Inventories	\$0.00	\$0.00	Year-end adjustment: inventory decrease/(increase)
(0480) Prepaid Expenditures	\$0.00	\$0.00	Payments of future year expenses
(0600-0602) Accounts Payable	(\$31.05)	(\$33,211.61)	Payment of bills after expense was incurred
(0630) Due to Other Funds	\$0.00	\$0.00	Money borrowed from/(repaid to) other funds
(0631) Due to Gov't Sales Tax	\$150.35	\$629.91	Sales tax collected/(remitted)
(0637) Due to ERS	\$0.00	\$0.00	Employee contributions not remitted to Retirement Funds
(0689) Deferred Revenue	\$991.56	\$6,212.80	Funds received for future year revenues
(0821-0891) Reserve Accounts	\$0.00	\$0.00	Funds taken from/(added to) reserve accounts
(915) Assigned Fund Balance	\$0.00	\$0.00	Assigned Fund Balance
Total Balance Sheet Transactions	<b>\$187,317.99</b>	<b>\$68,423.77</b>	
<b>Ending School Lunch Fund Cash Balance</b>			
	<b>\$965,281.52</b>	<b>\$965,281.52</b>	

**BROCKPORT CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
December 31, 2023**

	Current Month	Year-to-Date	Description
<b>Beginning Federal Fund Cash Balance</b>	\$1,434,009.88	\$110,869.72	
<b>REVENUES:</b>			
(1315) Tuition and Charges For Services	\$260.00	\$22,835.00	Continuing Education
(2770) Local Aid	\$0.00	\$0.00	Local Grants
(3289) Other State Aid	\$0.00	\$487,278.25	NYS Grants and Summer Special Ed
(4126-4289) Other Federal Aid	\$142,999.00	\$722,129.05	Federal Grants
(5031) Interfund Transfers	\$0.00	\$0.00	Money transferred from other funds to pay expenses here
<b>Total Revenues</b>	<b>\$143,259.00</b>	<b>\$1,232,242.30</b>	
<b>EXPENDITURES:</b>			
(1000-1999) Salaries	(\$271,176.95)	(\$1,422,890.90)	Salary expenses
(2000-2200) Equipment	\$0.00	\$0.00	Equipment purchases
(4000) Contractual	(\$37,370.00)	(\$333,640.65)	Contractual expenditures
(4500-4800) Other Expenditures	(\$26,680.28)	(\$462,756.96)	Materials, Supplies, Travel, Tuition
(4900) BOCES	\$0.00	(\$8,100.00)	BOCES contractual expenses
(8000) Benefits	\$0.00	(\$932.76)	Benefit expenses
(9000) Interfund Transfers	\$0.00	\$0.00	Money transferred to pay expenses in other funds
<b>Total Expenditures</b>	<b>(\$335,227.23)</b>	<b>(\$2,228,321.27)</b>	
<b>BALANCE SHEET TRANSACTIONS: This category represents cash receipts/disbursements made at different time than when the items were shown as revenues or expenditures.</b>			
(0380) Accounts Receivable	\$0.00	\$0.00	Money due to other funds
(391) Due From Other Funds	\$0.00	(\$526,981.45)	Revenues due from local, state & federal governments
(0410-0440) Receivables from Governments	\$320,980.65	\$800,965.37	Payments of future year expenses
(0480) Prepaid Expenditures	\$0.00	\$0.00	Payment of bills after expense was incurred
(0600-0602) Accounts Payable	(\$6,517.50)	(\$973,304.93)	Money borrowed from/(repaid to) other funds
(0630) Due to Other Funds	\$239,932.85	\$3,380,967.91	Employee contributions not remitted to Retirement Funds
(0632) Due to TRS	\$0.00	\$0.00	Revenues received for future purchases
(689) Deferred Revenue	\$0.00	\$0.00	
<b>Total Balance Sheet Transactions</b>	<b>\$554,396.00</b>	<b>\$2,681,646.90</b>	
<b>Ending Federal Fund Cash Balance</b>	<b>\$1,796,437.65</b>	<b>\$1,796,437.65</b>	

**BROCKPORT CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
December 31, 2023**

	Current Month	Year-to-Date	Description
<b>Beginning Trust &amp; Agency Fund Cash Balance</b>	\$1,537,133.36	\$218,147.23	
<b>REVENUES:</b>			
(2401) Interest and Earnings	\$0.00	\$0.00	Interest earnings
(2705) Gifts and Donations	\$25.60	\$2,260.79	Gifts and Donations for Scholarships
(2770) Device Protection Plan/AP EXAMS	\$935.00	\$935.00	
Total Revenues	<b>\$960.60</b>	<b>\$3,195.79</b>	
<b>EXPENDITURES:</b>			
(1000-1999) Salaries	\$0.00	(\$5,611.92)	Salary expenses
(8000) Benefits	\$0.00	(\$418.62)	Benefit expenses
(2000-2200) Equipment	\$0.00	\$0.00	Equipment purchases
(4000) Contractual	\$0.00	(\$6,289.76)	Contractual expenditures
(4500-4700) Other Expenditures	\$0.00	\$0.00	Materials and Supplies
Total Expenditures	<b>\$0.00</b>	<b>(\$12,320.30)</b>	
<b>BALANCE SHEET TRANSACTIONS: This category represents cash receipts/disbursements made at different time than when the items were shown as revenues or expenditures.</b>			
(010) Cons Payroll	\$0.00	\$0.00	Bid Deposits
(017) Deferred Comp	\$0.00	\$0.00	Undistributed Payroll
(018-00) Due to TRS/ERS	(\$15.08)	\$516.07	Employee contributions not remitted to Retirement Funds
(020) Health/Dental	\$107,689.83	\$1,004,907.25	Health/Dental Payroll deductions not remitted
(021-026) SWT/FWT/FICA/Medicare	\$0.00	(\$90.00)	Taxes due
(027) Teachers' Retirement Loan	\$0.00	\$0.00	Loan Repayments to the retirement system
(0380) Accounts Receivable	\$0.00	\$3,000.00	NSF checks, revenues due
(0480) Prepaid Expenditures	\$0.00	\$0.00	Payments of future year expenses
(0600-0602) Accounts Payable	\$0.00	(\$791.57)	Payment of bills after expense was incurred
(085) Deferred Comp-Flexible Spending	(\$7,342.73)	\$420,891.51	Employee contributions not remitted to Excellus
(085-04) Cell Phones	\$142.24	\$1,112.24	Cell Phone Payroll deductions
(29) Employee Annuity	\$0.00	\$0.00	Money borrowed from/(repaid to) other funds
(391) Due from Demand Checks	\$0.00	\$0.00	Void to be issued in next payroll
(0691) Deferred Revenue	\$0.00	\$0.00	Revenues received for future purchases
Total Balance Sheet Transactions	<b>\$100,474.26</b>	<b>\$1,429,545.50</b>	
<b>Ending Trust &amp; Agency Fund Cash Balance</b>	<b>\$1,638,568.22</b>	<b>\$1,638,568.22</b>	

**BROCKPORT CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
December 31, 2023**

	Current Month	Year-to-Date	Description
<b>Beginning Capital Fund Cash Balance</b>			
	\$248,884.61	\$2,263,873.36	Investment/Checking acct balances
<b>REVENUES:</b>			
(3297) State Sources	\$0.00	\$0.00	New York State aid.
(2710) Premium on Obligations	\$0.00	\$0.00	Premiums on borrowings
(2770) Other Misc	\$0.00	\$0.00	
(5710) Proceeds from Serial Bond	\$0.00	\$0.00	Money borrowed
(5031) Interfund Transfers	\$0.00	\$0.00	Money transferred from other funds to pay expenses here
<b>Total Revenues</b>			
	\$0.00	\$0.00	
<b>EXPENDITURES:</b>			
(2000-2200) Equipment	\$0.00	\$0.00	Equipment, Bus purchases
(2400-2460) Bond Expenses	(\$106,285.50)	(\$361,251.66)	Contractual, Legal Fees, Architects, Survey/Engineering
(2010) Clerk of the Works	\$0.00	\$0.00	Interest expense
(2930-2980) Other Expenditures	\$0.00	(\$6,747,869.95)	General Construction, HVAC, Plumbing, Electrical, Site Work
(9901) Transfer to Other Funds	\$0.00	\$0.00	Transfer to other funds
<b>Total Expenditures</b>			
	(\$106,285.50)	(\$7,109,121.61)	

**BALANCE SHEET TRANSACTIONS: This category represents cash receipts/disbursements made at different time than when the items were shown as revenues or expenditures.**

(0391) Due from Other Funds	\$0.00	\$0.00	Money repaid from/(lent to) other funds
(0410-0440) Receivables from Governments	\$0.00	\$0.00	Revenues due from local, state & federal governments
(0480) Prepaid Expenditures	\$0.00	\$0.00	Payments of future year expenses
(0600-0605) Accounts Payable	\$0.00	(\$18,649.45)	Payment of bills after expense was incurred
(0626) B.A.N. Payable	\$0.00	\$0.00	Money borrowed
(0630) Due to Other Funds	\$301.42	\$5,006,798.23	Money repaid from/(lent to) other funds
(0691) Deferred Revenue	\$0.00	\$0.00	Revenues received for future purchases
(0909) Fund Balance	\$0.00	\$0.00	Prior year's retainage written off
<b>Total Balance Sheet Transactions</b>			
	\$301.42	\$4,988,148.78	

**Ending Capital Fund Cash Balance** **\$142,900.53** **\$142,900.53**



This is to certify that the above book balances have been reconciled to their corresponding bank balance.



Office of the Superintendent of Schools  
Regular Meeting of February 6, 2024

5.6

Sean C. Bruno  
Superintendent

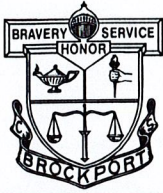
Jill Reichhart  
Director of Finance

SUBJECT: Financial Report — December 2023

Submitted to the Board of Education for their review and approval is the Financial Report for the month of December 2023, prepared by the District Treasurer, Jill Reichhart.

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

RESOLVED, that the Board of Education approve the Financial Report month of December 2023, prepared by the District Treasurer, Jill Reichhart.



# BROCKPORT

## Central School District

**Business Offices** • 40 Allen Street, Brockport, New York 14420 – 2296 • Phone (585) 637-1820 • Fax: (585) 637-1829

### MEMORANDUM

**DATE:** 1/24/2024  
**TO:** Board of Education  
**FROM:** Jill Reichhart, Director of Finance  
**RE:** 2023-2024 Expenditure Variance Analyses

An analysis of known expenditure variances as shown on the December 31, 2023 Board Finance Report is given below.

- **Co-Curricular Activity (2850) – Over budget, encumbrance issue that will clear in February.**
- **Hospital, Medical, Dental (9060) – Over budget, encumbrance issue that will clear in January.**

I recommend the following budget transfers:

None

There are no additional variances as of the date of this report. Please feel free to contact me if you have any questions concerning this information.

# Brockport Central School District

Budget Status Report As Of: 12/31/2023

Fiscal Year: 2024

## Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1010 Board Of Education		31,960.00	20,000.00	51,960.00	33,045.22	11,257.04	7,657.74
1240 Chief School Administrator		303,837.00	18,400.00	322,237.00	162,109.37	157,789.85	2,337.78
1310 Business Administration		468,340.65	32,000.00	500,340.65	235,171.14	254,797.82	10,371.69
1320 Auditing		40,000.00	6,000.00	46,000.00	15,400.70	28,175.00	2,424.30
1325 Treasurer		125,273.00	20,000.00	145,273.00	71,278.29	73,146.71	848.00
1330 Tax Collector		12,000.00	2,500.00	14,500.00	8,883.16	5,451.40	165.44
1345 Purchasing		7,149.00	650.00	7,799.00	4,740.07	3,058.93	0.00
1420 Legal		205,463.00	6,000.00	211,463.00	48,958.88	161,062.87	1,441.25
1430 Personnel		488,563.00	22,000.00	510,563.00	265,786.16	233,195.72	11,581.12
1460 Records Management Officer		12,568.90	0.00	12,568.90	5,347.92	5,132.68	2,088.30
1480 Public Information and Services		193,960.92	39,000.00	232,960.92	96,995.84	128,022.39	7,942.69
1620 Operation of Plant		4,320,805.17	50,482.51	4,371,287.68	1,484,799.84	1,868,031.56	1,018,456.28
1621 Maintenance of Plant		1,507,554.00	73,168.33	1,580,722.33	493,218.72	589,213.37	498,290.24
1670 Central Printing & Mailing		515,510.34	-7,153.63	508,356.71	117,283.53	49,275.87	341,797.31
1680 Central Data Processing		1,681,399.50	-93,779.95	1,587,619.55	711,380.05	121,485.83	754,753.67
1910 Unallocated Insurance		190,000.00	38,000.00	228,000.00	227,978.73	0.00	21.27
1920 School Association Dues		24,000.00	900.00	24,900.00	24,625.30	200.00	74.70
1930 Judgments and Claims		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1950 Assessments on School Property		7,000.00	0.00	7,000.00	2,935.28	0.00	4,064.72
1964 Refund on Real Property Taxes		10,000.00	0.00	10,000.00	675.34	0.00	9,324.66
1981 BOCES Administrative Costs		1,179,414.00	7,212.00	1,186,626.00	521,217.51	665,408.49	0.00
2010 Curriculum Devel and Suprvsn		195,111.00	54,000.00	249,111.00	139,165.01	98,158.27	11,787.72
2020 Supervision-Regular School		1,662,492.00	38,339.00	1,700,831.00	730,797.12	747,437.66	222,596.22
2070 Inservice Training-Instruction		357,482.00	7,725.00	365,207.00	95,341.31	36,618.91	233,246.78
2071 Supt Conf: Prof Development		33,000.00	0.00	33,000.00	9,009.22	4,000.00	19,990.78
2110 Teaching-Regular School		20,705,687.23	1,179,297.13	21,884,984.36	8,736,597.43	12,680,621.01	467,765.92
2250 Prg For Sdnts w/Disabil-Med Elgble		11,645,379.61	45,232.00	11,690,611.61	4,546,920.23	6,808,546.35	335,145.03
2280 Occupational Education(Grades 9-12)		2,114,314.00	0.00	2,114,314.00	925,396.00	1,068,668.20	120,249.80
2330 Teaching-Special Schools		160,000.00	0.00	160,000.00	94,237.47	0.00	65,762.53
2340 Employment Prep Education		2,290.00	2,500.00	4,790.00	2,350.01	2,349.99	90.00
2610 School Library & AV		854,442.95	11,580.23	866,023.18	306,658.66	482,223.48	77,141.04
2630 Computer Assisted Instruction		1,663,323.74	-974,550.78	688,772.96	335,822.99	303,302.26	49,647.71
2805 Attendance-Regular School		160,813.44	0.00	160,813.44	55,190.94	85,211.00	20,411.50
2810 Guidance-Regular School		887,425.53	0.00	887,425.53	313,322.75	462,508.18	111,594.60
2815 Health Svcs-Regular School		656,403.14	674.61	657,077.75	185,593.71	335,285.53	136,198.51
2820 Psychological Svcs-Reg Schl		522,228.75	21,000.00	543,228.75	143,100.51	361,117.70	39,010.54
2825 Social Work Svcs-Regular School		214,906.00	18,600.00	233,506.00	75,102.75	153,290.10	5,113.15
2850 Co-Curricular Activ-Reg Schl		374,500.00	30,000.00	404,500.00	166,657.26	263,264.91	-25,422.17
2855 Interscholastic Athletics-Reg Schl		1,144,249.92	13,218.24	1,157,468.16	463,976.19	217,573.75	475,918.22
5510 District Transportation Services		7,748,147.67	43,584.93	7,791,732.60	3,432,879.96	3,519,262.88	839,589.76

# Brockport Central School District

Budget Status Report As Of: 12/31/2023  
Fiscal Year: 2024

## Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
5530	Garage Building	27,664.00	0.00	27,664.00	1,000.00	0.00	26,664.00
5581	Transportation from Boces	20,000.00	100.00	20,100.00	10,675.26	9,422.34	2.40
9010	State Retirement	1,601,500.00	-84,000.00	1,517,500.00	1,432,440.00	0.00	85,060.00
9020	Teachers' Retirement	2,571,773.04	-37,862.00	2,533,911.04	2,513,553.77	0.00	20,357.27
9030	Social Security	3,150,000.00	0.00	3,150,000.00	1,106,298.51	1,835,636.49	208,065.00
9040	Workers' Compensation	329,559.00	27,000.00	356,559.00	177,962.95	177,962.92	633.13
9045	Life Insurance	15,000.00	0.00	15,000.00	7,477.52	4,522.48	3,000.00
9050	Unemployment Insurance	50,000.00	0.00	50,000.00	6,424.84	33,575.16	10,000.00
9055	Disability Insurance	25,000.00	2,500.00	27,500.00	4,866.04	22,633.96	0.00
9060	Hospital, Medical, Dental Insurance	16,759,538.00	-376,244.00	16,383,294.00	7,871,785.60	8,857,656.11	-346,147.71
9089	Other (specify)	375,000.00	0.00	375,000.00	134,721.26	98,773.60	141,505.14
9711	Serial Bonds-School Construction	3,934,237.50	0.00	3,934,237.50	503,743.75	0.00	3,430,493.75
9712	Serial Bonds-Bus Purchases	742,800.00	0.00	742,800.00	531,350.00	0.00	211,450.00
9901	Transfer to Other Funds	270,000.00	0.00	270,000.00	0.00	0.00	270,000.00
9950	Transfer to Capital Fund	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
<b>Total GENERAL FUND</b>		<b>92,400,067.00</b>	<b>258,073.62</b>	<b>92,658,140.62</b>	<b>39,592,250.07</b>	<b>43,024,328.77</b>	<b>10,041,561.78</b>

**Brockport Central School District**  
Revenue Status Report As Of: 12/31/2023  
Fiscal Year: 2024  
Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Current Estimate	Year-to-Date	Current Cycle	Anticipated Balance	Excess Revenue
1001-000		Real Property Taxes	29,354,273.00	29,354,273.00	31,956,965.04	0.00		2,602,692.04
1081-000		Other Prmts in Lieu of Tax	192,809.00	192,809.00	199,207.26	0.00		6,398.26
1085-000		STAR Reimbursement	6,432,633.00	6,432,633.00	0.00	0.00	6,432,633.00	
1090-000		Int. & Penal. on Real Pro	15,000.00	15,000.00	4,751.26	596.70	10,248.74	
1120-000		Nonprop. Tax Distrib. By	3,300,000.00	3,300,000.00	1,087,121.96	0.00	2,212,878.04	
1311-000		Other Day School Tuition	5,000.00	5,000.00	0.00	0.00	5,000.00	
1410-000		Admissions (from Individu	15,000.00	15,000.00	3,942.10	0.00	11,057.90	
2230-000		Day School Tuit-Oth Dist.	15,000.00	15,000.00	0.00	0.00	15,000.00	
2308-000		Trans for BOCES-Shuttle S	1,000.00	1,000.00	0.00	0.00	1,000.00	
2401-000		Interest and Earnings	200,000.00	200,000.00	1,002,680.39	798,209.73		802,680.39
2410-000		Rental of Real Property, I	15,000.00	15,000.00	19,611.92	923.00		4,611.92
2413-000		Rental of Real Property,	43,000.00	43,000.00	0.00	0.00	43,000.00	
2440-000		Rental of Buses	10,000.00	10,000.00	11,869.36	0.00		1,869.36
2450-000		Commissions	1,000.00	1,000.00	0.00	0.00	1,000.00	
2650-000		Sale Scrap & Excess Mater	1,000.00	1,000.00	1,392.00	338.00		392.00
2665-000		Sale of Equipment	5,000.00	5,000.00	7,925.00	0.00		2,925.00
2680-000		Insurance Recoveries-Tran	5,000.00	5,000.00	4,089.50	462.08	910.50	
2680-001		Insurance Rec - other	0.00	0.00	5,907.47	0.00		5,907.47
2690-000		Other Compensation for Lo	1,000.00	1,000.00	-2,492.61	0.00	3,492.61	
2701-000		Refund PY Exp-BOCES Aided	400,000.00	400,000.00	704,127.68	704,127.68		304,127.68
2703-000		Refund PY Exp-Other-Not Trans	0.00	0.00	111,116.00	0.00		111,116.00
2705-000		Gifts and Donations	60,000.00	60,000.00	1,500.00	0.00	58,500.00	
2770-000		Other Unclassified Rev.(S	110,000.00	110,000.00	21,078.82	3,645.49	88,921.18	
2770-001		Device Protection	0.00	0.00	1,825.00	340.00		1,825.00
3101-000		Basic Formula Aid-Gen Aid	36,150,808.00	36,150,808.00	6,829,294.24	3,684,307.94	29,321,513.76	
3102-000		Lottery Aid (Sect 3609a E	6,200,000.00	6,200,000.00	6,324,915.48	199,279.05		124,915.48
3103-000		BOCES Aid (Sect 3609a Ed	4,002,166.00	4,002,166.00	2,068,884.18	0.00	1,933,281.82	
3260-000		Textbook Aid (incl Txtbk/	254,229.00	254,229.00	0.00	0.00	254,229.00	
3262-000		Computer Software Aid	59,125.00	59,125.00	0.00	0.00	59,125.00	
3289-000		Other State Aid	0.00	0.00	1,400.00	1,400.00		1,400.00
4289-000		Other Federal Aid (Specify)	0.00	0.00	139,769.32	0.00		139,769.32
4601-000		Medic.Ass't-Sch Age-Sch Y	50,000.00	50,000.00	57,240.40	13,560.86		7,240.40
5050-000		Interfund Trans. for Debt	451,750.00	451,750.00	0.00	0.00	451,750.00	

\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.  
These are estimates to balance the budget

**Brockport Central School District**

Revenue Status Report As Of: 12/31/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Current Estimate	Year-to-Date	Current Cycle	Anticipated Balance	Excess Revenue
Total GENERAL FUND			87,349,793.00	87,349,793.00	50,564,121.77	5,407,190.53	40,903,541.55	4,117,870.32

**Selection Criteria**

Criteria Name: Last Run  
 As Of Date: 12/31/2023  
 Suppress revenue accounts with no activity  
 Show Actual revenue in 'As Of cycle'  
 Sort by: Fund  
 Printed by Jill Reichhart

\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

## 6.0 PHYSICAL PLANT



Sean C. Bruno  
Superintendent

Darrin Winkley  
Assistant Superintendent for Business

**SUBJECT: Excess Equipment**

WHEREAS, the District wishes to remove the following equipment from inventory and dispose of it.

Invacare Hoyer Lift

Our intention is to sell to the highest bidder or dispose of as trash.

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

RESOLVED, that the Board of Education hereby authorizes the District Clerk to dispose of the above equipment and to remove reference of these items from the inventory.



# 7.0 HUMAN RESOURCES



# 8.0 SUPERINTENDENT REPORT



Sean Bruno  
Superintendent

SUBJECT: Law Firm of Bond, Schoeneck & King PLLC

Resolved, that the Board of Education appoints the law firm of Bond, Schoeneck & King PLLC as legal counsel, effective immediately.

Motion by ..... Seconded by .....

RESOLVED, that the Board of Education appoints the law firm of Bond, Schoeneck & King PLLC as legal counsel, effective immediately.

## 9.0 BOARD OPERATIONS





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

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Board of Education  
**2023-2024 Meeting Schedule**

<b>Day</b>	<b>Date</b>	<b>Time/Location/Notes</b>
Friday	July 14, 2023*	Reorganization Meeting 5:30 p.m. - District Office Board Room (District Safety Plan Public Hearing 5:15 p.m.)
Tuesday	July 25, 2023*	5 p.m. - District Office Board Room
Tuesday	August 8, 2023*	5 p.m. - District Office Board Room
Tuesday	August 22, 2023*	5 p.m. – District Office Board Room
Tuesday	September 5, 2023	6 p.m. – District Office Board Room
Tuesday	September 19, 2023	6 p.m. – District Office Board Room
Tuesday	October 3, 2023	6 p.m. - District Office Board Room
Tuesday	October 17, 2023	6 p.m. - District Office Board Room
Tuesday	November 7, 2023	6 p.m. - High School Library
Tuesday	November 21, 2023	6 p.m. - District Office Board Room
Tuesday	December 5, 2023	6 p.m. - District Office Board Room
Tuesday	December 19, 2023	6 p.m. - Hill School Cafetorium
Tuesday	January 9, 2024*	6 p.m. - District Office Board Room
Tuesday	January 23, 2024*	6 p.m. - District Office Board Room
Tuesday	February 6, 2024	6 p.m. - District Office Board Room
Monday	March 5, 2024	6 p.m. - District Office Board Room
Tuesday	March 26, 2024*	6 p.m. - Location TBD
Tuesday	April 16, 2024	6 p.m. - District Office Board Room
Tuesday	May 7, 2024	5:30 p.m. Budget Public Hearing 6 p.m. Board Meeting Hill School Cafetorium
Tuesday	May 21, 2024*	7 p.m. - District Office Board Room (Budget Vote)
Tuesday	June 4, 2024	6 p.m. – Hill School Cafetorium
Tuesday	June 18, 2024	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).*



**BROCKPORT CENTRAL SCHOOL**  
**Board of Education**  
**2023-2024 Presentation Schedule**

<b>Date</b>	<b>Presentations</b>	<b>Time/Location/Notes</b>
July 14, 2023*		Reorganization Meeting 5 p.m. - District Office Board Room
July 25, 2023*		5 p.m. - District Office Board Room
August 8, 2023*		5 p.m. - District Office Board Room
August 22, 2023*		5 p.m. – District Office Board Room
September 5, 2023		6 p.m. – District Office Board Room
September 19, 2023		6 p.m. – District Office Board Room
October 3, 2023		6 p.m. - District Office Board Room
October 17, 2023	BOCES 2 Update	6 p.m. - District Office Board Room
November 7, 2023	Thespian Society Recognition	6 p.m. – High School Library
November 21, 2023	OMS Presentation	6 p.m. - District Office Board Room
December 5, 2023	James C. Fallon Award Q1 Academic Review	6 p.m. - District Office Board Room
December 19, 2023	High School Presentation	6 p.m. - Hill School Cafetorium
January 9, 2024*		6 p.m. - District Office Board Room
January 23, 2024*	Barclay and Hill Presentations	6 p.m. - District Office Board Room
February 6, 2024	Ginther Presentation	6 p.m. - District Office Board Room
March 5, 2024	Q2 Academic Review Budget Presentation	6 p.m. - District Office Board Room
March 26, 2024*	Music Recognition Night	6 p.m. – Location TBD
April 16, 2024	Annual Environmental Presentation	6 p.m. - District Office Board Room
May 7, 2024	5:30 p.m. Budget Public Hearing Student Art Recognition Night	6 p.m. Board Meeting Hill School Cafetorium
May 21, 2024*	Q3 Academic Review	7 p.m. - District Office Board Room (Budget Vote)
June 4, 2024	Code of Conduct Public Hearing (5:30 p.m.) Tenure Reception	6 p.m. – Hill School Cafetorium
June 18, 2024	Retirement Presentation 5:30 p.m. Annual Athletic Awards Presentation	6 p.m. – Hill School Cafetorium

\*off schedule

Note: Brockport’s Best Awards held as needed.

**BROCKPORT CENTRAL SCHOOL  
BUDGET DEVELOPMENT CALENDAR  
2024-2025 BUDGET**

Date	Activity
September 5, 2023	Regular Board Meeting
<b>September 13, 2023</b>	<b>BUDGET COMMITTEE MEETING</b>
September 19, 2023	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 3, 2023	Regular Board Meeting
<b>October 11, 2023</b>	<b>BUDGET COMMITTEE MEETING</b>
October 17, 2023	Regular Board Meeting
November 7, 2023	Regular Board Meeting
<b>November 15, 2023</b>	<b>BUDGET COMMITTEE MEETING</b>
November 21, 2023	Regular Board Meeting
December 5, 2023	Regular Board Meeting
<b>December 13, 2023</b>	<b>BUDGET COMMITTEE MEETING</b>
December 19, 2023	Regular Board Meeting
January 9, 2024	Regular Board Meeting
<b>January 17, 2024</b>	<b>BUDGET COMMITTEE MEETING</b>
January 23, 2024	Regular Board Meeting
<b>January 31, 2024</b>	<b>BUDGET COMMITTEE MEETING</b>
February 6, 2024	Regular Board Meeting – (Draft budget)
<b>February 14, 2024</b>	<b>BUDGET COMMITTEE MEETING</b>
March 5, 2024	Regular Board Meeting – (presentation of proposed 2023-2024 budget)
<b>March 13, 2024</b>	<b>BUDGET COMMITTEE MEETING</b>
March 26, 2024	Regular Board Meeting – (adopt 2023-2024 budget & publish first budget legal notice)
<b>March 27, 2024</b>	<b>BUDGET COMMITTEE MEETING (IF NEEDED)</b>
<b>April 10, 2024</b>	<b>BUDGET COMMITTEE MEETING</b>
April 15, 2024	Last day to file nominating petition for Board candidates
April 16, 2024	Regular Board Meeting
May 7, 2024	Regular Board Meeting – <b>Budget Hearing at 5:30 p.m.</b>
<b>May 15, 2024</b>	<b>BUDGET COMMITTEE MEETING</b>
May 21, 2024	Budget Vote and Election – 6:00 a.m. – 9:00 p.m.
June 4, 2024	Regular Board Meeting
<b>June 12, 2024</b>	<b>BUDGET COMMITTEE MEETING</b>
June 18, 2024	Regular Board Meeting

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



# MCSBA Master Calendar 2023-2024



Day	Time	Event	Location
<b>JULY 2023</b>			
3-4	Monday - Tuesday	Holiday - OFFICE CLOSED - Independence Day	
24	Monday	NYSSBA Summer Law Conference	Virtual
28	Friday - Saturday	NYSSBA Leadership in Education	Latham
<b>AUGUST 2023</b>			
9	Wednesday	Noon Steering Committee	DoubleTree
18-19	Friday - Saturday	NYSSBA New School Board Member Academy	Latham
<b>SEPTEMBER 2023</b>			
4	Monday	Holiday - OFFICE CLOSED - Labor Day	
6	Wednesday	Noon Legislative Committee Meeting	DoubleTree
6	Wednesday	4:00 PM Association Social Hour for All MCSBA Members	DoubleTree
6	Wednesday	5:45 PM Board Leadership Meeting	DoubleTree
13	Wednesday	Noon Information Exchange Committee Meeting	DoubleTree
20	Wednesday	Noon Labor Relations Committee Meeting	DoubleTree
21	Thursday	8:00 AM MCSBA Fall Law Conference	Oak Hill Country Club
21	Thursday	NYSSBA District Clerk Workshop	Latham
<b>OCTOBER 2023</b>			
1-3	Sunday - Tuesday	NYSCOSS Fall Leadership Summit	Saratoga Springs
4	Wednesday	Noon Legislative Committee Meeting	DoubleTree
6	Friday	NYSSBA Board Officer's Academy	Virtual
7	Saturday	9:00 AM NYSSBA Area 2 Resolutions Committee	Virtual
9	Monday	Holiday - OFFICE CLOSED - Indigenous People's Day	
11	Wednesday	Noon Information Exchange Committee Meeting	DoubleTree
11	Wednesday	5:45 PM Executive Committee Meeting	Monroe's - Pittsford
14	Saturday	7:30 AM MCSBA Fiscal Training Seminar	DoubleTree
16-20	Monday - Friday	Board Member Recognition Week	
19	Thursday	8:30 AM District Clerks Conference	DoubleTree
25	Wednesday	Noon Labor Relations Committee Meeting	DoubleTree
26-28	Thursday - Saturday	NYSSBA Annual Convention	Buffalo
<b>NOVEMBER 2023</b>			
1	Wednesday	Noon Legislative Committee Meeting	DoubleTree
1	Wednesday	4:30 PM Steering Committee Meeting	Via Zoom
8	Wednesday	Noon Information Exchange Committee Meeting	DoubleTree
8	Wednesday	5:45 PM Board Leadership Meeting	Pane Vino
10	Friday	Holiday - OFFICE CLOSED - Veterans Day	
15	Wednesday	Noon Labor Relations Committee Meeting	DoubleTree
23-24	Thursday - Friday	Holiday - OFFICE CLOSED - Thanksgiving	
29	Wednesday	Noon Legislative Committee Meeting	DoubleTree
29	Wednesday	5:45 PM Executive Committee Meeting	Monroe's - Ridgemont
<b>DECEMBER 2023</b>			
4	Monday	MCSBA Advocacy Day with Legislators	Via Zoom
25-26	Monday - Tuesday	Holiday - OFFICE CLOSED - Christmas	



Day	Time	Event	Location	
<b>JANUARY 2024</b>				
1	Monday		Holiday - OFFICE CLOSED - New Year's Day	
3	Wednesday	Noon	Legislative Committee Meeting	DoubleTree
10	Wednesday	4:00 PM	Information Exchange Committee Meeting/Social	RMSC
15	Monday		Holiday - OFFICE CLOSED - Martin Luther King, Jr.	
17	Wednesday	Noon	Labor Relations Committee Meeting	DoubleTree
24	Wednesday	Noon	Steering Committee Meeting	DoubleTree
31	Wednesday	Noon	Legislative Committee Meeting	DoubleTree
<b>FEBRUARY 2024</b>				
3	Saturday	8:30 AM	MCSBA Legislative Breakfast	Shadow Lake
5	Monday	9:00 AM	Legislative Committee - Debrief Table Leaders	Via Zoom
7	Wednesday	Noon	Information Exchange Committee Meeting	DoubleTree
14	Wednesday	Noon	Labor Relations Committee Meeting	DoubleTree
14	Wednesday	5:45 PM	Executive Committee Meeting	Monroe's - Pittsford
19	Monday		Holiday - OFFICE CLOSED - Presidents' Day	
19-23	Monday - Friday		Winter Recess	
28	Wednesday	Noon	Legislative Committee Meeting	DoubleTree
28	Wednesday	5:45 PM	Board Leadership Meeting	Pane Vino
<b>MARCH 2024</b>				
3-5	Sunday - Tuesday		NYSKOSS Conference	Albany
5 OR 6	Tuesday OR Wednesday		MCSBA One-Day Albany Advocacy Trip	Albany
13	Wednesday	Noon	Information Exchange Committee Meeting	DoubleTree
20	Wednesday	Noon	Labor Relations Committee Meeting	DoubleTree
21	Thursday	8:30 AM	District Clerks Conference	DoubleTree
27	Wednesday	Noon	Steering Committee Meeting	DoubleTree
29	Friday		Holiday - OFFICE CLOSED - Good Friday	
<b>APRIL 2024</b>				
1-5	Monday-Friday		Spring Break	
6-8	Saturday - Monday		NSBA Annual Conference	New Orleans, LA
8	Monday		Holiday - OFFICE CLOSED - Solar Eclipse	
10	Wednesday	Noon	Legislative Committee Meeting	DoubleTree
10	Wednesday	6:00 PM	Monroe 2-Orleans BOCES Annual Meeting	BOCES 2
11	Thursday	5:00 PM	Monroe One BOCES Annual Meeting	15 Linden Park
13	Saturday		Prospective School Board Candidate Seminar	DoubleTree
17	Wednesday	Noon	Information Exchange Committee Meeting	DoubleTree
24	Wednesday	Noon	Labor Relations Committee Meeting	DoubleTree
24	Wednesday	5:45 PM	Executive Committee Meeting	Monroe's Ridgmont
<b>MAY 2024</b>				
1	Wednesday	4:00 PM	Association Social Hour for All MCSBA Members	Salena's - Village Gate
1	Wednesday	5:45 PM	Board Leadership Meeting	Salena's - Village Gate
2	Thursday	8:00 AM	MCSBA Spring Law Conference	Shadow Lake
21	Tuesday	6AM - 9PM	Budget Vote	
27	Monday		Holiday - OFFICE CLOSED - Memorial Day	
29	Wednesday	5:30 PM	MCSBA Annual Meeting	Strathallan
<b>JUNE 2024</b>				
6	Thursday	8:30 AM	District Clerks Conference	DoubleTree
8	Saturday	7:30 AM	New School Board Member Governance Training	DoubleTree
19	Wednesday		Holiday - OFFICE CLOSED - Juneteenth National Independence Day	

# 10 OLD BUSINESS



# 11 OTHER ITEMS OF BUSINESS



# 12 EXECUTIVE SESSION



# 13 ADJOURNMENT

