



# **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)

Daniel Legault (2026)

Robert Lewis (2023)

Kathy Robertson (2024)

Michael Turbeville (2023)

# January 3, 2023

6 p.m.

## **District Board Room**



# Brockport Central School District

40 Allen Street, Brockport, New York 14420-2296

We, the Board of Education, promise to:

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

January 3, 2023

Regular Board Meeting Agenda 6 p.m.  
District Office Board Room

Call to Order  
Pledge to the Flag  
Fire Exits

Motion to Approve the Order of the Agenda

Approval of Minutes

- December 20, 2022 – Regular Board Meeting Minutes

Board Presentations:

None

Communications – Public Comments:

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

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

Board Reports:

Committee	Last Meeting	Next Meeting	Committee Member(s)
BOCES Board	December 21, 2022 4:30 p.m.	January 18, 2023 6 p.m.	Mr. Gerald Maar (BCSD Liaison)
MCSBA Information Exchange	November 9, 2022 Noon	January 11, 2023 Noon	Member Robertson
MCSBA Board Leadership Meeting	November 2, 2022 5:45 p.m.	March 1, 2023 5:45 p.m.	President Carbone
MCSBA Labor Relations Committee	November 16, 2022 Noon	January 18, 2023 Noon	Member Turbeville Superintendent Bruno



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MCSBA Legislative Committee	November 2, 2022 Noon	January 4, 2023 Noon	President Carbone
MCSBA Executive Committee	November 30, 2022 5:45 p.m.	February 15, 2023 5:45 p.m.	President Carbone Superintendent Bruno
Diversity, Equity, and Inclusion (DEI) Committee	December 14, 2022 4 p.m.	February 15, 2023 4 p.m.	President Carbone Vice President Harradine Member Robertson Superintendent Bruno

## 1. New Business

None

## 2. Policy Development

- 2.1 6000 Code of Ethics for All District Personnel – first reading
- 2.2 6121 Sexual Harassment – Employees – first reading
- 2.3 6130 Evaluation of Personnel: Purposes – first reading
- 2.4 6140 Employee Medical Examinations – first reading
- 2.5 6150 Alcohol, Drugs and Other Substances (School Personnel) – first reading
- 2.6 6151 Drug-Free Workplace – first reading
- 2.7 6152 Employee Assistance Program – first reading
- 2.8 6180 Professional Growth/Staff Development – first reading
- 2.9 6183 Conference/Travel Expense Reimbursement (Remove) – first reading
- 2.10 6184 Employees Serving as Consultants – first reading
- 2.11 6190 Fingerprinting of Prospective School Employees – first reading
- 2.12 6191 Safety of Students (Fingerprinting Clearance of New Hires) (Remove) – first reading
- 2.13 6210 Certified Personnel (Remove) – first reading
- 2.14 6211 Recruitment – first reading
- 2.15 6212 Certification – first reading
- 2.16 7500 Dignity for All Students Act – first reading

## 3. Instructional Planning & Services

- 3.1 Verbal – Rachel Kluth, Ed.D., Assistant to the Superintendent for Secondary Instruction
- 3.2 Verbal – Lynn Carragher, Assistant to the Superintendent for Inclusive Education and Instruction
- 3.3 Approval of CSE Recommendations (3.3.1-3.3.5)
  - 3.3.1 On November 28, 30, December 8, 9, and 15, 2022, the District Committee on Special Education reviewed students and made recommendations for placement.
  - 3.3.2 On November 29, 30, December 8, 14, 15, and 16, 2022, the District Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.3 On November 29, 30, December 1, 6 and 14, 2022, the Committee on Preschool Special Education reviewed students and made recommendations for placement.
  - 3.3.4 On December 20 and 21, 2022, the Barclay Subcommittee on Special Education reviewed students and made recommendations for placement.
  - 3.3.5 On November 30, and December 7, 2022, the High School Subcommittee on Special Education reviewed students and made recommendations for placement.



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## 4. Personnel

### CERTIFIED

#### 4.1 Appointments

- 4.1.1 Tresel Vick, to be appointed as a long term substitute Instructional Coach at Oliver Middle School effective January 4, 2023 through June 30, 2023. Annual salary \$92,618 (prorated \$55,107).

#### 4.2 Resignations

- 4.2.1 Tresel Vick, Instructional Coach at Oliver Middle School, to resign for the purpose of retirement effective January 2, 2023.

#### 4.3 Substitutes

- 4.3.1 David Robinson, pending fingerprint clearance

#### 4.4 Teacher Immersion Fellowship Program Participants

None

#### 4.5 Leaves of Absence

None

#### 4.6 Other

- 4.6.1 Christopher Wilbur, Mentor Teacher, \$600 (January – June).  
4.6.2 Kelly Kinslow, Mentor Teacher, \$600 (January – June).  
4.6.3 Mark Mutton, Varsity Boys Volleyball coach, Level C – Step 3 \$3,295.

### CLASSIFIED

#### 4.7 Appointments

- 4.7.1 Steffany Celento, to be appointed as a probationary Teacher Aide at Ginther School effective January 4, 2023. Rate is set at \$14.50 per hour. Probationary period begins on January 4, 2023 and ends on January 3, 2024.  
4.7.2 Amanda Walch, to be appointed as a probationary Food Service Helper at Hill School effective January 4, 2023. Rate is set at \$14.50 per hour. Probationary period begins on January 4, 2023 and ends on January 3, 2024. (Pending fingerprint clearance.)  
4.7.3 Christopher Ladd, to be appointed as a provisional Senior Security Worker in the Security Department effective January 4, 2023. Rate is set at \$22.00 per hour. Probationary period is to be determined.

#### 4.8 Resignations

- 4.8.1 Christopher Ladd, Security Worker, Security Department, resigning effective January 3, 2023, pending board approval to the position of Senior Security Worker.

#### 4.9 Substitutes

None

#### 4.10 Volunteers

- 4.10.1 Robert LaBarbera  
4.10.2 Ronly O'Mara  
4.10.3 Cassi O'Sullivan  
4.10.4 Lauren Porter  
4.10.5 Kiana Trinca

#### 4.11 College Participants

None



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## 4.12 Leaves of Absence

- 4.12.1 UPDATE -- Robin Georgiev, Teacher Aide, effective November 1, 2022 through the anticipated return date of ~~December 1, 2022~~ **January 3, 2023**.
- 4.12.2 UPDATE -- Karen Pahman, Food Service Helper, effective November 8, 2022 through the anticipated return date of ~~January 3, 2023~~ **January 25, 2023**.

## 4.13 Other

None

## 5. Financial

- 5.1 Verbal – Jill Reichhart, Director of Finance
- 5.2 Approval of Financial Statement of Extraclassroom Activity Funds for the Hill School and Oliver Middle School for October 2022.
- 5.3 Approval of Treasurer’s Report – October 2022
- 5.4 Approval of Financial Report – October 2022
- 5.5 Approval of Establishing the Howlett Family Scholarship

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

- 6.1 Verbal – Darrin Winkley, Assistant Superintendent for Business

## 7. Human Resources

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

## 8. Report of the Superintendent of Schools

- 8.1 Verbal – Sean C. Bruno, Superintendent of Schools

## 9. Board Operations

- 9.1 2022-23 Board of Education Meeting Schedule
- 9.2 2023-24 Budget Development Calendar
- 9.3 2022-23 MCSBA Calendar

## 10. Old Business

None

## 11. Other Items of Business

None

## 12. Round Table

## 13. Adjournment

**Next Board of Education Meeting:  
Tuesday, January 17, 2023, at 6 p.m., District Office Board Room**

**BROCKPORT CENTRAL SCHOOL  
BOARD OF EDUCATION  
December 20, 2022**

These are the minutes of the Regular Board Meeting held on December 20, 2022. The meeting was called to order at 6:06 p.m. by President Carbone.

The following Board Members were in attendance:

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

Also present were:

- Sean Bruno, Superintendent of Schools
- Lynn Carragher, Assistant to the Superintendent for Inclusive Education and Instruction
- Jerilee Gulino, Assistant Superintendent for Human Resources
- Rachel Kluth, Ed.D. Assistant to the Superintendent for Secondary Instruction
- Jill Reichhart, Treasurer and Finance Director
- Deb Moyer, District Clerk

- |                  |                 |
|------------------|-----------------|
| Christina Dubois | Nate Fisher     |
| Desilets Dubois  | Will Hawken     |
| Andrew Wilson    | Amy Nesbitt     |
| Ella Waite       | Adam Huck       |
| Erin Waite       | Connor Huck     |
| Brenna Green     | Heidi Marshall  |
| Jennifer Green   | Brandt Marshall |
| Marissa Ciufu    | Ty Marshall     |
| Jessie Ciufu     | Hilda Stuart    |
| Delilah Thomas   | Phil Ciufu      |
| Melanie Thomas   | Scott Nugent    |
| Diana Fisher     | Judy Nugent     |

Excused:

- Daniel Legault, Board Member
- Darrin Winkley, Assistant Superintendent for Business

**ORDER OF THE AGENDA**

Mr. Harradine moved, seconded by Mr. Turbeville, the Board of Education approved the order of the agenda with the addition of hand carries 4.7.1-4.7.4 and 4.9.9-4.9.10. The motion carried 6-0.

**MINUTES**

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

**BOARD PRESENTATIONS**

- Athletic Director Todd Hageen provided an update on the Fall Athletics season and also recognized fall athletic achievements.

**COMMUNICATION – PUBLIC COMMENTS**

- None

**BOARD REPORTS**

- None

**1. New Business**

- None

**2. Policy Development**

- None

**3. Instructional Planning & Services**

- 3.1 Verbal – Rachel Kluth, Ed.D., Assistant to the Superintendent for Secondary Instruction
- Dr. Kluth provided an update on the Coordinated Monitoring Review. She thanked the building teams, clerical and executive team for their work on this tremendous project. The state is reviewing documents to ensure they match up with the grant monies afforded during the pandemic. Documentation was submitted on Dec. 9 and feedback and next steps is due back mid-January.
- 3.2 Verbal – Lynn Carragher, Assistant to the Superintendent for Inclusive Education and Instruction
- Ms. Carragher provided an update on the webinar her office staff attended with Child Psychologist Dr. Wallace. The partnership includes school districts and primary care providers working together to understand each other’s languages, regulations and systems, along with the importance of communicating back and forth with families to ensure student needs are met. They attended virtually and will have fellows watch the recording to better understand communications.
  - Ms. Carragher shared in January the Office of Inclusive Education is looking at verification reports submitted to the state for trend data to make sure we are where we want to be with services.
- 3.3 Mr. Harradine moved, seconded by Mr. Turbeville, the Board approved Consent Items (CSE) 3.3.1-3.3.8. The motion carried 6-0.
- 3.3.1 On November 8, 16, and 21 2022, the District Committee on Special Education reviewed students and made recommendations for placement.
- 3.3.2 On November 7, 9, 14, and 23, 2022, the District Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.3 On October 13, November 1, 10, 14, and 15, 2022, the Committee on Preschool Special Education reviewed students and made recommendations for placement.
- 3.3.4 On November 2, 14 and 16, 17 and 22, 2022, the Ginther Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.5 On November 8, 15, and 21, 2022, the Barclay Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.6 On November 10, 14, 18, and 22, 2022, the Hill Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.7 On November 3, 7, 14, 15 and 18, 2022, the Oliver Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.8 On October 26, November 2,10, 16, and 21, 2022, the High School Subcommittee on Special Education reviewed students and made recommendations for placement.

**4. Personnel**

Mr. Harradine moved, seconded by Mr. Turbeville, the Board approved Personnel items 4.1-4.13 (including hand carries 4.7.1-4.7.4 and 4.9.9-4.9.10). The motion carried 6-0 for items 4.1-4.3.1 and 4.3.3-4.13. Ms. Robertson abstained from 4.3.2. The motion (4.3.2) carried 5-0.

**CERTIFIED****4.1 Appointments**

- 4.1.1 **UPDATE** Nathaniel Stevens, to be appointed as a Special Education Teacher at Oliver Middle School effective January 9, 2023. Initial certificates in Childhood Education grades 1-6 and Students with Disabilities grades 1-6. Probationary period January 9, 2023 through January 8, 2027. This expiration date is tentative and conditional only. In order to be eligible and considered for tenure the employee must meet all requirements of Educational Law and corresponding regulations. Annual salary ~~\$39,780~~ **\$41,616** (prorated ~~\$23,072~~ **\$24,137**).
- 4.1.2 **UPDATE**, Nicole Taylor, to be appointed as a ~~provisional~~ **probationary** District Wide Occupational Therapist effective August 31, 2022. Probationary period December 6, 2022 through December 7 2023. New York State registered occupational therapist. Pending Civil Service exam. Annual salary \$42,448.
- 4.1.3 Jeanine Davis, to be appointed as a long-term substitute Spanish Teacher at Oliver Middle School effective February 6, 2023 through June 30, 2023. Annual salary \$39,000 (prorated \$18,915).
- 4.1.4 Allison Damuth, to be appointed as a long-term substitute Elementary Teacher at Hill School effective January 3, 2023 through June 30, 2023. Initial certificates in Childhood Education grades 1-6 and Students with Disabilities grades 1-6. Annual Salary \$40,800 (prorated \$24,480).

**4.2 Resignations**

- 4.2.1 Jacob Burgio, Elementary Teacher at Hill School, to resign effective January 1, 2023.

**4.3 Substitutes**

- 4.3.1 Jessa Stores, Contracted Building Substitute, \$135 per day
- 4.3.2 Riley Johnson, pending fingerprint clearance
- 4.3.3 Kayla Reese
- 4.3.4 Hannah Jock, Contracted Building Substitute, \$135 per day
- 4.3.5 Abbigail Stepanek
- 4.3.6 Angela De Gennaro, Contracted Building Substitute, \$135 per day
- 4.3.7 Darlene Biondolillo, \$495 per day, effective December 21, 2022
- 4.3.8 Jane Wood, \$495 per day, effective December 21, 2022

**4.4 Teacher Immersion Fellowship Program Participants**

None

**4.5 Leaves of Absence**

None

**4.6 Other**

None

**CLASSIFIED****4.7 Appointments**

- 4.7.1 **HAND CARRY:** Nancy Maier, to be appointed as a probationary Teacher Aide at Oliver Middle School effective December 22, 2022. Rate is set at \$14.86 per hour. Probationary period begins on December 22, 2022 and ends on December 21, 2023.
- 4.7.2 **HAND CARRY:** Emilee Dudek, to be appointed as a probationary Teacher Aide at Oliver Middle School effective January 3, 2023. Rate is set at \$15.23 per hour. Probationary period begins on January 3, 2023 and ends on January 2, 2023.
- 4.7.3 **HAND CARRY:** Vicki Purtell, to be appointed as a probationary Teacher Aide at the High School effective January 3, 2023. Rate is set at \$16.00 per hour. Probationary period begins on January 3, 2023 and ends on January 2, 2024. (Pending fingerprint clearance.)
- 4.7.4 **HAND CARRY:** Mackenzie Edlund, to be appointed as a probationary Teacher Aide at the High School effective January 23, 2023. Rate is set at \$14.50 per hour. Probationary period begins on January 23, 2023 and ends on January 22, 2024.



**4.8 Resignations**

- 4.8.1 Bernadette Catlin, Teacher Aide, High School, resigning for the purpose of retirement, effective January 24, 2023.
- 4.8.2 Tara Trenholm, School Aide/Cafeteria Monitor, High School, terminated effective December 8, 2022.
- 4.8.3 Diana Rood, Bus Driver, Transportation, resigning for the purpose of retirement, effective December 30, 2022.

**4.9 Substitutes**

- 4.9.1 OliviaLynne Doherty, Cleaner
- 4.9.2 Jenna Cring, Student Cleaner
- 4.9.3 JoEllen Malara, Teacher Aide, pending fingerprint clearance
- 4.9.4 Sharon Mattison, Teacher Aide, pending fingerprint clearance
- 4.9.5 John Pardue, Student Support Partner, pending fingerprint clearance
- 4.9.6 Emily Vergari, Teacher Aide, pending fingerprint clearance
- 4.9.7 Marra Choffin, Teacher Aide, pending fingerprint clearance
- 4.9.8 Hunter Lincoln, Teacher Aide, pending fingerprint clearance
- 4.9.9 **HAND CARRY:** Liam Fitzpatrick, Teacher Aide, pending fingerprint clearance
- 4.9.10 **HAND CARRY:** Mackenzie Edlund, Teacher Aide

**4.10 Volunteers**

- 4.10.1 Laura Kleinow
- 4.10.2 Zackary Nacco
- 4.10.3 Robyn Reuter
- 4.10.4 Edward Rowley
- 4.10.5 Eric Simms

**4.11 College Participants**

- 4.11.1 Kasey Rubin, Student Teacher, (Amy Dunn)
- 4.11.2 Kelsey Bliss, Student Teacher, (Jenna Hoenk)
- 4.11.3 Rachel Drew, Practicum, (Christina Howlett)
- 4.11.4 Jady Rittenhouse, Field Experience (Phil Thore)
- 4.11.5 Jessica Brunette, Practicum, (Calisha Bertram)
- 4.11.6 Jordan Kalwicki, Field Experience, (Kristy Sherman)
- 4.11.7 Megan Hale, Field Experience, (Barb Harrington)
- 4.11.8 Samantha Benzel, Field Experience, (Hugo Herrera)
- 4.11.9 Riley Sullivan, Student Teacher, (Chris Albrecht)
- 4.11.10 Matthew Ryan, Student Teacher, (Andy Stoker)
- 4.11.11 Toni Pike, Student Teacher, (Tara Jackson)

**4.12 Leaves of Absence**

- 4.12.1 Angel Subba, Network Technician, effective April 17, 2023 through May 17, 2023.

**4.13 Other**

- 4.13.1 Creation of one (1) Senior Security Worker position, 8.00 hours per day, 12 months per year.
- 4.13.2 UPDATE – Erica Baase, change from Provisional appointment to Probationary appointment as Clerk I, effective retroactive to December 8, 2022. Probationary period begins on December 8, 2022 and ends on December 7, 2023.
- 4.13.3 UPDATE – Jamie Porteus, change from Provisional appointment to Probationary appointment as Office Clerk II, effective retroactive to December 8, 2022. Probationary period begins on December 8, 2022 and ends on December 7, 2023.
- 4.13.4 UPDATE – Gina Sweeney, change from Provisional appointment to Probationary appointment as Office Clerk II, effective retroactive to December 8, 2022. Probationary period begins on December 8, 2022 and ends on December 7, 2023.

- 4.13.5 UPDATE – Melisa Dickinson, change from Provisional appointment to Probationary appointment as Office Clerk II, effective retroactive to December 8, 2022. Probationary period begins on December 8, 2022 and ends on December 7, 2023.

## 5. Financial

- 5.1 Verbal – Jill Reichhart, Director of Finance
- Ms. Reichhart shared an update that she and Mr. Winkley submitted ESSA Transparency that was due at the end of December. Additionally, the draft extra classroom audit report was received with minor findings. An audit committee will convene after the holidays.
- 5.2 Mr. Harradine moved, seconded by Mr. Lewis, RESOLVED, that the Board of Education approve the resolution amending employee hardship withdrawal language in the district's 403(b) Written Plan Document. The motion carried 6-0.

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

- 6.1 Verbal – Darrin Winkley, Assistant Superintendent for Business
- None (excused)

## 7. Human Resources

- 7.1 Verbal – Jerilee Gulino, Assistant Superintendent for Human Resources
- Ms. Gulino shared the District Aide Training Team met last week. In an effort to impact turnover, the team is creating a pilot program modeled after the teacher mentor program. New teacher aides will shadow a teacher aide in a closely related assignment for their first day of employment and continue the mentorship throughout the year. Once details are finalized it will be negotiated with the UPSEU.

## 8. Report of the Superintendent of Schools

- 8.1 Verbal – Sean C. Bruno, Superintendent of Schools
- Mr. Bruno provided a capital project update.
  - Mr. Bruno shared that a data review will be conducted for elementary, middle and high school to provide a general overview of grading data. Data will be compared from the first 10 weeks to the last 10 weeks. Attendance and behavior data will be compared for the beginning, middle and end of school year.

## 9. Board Operations

- 9.1 2021-22 Board of Education Meeting Schedule  
9.2 2022-23 Budget Development Calendar  
9.3 2021-22 MCSBA Calendar

## 10. Old Business

- 10.1 Mr. Harradine moved, seconded by Mr. Turbeville, RESOLVED, that the Board of Education approve the addition of a Regents Rating Day for Brockport High School on Friday, January 27, 2023. The motion carried 6-0.

## 11. Other Items of Business

- None

## 12. Round Table

- Ms. Robertson shared she loved the school tours and it was fun seeing everyone and being back in the schools.
- Mr. Lewis also enjoyed visiting the schools. He shared he was impressed from Kindergarten through high school with the level of concentration so close to the holidays.
- Mr. Howlett also enjoyed the tours and shared it was nice to see one of his former students is teacher here in Brockport. Mr. Howlett shared a program that was recently rolled out in Gates through Microsoft Forms as a way to empower students.

- Mr. Turbeville thanked the team for setting up school visits and for the work that everyone does.
- Mr. Harradine shared an idea for resurrecting the Alumni spotlight.
- Ms. Carbone thanked the visitors for attending the Board meeting; one was a student there for a Boy Scout merit badge in communications.

**13. Executive Session**

13.1 Mr. Turbeville moved, seconded by Mr. Howlett, RESOLVED the Board of Education adjourned the meeting at 7:10 p.m. to enter into Executive Session for the purpose of discussing the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation; and collective negotiations pursuant to Article 14 of the Civil Service Law. The motion carried 6-0.

Mr. Howlett moved, seconded by Mr. Turbeville, the Board entered into executive session at 7:25 p.m. The motion carried 6-0.

Mr. Howlett moved, seconded by Mr. Harradine, the Board adjourned executive session and entered into regular session at 7:54 p.m. The motion carried 6-0.

**14. Adjournment**

14.1 Mr. Howlett moved, seconded by Mr. Turbeville, the Board adjourned the meeting at 7:54 p.m. The motion carried 6-0.

Prepared by:

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

\_\_\_\_\_  
Date

# PRESENTATIONS TO THE BOARD



# COMMUNICATIONS



# 1.0 NEW BUSINESS



## 2.0 POLICY



## 6000 - CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

Adoption Date: 10/08/1970

Revision History: 7/19/1994; 6/20/00;05/07/2013;11/15/16; 11/5/19

Related Policies: [1121](#)

### Section 1.

Board members and employees of the Brockport **Central** School District hold their positions to serve and benefit the public, and not to obtain unwarranted personal or private gain in the exercise of their official powers and duties. The Board of Education recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This policy establishes those standards.

The provisions of this policy are intended to supplement Article 18 of General Municipal Law Sections and any other law relating to ethical conduct of Board members and employees, and should not be construed to conflict with those authorities.

### Section 2.

Standards of Conduct. ~~Every Board member or employee of the Brockport Central District shall be subject to and abide by the following standards of conduct: The following rules and standards of conduct apply to all officers, including Board members, and employees of the Brockport Central School District. These rules are in addition to the Code of Conduct and all other applicable policies, laws, rules and regulations.~~

#### A. Behavior

~~All officers~~ Board members and employees shall lead by example; be a role model; engage in civil and constructive discussions; exercise good judgment; and maintain professionalism. ~~All officers and employees shall~~ They shall refrain from engaging in any action that (a) breaches public trust and/or confidence; (b) violates their oath of office, policy, law, rule, regulation, fiduciary duties, applicable precedent and/or Code of Conduct; and/or (c) interferes with or may interfere with the Board of Education's ability to function operations.

~~All officers~~ Board members and employees must clearly distinguish their personal views from those of the District.

~~Board members must refrain from acting as a representative of the Board and from taking action~~ acting on behalf of the Board unless delegated by the Board for a particular, limited purpose.

#### ~~A. Gifts~~

Pursuant to Section 805-a of the General Municipal Law, ~~he/she~~ Board members and employees shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of seventy-five dollars (\$75.00) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence ~~him/her~~ them in the performance of official duties or was



intended as a reward for any official action on his/her/their part.

#### **B. Confidential Information**

He/she/Board members and employees shall not disclose confidential information acquired by him/her in the course of his/her/their official duties or use such information to further his/her/their personal interest.

#### **C. Representation before one's own agency**

Board members and employees He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is/they are an officer, member or employee or of any municipal agency over which he/she has/they have jurisdiction or to which he/she has/they have the power to appoint any member, officer or employee.

#### **D. Representation before any agency for a contingent fee**

Board members and employees He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his/her/their municipality, whereby his/her/their compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of services rendered.

#### **E. Disclosure of interest in resolution**

To the extent that he/she knows thereof, a known, a Board member or employee of the Brockport Central District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Education on any resolution before the Board of Education shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has/they have in such resolution.

#### **F. Investments in conflict with official duties**

Board members and employees He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his/her/their official duties.

#### **G. Private employment**

Board members and employees He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her/their official duties.

#### **H. Future employment**

Board members and employees He/she shall not, after the termination of service or employment with the School District, appear before any board or agency of the Brockport Central District in relation to any case, proceeding, or application in which he/she/they personally participated during the period of his/her/their service or

~~employment or which was under his/her/their active consideration.~~ No person may, after the termination of service or employment with the District, appear before the District on behalf of their employer in relation to any case, proceeding, or application in which they personally participated during the period of their service or employment with the District or which was under their active consideration while they were with the District.

### **Section 3.**

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Board member or employee of any claim, account, demand or suit against the ~~Brockport Central~~ District, or any agency thereof on behalf of ~~himself/herself~~ themselves or any member of ~~his/her/their~~ family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

### **Section 4.**

Distribution/Posting of Code of Ethics. The Superintendent of ~~the Brockport Central~~ ~~District~~ Schools shall ~~cause a copy of this~~ make this Code of Ethics ~~to be distributed/posted available~~ to every Board member and employee ~~of the School District~~. The Superintendent shall also ~~cause a copy of~~ post the General Municipal Law Section 800-809 ~~to be kept posted~~ in each building in the District in a place conspicuous to ~~its~~ Board members and employees. Board members and employees are bound by this Code of Ethics and General Municipal Law Sections 800-809 regardless of whether they are actually received. ~~Failure to distribute/post any such copy of this code of ethics or failure of any Board member or employee to receive such copy, as well as failure to distribute/post any such copy of General Municipal Law Sections 800-809, shall have no effect on the duty of compliance with, nor with the enforcement of provisions thereof.~~

### **Section 5.**

#### Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly ~~and intentionally violates~~ any of the provisions of this ~~Code~~ or the General Municipal Law Sections 800-809 may be ~~fin~~ ed, suspended or removed from office or employment, as the case may be, in the manner provided by law.

### **Policy References:**

General Municipal Law, Article 18 Education Law Section 410 Labor Law Section 201-d

## 6121 - SEXUAL HARASSMENT -- EMPLOYEES

**Adoption Date:** 09/01/1987

**Revision History:** 7/19/1994; 2/23/99; 12/21/99; 6/20/00; 9/19/06; 11/15/16; 11/6/18

### 1-PERSONNEL

#### 6121 SEXUAL HARASSMENT -- EMPLOYEES

Brockport Central School District is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the District's commitment to a discrimination-free work environment.

Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the District. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

1. This Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors, vendors, subcontractors, consultants, volunteers, parents, and persons conducting business with the District, whether on or off District owned or leased premises. For purposes of this Policy, the terms "employee" and "employees" refer to this collective group.
2. Sexual harassment will not be tolerated. Any employee who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action in accordance with law and any applicable collective bargaining agreement (e.g., counseling, suspension, termination).
3. No employee covered by this Policy shall be subject to adverse action because the employee, in good faith, reports or provides information related to an incident of sexual harassment, or otherwise assists in any investigation of a sexual harassment complaint. The District will does not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the District who retaliates against anyone a person involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination in accordance with law and any applicable collective bargaining agreement. Any employees who believe they have been subject to such retaliation shall inform their supervisor or the Assistant Superintendent for Human Resources. All employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of this Policy, is unlawful, and may subject the District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level including managers, administrators, directors, and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized.
5. The District will conduct a prompt and thorough investigation that ensures due process for all parties, whenever the District receives a complaint about sexual harassment, or is otherwise informed of possible sexual harassment occurring. The District will keep the investigation confidential to the extent possible. All employees are required to cooperate with any internal investigation of sexual harassment.
6. All employees are required to report any harassment or behaviors that violate this Policy. The District will provide a complaint form for the employees to report the harassment and file complaints.
7. Administrators, supervisors, directors, and managers are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Assistant Superintendent for Human Resources.
8. This Policy shall be provided to all employees upon hiring and will be posted electronically on the District's website.

### **Sexual Harassment Defined**

Sexual harassment is a form of sex discrimination and is unlawful under federal and state law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment includes sexual violence.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or acts of physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit statements, derogatory statements or sexually discriminatory remarks made by an employee which are offensive or objectionable to the recipient and interfere with the recipient's job performance.

Sexual harassment also occurs when a person in a position of authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed shall report the conduct to correct any violation of this Policy. Any harassing conduct, even a single incident, can be addressed under this Policy.

### **Examples of sexual harassment**

The following is an unexhaustive list of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body; or
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually suggestive gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - ~~Displaying~~ displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. ~~This includes such sexual displays, including those displayed~~ on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work; or
  - Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects all employees. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, visitor, parent, or volunteer.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur while employees are traveling for business or at employer sponsored events or functions. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if that conduct occurs away from the workplace premises, on personal devices or during non-work hours.

### **Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal and state law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment without knowledge of the conduct. Any employee who has been subjected to behavior that may constitute sexual harassment shall report such behavior to a supervisor, manager or the Assistant Superintendent for Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment shall report such behavior to a supervisor, manager or the Assistant Superintendent for Human Resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy (hereinafter referred to as "Complaint Form"), and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form.

Employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors, directors, administrators, and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Assistant Superintendent for Human Resources.

In addition to potentially being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors, directors, administrators, and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors, directors, administrators, and managers will be subject to discipline for engaging in any form of retaliation in accordance with the law and any applicable collective bargaining agreement.

### **Complaint and Investigation of Sexual Harassment**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced in a timely manner and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers, will be accorded "due process" in accordance with applicable law and collective bargaining agreement to protect their rights to a fair and impartial investigation.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Assistant Superintendent for Human Resources will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, the individual will be encouraged to complete the Complaint Form in writing. If he or she refuses, the Assistant Superintendent for Human Resources will prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve the materials.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Search District-owned items such as desks, lockers, rooms, cabinets, and computers.
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination. Implement any corrective actions as deemed necessary in accordance with law and applicable collective bargaining agreement.
- Inform the individual who reported the behavior of the right to file a complaint or charge externally as outlined in the next section.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the District but is also prohibited by state and federal law.

Aside from the internal investigation process at the District, employees may also choose to pursue legal remedies with the governmental entities outlined below. While a private attorney is not required to file a complaint with a governmental agency, employees may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.



## **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within ~~one year~~ three years of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Filing a complaint with the District does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You are not required to retain an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate the complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov). Rochester contact information: 259 Monroe Avenue, #308, Rochester, NY 14607. (585) 238-8250. Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

## **Equal Employment Opportunity Commission**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml). The NYS Division of Human Rights Rochester Office can be reached at: 259 Monroe Avenue, #308, Rochester, NY 14607 or by phone at (585) 238-8250.

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime and you may contact the local police department.

### **Policy References:**

NYS Labor Law § 201-g 42 United States Code (U.S.C.) § 2000e et seq. NYS Executive Law §§ 296 and 297

## **6130 - EVALUATION OF PERSONNEL: PURPOSES**

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

**Revision History:** 6/20/2000; 1/20/04; 11/16/10; 12/04/12;04/09/13; 11/15/16; 11/5/19

### **1-PERSONNEL**

#### **6130 EVALUATION OF PERSONNEL: PURPOSES**

The Brockport Central School District is committed to supporting the development of effective administrators, faculty and staff. To this end, the District shall provide procedures for the evaluation of all staff. District plans for Annual Professional Performance Review (APPR) of teachers and Principals shall be developed in accordance with applicable laws, Commissioner's Regulations, and Rules of the Board of Regents.

The primary purposes of these evaluations are:

- a) To encourage and promote improved performance;
- b) To guide professional development efforts; and
- c) To provide a basis for evaluative judgments by applicable school officials.

#### **APPR Ratings**

~~For those teachers and Principals subject to Education Law, the Annual Professional Performance Review (APPR) will result in a single composite effectiveness score and final quality rating of "highly effective," "effective," "developing," or "ineffective."~~

~~The School District will ensure that all evaluators are appropriately trained consistent with standards prescribed by the Commissioner and that an appeals procedure is locally developed.~~

#### **Disclosure of APPR Data**

~~Consistent with Chapter 68 of the Laws of 2012, which amends Education Law 3012-c, the Commissioner is required to disclose professional performance review data for teachers and Principals on the New York State Education Department (NYSED) website and in any other manner to make such data widely available to the public. However, the release of such aggregate data may not include personally identifiable information for any teacher or Principal. Such public disclosure of final quality ratings and composite effectiveness scores will be suitable for research, analysis and comparison of APPR data for teachers and Principals across the state.~~

~~Upon request, the District will release to parents/legal guardians the final quality ratings and composite effectiveness scores for teachers and Principals to which their student is currently assigned. The District's obligation to disclose this information is limited to those teachers and Building Principals subject to Education Law 3012-c. The District will provide conspicuous notice to parents/legal guardians of their right to obtain such information and the methods by which the data can be obtained. Upon request, parents will receive an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings and be offered the opportunity to understand such scores in the context of teacher evaluation and student performance. When a request for this information is received,~~

~~reasonable efforts will be made to verify that it is a bona fide request by a parent/legal guardian entitled to review the data.~~

~~Annual professional performance reviews of individual teachers and Principals shall not be subject to disclosure under the Freedom of Information Law (FOIL).~~

**Policy References:**

Education Law Section 3012-cd Public Officers Law Sections 87 and 89 8 NYCRR Sections 30-2 and 100.2(o)

[See regulation 6130 R](#)

## 6140 - EMPLOYEE MEDICAL EXAMINATIONS

**Adoption Date:** 01/09/1964

**Revision History:** 3/20/1990; 7/19/94; 6/20/00; 12/1/09;05/07/2013; 11/15/16; 11/5/19

### 1-PERSONNEL

#### 6140 EMPLOYEE MEDICAL EXAMINATIONS

##### Pre-employment Medical Examinations

~~In accordance with the Americans with Disabilities Act, as amended, the Brockport Central School District shall~~

not require applicants for positions to undergo a medical examination prior to an offer of employment. Further, the District shall not make inquiries of a job applicant as to whether the applicant is an individual with a disability or as to the nature or severity of a disability.

However, the District may make pre-employment inquiries into the ability of an applicant to perform job-related functions.

##### Health Examinations During Employment

The Board of Education reserves the right to request a medical examination at any time during employment, at

~~School~~-District expense, in order to determine whether any employee can perform the essential functions of the position with or without reasonable accommodation or for another valid employment reasons.

~~When such examination is made by the school physician/nurse practitioner, the cost of such examination shall be borne by the District.~~

Annual or more frequent examinations of any employee may be required, when, in the judgment of the Superintendent of Schools, ~~such procedure is deemed an examination is~~ necessary.

All bus drivers and substitute bus drivers shall have yearly physical examinations. Each bus driver initially employed by the ~~School~~-District shall have a physical examination within the ~~four (4)~~ 8 weeks prior to the beginning of service. In no case shall the interval between physical examinations exceed a thirteen-month period.

~~The final acceptance or rejection of a medical report with reference to the health of an employee lies within the discretion of the Board. The decision of the physician designated by the Board as the determining physician shall take precedence over all other medical advice.~~

All medical and health related information will be kept in accordance with the Americans with Disabilities Act and Health Insurance Portability and Accountability Act of 1996 (HIPAA).

##### Policy References:

~~[Americans with Disabilities Act Amendments Act \(ADAAA\) of 2008, Public Law 110-325](#)~~ ~~[Health Insurance Americans with Disabilities ACT \(ADA\), 42 USC § 12101 et seq.](#)~~  
~~[Section 504 of the Rehabilitation Act of 1973, 29 USC § 790 et seq.](#)~~  
~~[Portability and Accountability Act of 1996 \(HIPAA\), Public Law 104-191](#)~~  
~~[45 Code of Federal Regulations \(CFR\) Parts 160 and 164](#)~~  
~~[45 CFR Parts 160 and 164](#)~~  
~~[28 CFR §§ 41.55 and 42.513](#)~~  
~~[29 CFR §§ 1630.13 and 1630.14](#)~~  
~~[34 CFR § 104.14](#)~~  
~~[Civil Service Law § 72](#)~~  
~~[Education Law §§ 913 and 3624](#)~~  
~~[Vehicle and Traffic Law §§ 509-b, 509-d, and 509-g](#)~~  
~~[8 NYCRR §§ 136.3 and 156.3\(2\)](#)~~  
~~[15 NYCRR Part 6](#)~~

~~[Education Law Sections 913 and 3624](#)~~ ~~[8 New York Code of Rules and Regulations \(NYCRR\) Section 156.3\(2\)](#)~~ ~~[10 New York Code of Rules and Regulations \(NYCRR\) Part 14](#)~~ ~~[15 New York Code of Rules and Regulations \(NYCRR\) Part 6](#)~~ ~~[Policy References: Americans with Disabilities Act Amendments Act \(ADAAA\) of 2008, Public Law 110-325](#)~~ ~~[Health Insurance Portability and Accountability Act of 1996 \(HIPAA\), Public Law 104-191](#)~~ ~~[45 Code of Federal Regulations \(CFR\) Parts 160 and 164](#)~~ ~~[Education Law Sections 913 and 3624](#)~~ ~~[8 New York Code of Rules and Regulations \(NYCRR\) Section 156.3\(2\)](#)~~ ~~[10 New York Code of Rules and Regulations \(NYCRR\) Part 14](#)~~ ~~[15 New York Code of Rules and Regulations \(NYCRR\) Part 6](#)~~

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

Adoption Date: 07/19/1994

Revision History: 6/20/2000;05/07/2013; 11/15/16; 11/19/19; 5/3/22

Related Policies: [341061527320](#)

### 1-PERSONNEL

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

### Prohibited Conduct

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

The Board, therefore, prohibits the consumption, sharing, selling, use or possession of illegal and prohibited drugs, counterfeit and designer drugs or alcoholic beverages in the workplace, or when the effects of such drugs may impair an employee's job performance. Additionally, no person shall use, possess or sell marijuana on school property unless otherwise authorized by law. ~~The inappropriate use of over-the-counter drugs is also prohibited.~~Additionally, the Board prohibits the misuse and/or unprescribed use of prescription and over-the-counter drugs in the workplace or when the effects of these actions may impair job performance.

### Disciplinary Measures

~~Failure to comply with this policy may result in termination of employment and referral for prosecution.~~

Staff Employees will be informed of the range of penalties or consequences, up to and including, termination of employment and referral for prosecution, that may be imposed, for engaging in prohibited conduct in accordance with relevant law and any applicable law, District policy, collective

[bargaining agreement, for violations of this policy and/or other similar document.](#)

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

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

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

### **Information on Substance Use Related Services**

[The Superintendent of Schools will designate one or more individuals to provide information regarding where and how to find available substance use related services to students, parents, and staff.](#)

[Any information provided by a student, parent, or ~~staff member~~employee to the designated individual\(s\) will not be used in any school disciplinary proceeding and will, in addition to any other applicable privilege, be considered confidential in accordance with law.](#)

### **Policy References:**

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

[20 USC §§ 6083\(a\), 7118, and 7973\(a\)](#)

[41 USC § 8101 et seq.](#)

[Civil Service Law § 75](#)

[Education Law §§ 409, 2801, 3020-a, and 3038](#)

[Public Health Law § 1399-o](#)

[See regulation](#)

[6150 R](#)



## 6151 - DRUG-FREE WORKPLACE

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

**Revision History:** 6/20/2000; 11/15/16; 11/19/19

**Related Policies:** [3410](#), [6150](#), [6152](#), [7320](#) ~~3410615061527320~~

### 1-PERSONNEL

#### 6151 DRUG-FREE WORKPLACE

~~It shall be the general policy of the Board of Education to affirm that a~~ All programs/workplaces in the Brockport Central School District that receive Federal funds shall guarantee that their workplaces ~~are~~ shall be free of controlled substances. "Controlled substance" means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812) and as further defined in regulation at 21 Code of Federal Regulations (CFR) 1308.11-1308.15.

"Workplace" is defined as a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the ~~School~~-District.

The Board of Education directs the Superintendent of Schools and their designee administration to develop regulations to comply with this policy, and further supports such actions and activities of the administration as shall be required to maintain a drug-free workplace.

#### Policy References:

Drug-Free Workplace Act

20 United States Code (USC) Section 7101 et seq.

21 United States Code (USC) Section 812

21 Code of Federal Regulations (CFR)

1308.11-1308.15

34 Code of Federal Regulations (CFR) Part 85

[District policies 3410, 6150, 6560, 7320](#)

## 6152 - EMPLOYEE ASSISTANCE PROGRAM

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

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

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

### ~~1 PERSONNEL~~

#### ~~6152 EMPLOYEE ASSISTANCE PROGRAM~~

The Board of Education recognizes the importance of helping employees deal with personal difficulties that may affect the employee's ability to perform ~~his/her~~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.

~~The E.A.P. is available to all administrative and teaching personnel as well as to non-teaching personnel classified as full time, school year or regular hourly employees.~~

## 6180 - PROFESSIONAL GROWTH/STAFF DEVELOPMENT

**Adoption Date:** 10/20/1987

**Revision History:** 2/27/1989; 7/19/94; 10/17/95; 6/20/00; 02/05/2013; 11/15/2016;12/17/2019

**Related Policies:**

### 1-PERSONNEL

#### 6180 PROFESSIONAL GROWTH/STAFF DEVELOPMENT

~~It is the policy of the District that attention be given to~~The Brockport Central School District shall provide in-service, pre-service, and other staff development programs which are believed to be of benefit to the ~~School~~District and its students. The Superintendent ~~of Schools or their designee~~, in consultation with the appropriate administrative staff ~~and/or~~ teacher committees, is directed to arrange in-service programs and other staff development opportunities which will provide for the selection of subjects pertinent to the curriculum in the schools, to build from these subjects those topics or courses for in-service or staff development which will help employees acquire new methods of performing their job responsibilities or help staff improve on those techniques which are already being used in the schools, with the objective of improving professional competencies.

~~It is recommended that administration~~The Superintendent shall develop meaningful in-service and ~~/or~~ staff development programs which will achieve the following:

- a) Improve the instructional program of the schools;
- b) Improve education for students;
- c) Achieve state mandates; ~~and~~
- d) Enhance the professional competencies and/or instructional abilities of staff members.

The Board of Education, ~~therefore,~~ encourages all employees to improve their competencies beyond that which they may obtain through the regular performance of their assigned duties. Opportunities should be provided for:

- a) Planned in-service programs, courses, seminars, and workshops offered both within ~~the School System~~ and outside the District;
- b) Visits to other classrooms and schools, as well as attendance at professional meetings, for the purpose of improving instruction and ~~/or~~ educational services; ~~and~~
- c) Orientation/re-orientation of staff members to program and ~~/or~~ organizational changes as well as District expectations.

~~Attendance at such professional development programs must be directly linked to the duties and responsibilities comprising the job description of the employee. Consequently, e~~Employees are

encouraged to participate in the planning of staff development programs designed to meet their specific needs.

~~Members of the staff~~ Employees are also encouraged to continue their formal education as well as to attend their respective work-related workshops, conferences and meetings.

Funds for participating at such conferences, conventions, and other similar professional development programs will be budgeted for by the Board ~~of Education~~ on an annual basis. Reimbursement to ~~District employees~~ staff for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for conference attendance and expense reimbursement.

The Superintendent ~~of Schools~~ or ~~their his/her~~ designee has authority to approve release time and expenses for ~~staff members'~~ employee attendance at professional training conferences, study councils, in-service courses, workshops, summer study grants, school visitations, professional organizations and the like within budgetary constraints.

A conference request form/course approval form must be submitted by the employee and approved by the designated administrator prior to the employee's attendance at such conference or other professional development program.

#### **Mentoring Programs for First-Year Teachers**

First-year teachers who meet the criteria set forth by NYSED must participate in a mentoring program. The purpose of the mentoring program is to increase the retention of new teachers and improve their ability to assist students in attaining State learning standards. The mentor's role is to provide guidance and support to a new teacher. However, additional mentor responsibilities may be negotiated and reflected in a collective bargaining agreement.

#### **Policy References:**

Education Law Section 1604(27) General Municipal Law Section 77-b and 77-c 8 New York Code of Rules and Regulations (NYCRR) Section 102.2(dd)

## **6183—CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT**

**Adoption Date:** 04/04/2006

**Revision History:** 3/20/2007;05/07/2013, 12/20/16, 12/17/2019

**Related Policies:** [232053236180](#)

### **1 PERSONNEL**

#### **6183 CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT**

All conferences and related travel must have a completed Travel Conference Request Form on file which has been approved by the appropriate supervisor. The Superintendent/designee approves all Travel Conference Requests. Travel Conference Request Forms are only to be used by District employees.

Expenses for overnight travel will not exceed the United States General Services Administration per diem rates which can be found at <http://www.gsa.gov/portal/content/104877> unless authorized in advance by the Board of Education.

New York State sales taxes for lodging cannot be reimbursed. A Sales NYS Tax-Exempt Form can be obtained prior to travel for hotel accommodations. The district will reimburse employees or individuals for district authorized expenses where it is not practical to issue a school district purchase order to demonstrate the purchase is for a tax exempt school district. Typically, these reimbursements would include sales tax on meal purchases or small, infrequent purchases from local vendors where it is not practical to issue a purchase order or where the vendor would not accept a sales tax exemption. Determination of when to allow these exceptions will be made by the business office.

Original itemized receipts are required when submitting for all purchases including but not limited to meals, parking and tolls, however "EZ Pass" statements may be substituted with the appropriate charges highlighted.

## 6184 - EMPLOYEES SERVING AS CONSULTANTS

**Adoption Date:** 01/16/2007

**Revision History:** 4/3/2007; 12/20/16;12/17/2019;

### 1-Personnel

#### 6184 EMPLOYEES SERVING AS CONSULTANTS

The Board of Education ~~recognizes that members of the Board of Education~~ and employees of the Brockport Central School District may ~~occasionally be called upon to~~ make presentations, serve on committees, consult with other districts or agencies, etc. All personnel must receive prior written authorization from ~~his/her~~their immediate supervisor before undertaking such efforts that coincide with regular work hours. In certain situations, employees performing such tasks may be presented with honoraria, stipends, gifts and other forms of compensation. ~~If such services are performed during the employee's regular working hours,~~ the employee shall not accept payment in any form while also collecting a salary from the District unless ~~the~~ employee is utilizing previously approved personal or vacation time.

This policy does not apply to stipends paid to employees for leadership or special/extra duties, (teacher leader positions, coaching positions, student group advisors, etc.) ~~nor does it apply to those staff members who supervise apprentices, interns or student teachers. The administration will report to the Board annually on all employees serving as consultants.~~

## 6190 - FINGERPRINTING OF PROSPECTIVE SCHOOL EMPLOYEES

**Adoption Date:** 01/20/2004

**Revision History:** 12/20/2016; 3/17/2020

### 1-PERSONNEL

#### 6190 FINGERPRINTING OF PROSPECTIVE SCHOOL EMPLOYEES

Unless otherwise authorized in accordance with law and regulation, the [Brockport Central School District](#) shall not employ or utilize a prospective ~~school~~-employee, as defined below, unless such prospective ~~school~~-employee has been granted a 'full' clearance for employment by the State Education department (SED). The ~~School~~-District ~~will shall~~ require a prospective school employee who is not in the SED criminal history file [database](#) to be fingerprinted for the purpose of a criminal history record check by authorized personnel of the designated fingerprinting entity. For purposes of this provision of law, the term, "criminal history record" shall mean a record of all convictions of crimes and any pending criminal charges maintained on an individual by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI).

Furthermore the District ~~will shall~~ notify SED, in a manner prescribed by the Department, of a prospective ~~school~~-employee who has commenced employment with or began providing services for the District, the date of the commencement of such employment or service, and the position held by such individual.

Similarly, the District shall notify SED, in a manner prescribed by the Department, of a fingerprinted employee who has been separated from employment with the District or ceased providing services for the ~~School~~-District, and the date of such separation from employment or cessation of services. All criminal history records processed by DCJS and the FBI and sent to the Commissioner of Education are confidential. The records may not be published or in any way disclosed to persons other than the Commissioner unless otherwise authorized by law.

Unless otherwise exempted by the District, the applicant shall be responsible for the payment of fees to SED for a criminal history record check.

#### **Individuals Who Are Specifically Excluded**

Individuals excluded from a criminal history record check/fingerprinting pursuant to this provision of law and regulation are those individuals who:

- a) Are seeking a position as a school bus driver or school bus attendant and are cleared for employment pursuant to the Vehicle and Traffic Law; ~~or~~
- b) Have provided services to the District in the previous school year either in a compensated position, or as an employee of a provider of contracted services to the District, or as a worker placed within the ~~School~~-District under a public assistance employment program pursuant to title 9-B of Article 5 of the Social Services Law directly or through contract; ~~or~~;
- c) Will reasonably be expected by the ~~School~~-District to provide services for the District on no more than five ~~(5)~~ days in the school year in which services are performed, provided that the District provides in-person supervision of such individual by one ~~(1)~~ or more employees ~~of the District~~ while that individual is providing such services. Individuals providing such time-limited and supervised services may include but shall not be limited to artists, guest lecturers and speakers, and sports officials.

Any prospective employee who previously has been fingerprinted ~~in order to~~ obtain certification, and whose fingerprints remain on file with the division of Criminal Justice Services (DCJS), will not be required to be fingerprinted again for purposes of a criminal history record check.

#### **Conditional Appointments**

~~Conditional appointments may be allowed per Commissioner Regulations.~~



## **~~6191 SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)~~**

**~~Adoption Date:~~** 01/05/2010

**~~Revision History:~~** 12/20/16

### **~~1 PERSONNEL~~**

#### **~~6191 SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)~~**

~~Unless otherwise authorized in accordance with law and regulation, the District shall not employ or utilize a prospective school employee, define below unless such prospective school employee has been granted a ‘full’ clearance for employment by the State Education Department (SED). The school district shall require a prospective school employee who is not in the SED criminal history file to be fingerprinted for purposes of a criminal history record check by authorized personnel of the designated fingerprinting entity. For purposes of this provision of law, the term “criminal history record” shall mean a record of all convictions of crimes and any pending criminal charges maintained on an individual by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI).~~

~~The District shall utilize SED’s Web-based application known as TEACH for instantaneous access to important information about certification and fingerprinting. Through TEACH, SED provides an individual with the ability to apply for fingerprint clearance for certification and/or employment and view the status of his/her fingerprint clearance request . Through TEACH, the School District is able, among other applications, to submit an online request for fingerprint clearance for a prospective employee, view the status of a fingerprinting clearance request, and determine whether a subsequent arrest letter has been issued.~~

#### ~~Safety of Students~~

~~The District will develop internal building and/or program procedures to help ensure the safety of student who have contact with an employee holding conditional appointment or emergency conditional appointment. Such procedures will address the safety of students in the classroom, students attending off-campus activities under the supervision of the School District, and students participating in extracurricular and/or co-curricular activities (including sports and athletic activities).~~

Safety procedures to be addressed include, but are not limited to, the following: supervision of the employee holding conditional appointment/emergency conditional appointment as determined appropriate by the applicable building/program administrator; and periodic visitations by the building/program administrator to the classroom, program and/or activity assigned to the employee holding conditional appointment/emergency conditional appointment.

#### ~~“Sunset” Provision for Conditional Appointments/Emergency Conditional Appointments~~

~~The provisions in law which permit the conditional appointment and/or emergency conditional appointment of employees spending full clearance from SED shall terminate, in accordance with legislation, on July 1, 2010; and shall be rescinded as Board policy and procedures as of that date (unless subsequent revisions to applicable law provide otherwise).~~

#### ~~Access to TEACH~~

~~Information regarding fingerprinting of new hires, including relevant laws and regulations, frequently asked questions (FAQ's), an up-to-date chart for “Who Must be Fingerprinted”, and instructions on the fingerprinting process are found on [www.highed.nysed.gov/tcert/ospra](http://www.highed.nysed.gov/tcert/ospra). To request access to TEACH, email [TEACHHELP@mail.nysed.gov](mailto:TEACHHELP@mail.nysed.gov)~~

## **~~6210—CERTIFIED PERSONNEL~~**

**~~Adoption Date:~~** 01/09/1964

**~~Revision History:~~** 10/19/1989; 7/19/94; 6/20/00; 12/20/16; 1/21/2020

## **~~2—CERTIFIED PERSONNEL~~**

### **~~6210—CERTIFIED PERSONNEL~~**

~~The Board of Education shall, upon the recommendation of the Superintendent, create, abolish, maintain and/or consolidate positions involving certified persons as necessary for the proper and efficient achievement of its goals.~~

~~All assignments and transfers shall be made in accordance with the provisions of law, Board of Education policies, and the employee's negotiated agreement.~~

#### **~~Policy References:~~**

~~8 New York Code of Rules and Regulations (NYCRR) Part 30 Education Law Sections 2510 and 3013~~

## **6211 - RECRUITMENT**

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

**Revision History:** 6/20/2000; 12/20/16;1/21/2020

### **2-CERTIFIED PERSONNEL**

#### **6211 RECRUITMENT**

The [Brockport Central School](#) District will attempt to employ the best qualified [candidates personnel](#) for [all any](#) positions.

[Candidates Professional personnel](#) shall be recruited and selected by, or at the direction of, the Superintendent of Schools, who shall recommend appointment to the Board of Education.

The District shall provide equal opportunity in employment for all qualified persons in accordance with Federal and State legislation.

#### **Policy References:**

Age Discrimination in Employment Act, 29 United States Code (USC) Section 621 Americans With Disabilities Act, 42 United States Code (USC) Section 12101 et seq. Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq. Title VI of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000-d et seq. Title VII of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000-e et seq. Title IX of the Education Amendments of 1972, 20 United States Code (USC) Section 1681 et seq. Civil Rights Law Section 40-c Education Law Section 3012 Executive Law Section 290 et seq. Military Law Sections 242 and 243

## 6212 - CERTIFICATION

**Adoption Date:** 07/01/2004

**Revision History:** 6/20/2000; 3/20/2007; 2/10/2009; 3/2/2010;12/20/16, 1/21/2020

### 2-CERTIFIED PERSONNEL 6212 CERTIFICATION

The following provisions shall govern certification and qualifications of [Brockport Central School](#) District personnel:

a) In accordance with applicable statutes, Rules of the Board of Regents, and Regulations of the Commissioner of Education, each employee whose employment requires certification or other licensure shall inform the Superintendent of Schools [or their designee](#), immediately of any change in the status of ~~their his/her~~ certification or licensure. The changes shall include, but not be limited to, the granting, revocation, upgrading, expiration, conversion and/or extension of these documents as to their periods of validity or their titles;

b) Proof of [certification certificates and/or licensures will be obtained through the NYS TEACH and/or NYS Office of Professions website by the Assistant Superintendent for Human Resources. must be presented to the Assistant Superintendent for Human Resources as soon as they are available to the employee. The copies will be maintained in the employee's personnel file in support of the legitimate employment of each affected employee. Failure on the part of said The failure of any such](#) employee to ~~possess/maintain~~ the required certification or other licensure may result in the discharge [from employment; and: of that employee.](#)

c) Whether ~~or not~~ the District verifies an individual's certification or licensure does not waive the responsibility of the employee to maintain ~~what is required~~ [all required certifications and licensures for](#) ~~for their position. his/her assignment.~~

## Policy References:

20 United States Code (USC) Section 7801(23) 34 Code of Federal Regulations (CFR) Sections 200.55 and 200.56 Education Law Sections 210, 305, 3001, 3001-a, 3004, 3006 and 3008 8 New York Code of Rules and Regulations (NYCRR) Subparts 52.21, 57-3, 80-1, 80-2, 80-3, 80.4, 80.5, 100.2(dd) and 100.2(o)

## 7500 - DIGNITY FOR ALL STUDENTS ACT

**Adoption Date:** 07/24/2012

**Revision History:** 8/15/2012; 10/01/2013; 1/22/19

**Related Policies:** [1330](#), [3410](#), [3420](#), [7531](#), [8130](#), [8242](#)

### STUDENT CONDUCT

#### 7500 DIGNITY FOR ALL STUDENTS ACT

~~The Board of Education is committed to providing an educational and working environment that promotes respect, dignity, and equality and recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement.~~

~~A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. These behaviors interfere with the mission of the District to educate its students and disrupt the operation of the schools. Such behavior affects not only the students who are its targets, but also those individuals who participate in and witness such acts. Therefore, in accordance with the Dignity for All Students Act, [Education Law, Article 2](#), the [Brockport Central School District](#) will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.~~

The District condemns and prohibits all forms of [bullying](#), discrimination and harassment of students [whether or not](#) based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, ~~or~~ [sex, or other protected category](#) by District

employees or students, on District property, and at District-sponsored activities, and events that take place at locations off District property. All administrators, faculty, staff, parents/caregivers, families, volunteers, and students shall not tolerate harassment, hazing, and bullying in any form, and must be expected to model behavior that is respectful and civil.

In addition, any act of bullying (including cyberbullying) discrimination or harassment, off/outside of District property or sponsored events, which can reasonably be expected to materially and substantially disrupt the educational process may be subject to discipline.

~~Off-campus misconduct that endangers the health and safety of students or staff within the school, or can reasonably be expected to impact the educational process is also prohibited and will be addressed by the District. Examples of such misconduct include, but are not limited to cyberbullying. District~~  
eEmployees are must expected, when made aware of potential bullying, discrimination hazing or harassment, to refer the student to designated resources for assistance, and to the extent possible, intervene in accordance with this policy.

### Definitions

~~Discrimination: Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the Definitions section under harassment, below).~~

~~Bullying: Bullying is any gesture or written, verbal, electronic, social, graphic, or physical act that is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated by either bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, religious practice, ancestry, national origin, weight, ethnic group, socio-economic status, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy.~~

~~Cyberbullying: Cyberbullying is the creation of a hostile environment by conduct or by threats, intimidation or abuse through any form of electronic communication, that:~~

~~(A) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being;~~

~~(B) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety;~~

~~(C) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or~~

~~(D) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.~~

Harassment: Harassment is the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- race,
- color,
- weight,
- national origin,
- ethnic group,
- socio-economic status,
- religion,
- religious practice,
- disability,
- sex,
- sexual orientation, or
- gender (including gender identity and expression).\*

\* Gender identity is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth. Gender expression is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

Hazing: Hazing is an induction, initiation, or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Prevention: Prevention consists of techniques designed to not only avoid incidents of bullying, but to help students build more supportive relationships with one another by integrating the bullying prevention program into classroom instruction. Forms of prevention includes the following:

- Training of staff
- A comprehensive District-wide educational component, including character education
- Appropriate supervision of students
- Clear and consistent expectations of behavior
- The use of appropriate interventions when inappropriate or prohibited conduct occurs



~~Intervention: Intervention consists of techniques designed to prevent escalation and resolve issues at the earliest stages. Intervention includes, but not limited to, measures designed to correct the problem behavior (such as bullying, hazing, or harassment), prevent future occurrences of such behavior, and to protect the target of such behavior. Remediation may be targeted to the individual(s) involved in the bullying behavior or may include environmental approaches which are targeted to the building or District as a whole.~~

### **Dignity Act Coordinator**

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information with all school personnel, students, and parents/persons in parental relation.

If a Dignity Act Coordinator vacates ~~his/her~~their position, another ~~District~~ employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another ~~District~~ employee shall ~~promptly~~ immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position.

### **Training and Dissemination**

Training will be provided each school year for all ~~District~~ employees in conjunction with existing professional development training to raise staff awareness and sensitivity of ~~bullying~~, harassment and discrimination directed at students that are committed by students, ~~or school~~ employees, ~~or others~~ on school property or at a school function. Training will include ways to promote a supportive school environment that is free from ~~bullying~~, discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to ~~bullying~~, harassment and discrimination, as well as ensuring the safety of the victims.

Instruction in Kindergarten through grade 12 shall include a component on civility, citizenship and character education. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, "tolerance," "respect for others" and "dignity" shall include awareness and sensitivity to discrimination or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

Rules against ~~bullying~~, discrimination and harassment will be included in the Code of Conduct, publicized District-wide and disseminated to all ~~staff-employees~~, ~~volunteers~~ and parents. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

### **Reports and Investigations of Discrimination and Harassment**

~~Although it can be difficult to come forward when faced with bullying, hazing, or harassment, t~~The District cannot effectively address inappropriate behaviors if incidents are not reported. Students who have been ~~subjected to bullying, harassment or discrimination~~bullied, parents/caregivers whose children have been ~~bullied~~subjected to bullying, harassment or discrimination, ~~or others~~students or ~~staff members~~who observe ~~potential bullying, harassment or discrimination~~bullying behavior are encouraged and expected to make a verbal ~~and/or~~ written complaint to any school personnel. ~~in accordance with the guidelines and training provided.~~

~~The District has adopted a reporting form that may be used to report any complaints regarding bullying, harassment or discrimination under this policy. This form is accessible on the District's website.~~

~~All District staff who are aware of potential bullying, harassment and/or discrimination, are required to orally report the incident(s) within one (1) school day to the principal, Superintendent of Schools, or their his/her designee and report it in writing within two (2) school days after making an oral report.~~

The District will investigate all complaints of ~~bullying,~~ harassment and discrimination, either formal or informal, and take prompt corrective ~~or remedial~~ measures, as ~~determined by the District to be~~ necessary ~~and appropriate~~. ~~Complaints will be investigated in accordance with applicable policies and regulations. The~~A pPrincipal, the Superintendent or ~~the Principal's or Superintendent's~~their respective ~~designees will lead or supervise the investigation.~~ If, after an ~~appropriate~~ investigation, the District finds that this policy has been violated, corrective, ~~and/or~~ disciplinary, ~~and/or remedial~~ action will ~~promptly~~ be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws. ~~Such actions will be reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and verify the safety of the student(s) against whom such harassment, bullying or discrimination was directed.~~ If this behavior rises to the level of criminal activity, law enforcement will be contacted.

~~The District will annually report all verified material incidents of discrimination and harassment to the State Education Department as part of the Uniform Violent and Disruptive Incident Reporting System (VADIR).~~

### **Prohibition of Retaliatory Behavior**

The Board prohibits retaliation against a complainant and those who participate in the investigation of a complaint who have acted reasonably and good faith.

### **Dissemination, Monitoring, Review, and Reporting**

~~Building~~Principals shall make a regular report on data and trends related to bullying, harassment and discrimination to the Superintendent. ~~The purpose and provisions of this policy will be reflected in the District's Code of Conduct. The District has adopted a reporting form that may be used to report any complaints regarding bullying, harassment or hazing under this policy. This form is accessible on the District's website and will be incorporated in the District's administrative regulations.~~

~~Each year, as part of the annual review of the Code of Conduct, this policy will be reviewed to assess its effectiveness and compliance with state and federal law. If changes are needed, revisions will be recommended to the Board for its consideration and approval.~~

Each year, the Board will be provided a detailed report of the number of bullying incidents that occur in the District and may consider further action, including but not limited to modification of this policy and additional training for staff regarding the enforcement of this policy. Further, the District will ensure that the reporting of information to the public will be in a manner that complies with student privacy rights under the Family Educational Rights and Privacy Act (“FERPA”).

The District will annually report all verified material incidents of discrimination and harassment to the State Education Department in accordance with the state’s reporting protocols.

**References:**

Dignity for All Students Act, Education Law, §10 – 18

~~Americans with Disabilities Act, 42 U.S.C. §12101 et seq.~~

~~Title VI, Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.~~

~~Title VII, Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.; 34 CFR §100 et seq.~~

~~Title IX, Education Amendments of 1972, 20 U.S.C. §1681 et seq.~~

- ~~• 504, Rehabilitation Act of 1973, 29 U.S.C. §794~~

~~Individuals with Disabilities Education Law, 20 U.S.C. §§1400 et seq.~~

~~Executive Law §290 et seq. (New York State Human Rights Law)~~

~~Education Law §§313(3), 3201, 3201-a~~

~~Tinker v. Des Moines Independent Community School Dist., 393 US 503, (1969) Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)~~

~~Gebser v. Lago Vista Independent School District, 524 U.S., 274 (1998)~~

~~Faragher v. City of Boca Raton, 524 U.S. 775 (1998)~~

~~Burlington Industries v. Ellerth, 524 U.S. 742 (1998)~~

~~Oncale v. Sundowner Offshore Services, Inc., 523 U.S. 75 (1998)~~

~~Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)~~

~~Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)~~

**Policy References:**

~~#1330—Appointments and Designations by the Board of Education #3410—Code of Conduct on School Property #3420—Non-Discrimination and Anti-Harassment in the School District #3430—Uniform Violent and Disruptive Incident Reporting System (VADIR) #7551—Sexual Harassment of Students #7552—Bullying in the Schools #7553—Hazing of Students #8130—Equal Educational Opportunities #8242—Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education~~

# 3.0 INSTRUCTION PLANNING AND SERVICES



**TO: Sean Bruno**

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

**RE: Placements for Students with Disabilities**

**DATE: December 29, 2022**

**For January 3, 2023, Board of Education Meeting**

- 3.3.1 On November 28, 30, December 8, 9, and 15, 2022, the District Committee on Special Education reviewed students and made recommendations for placement.
- 3.3.2 On November 29, 30, December 8, 14, 15, and 16, 2022, the District Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.3 On November 29, 30, December 1, 6 and 14, 2022, the Committee on Preschool Special Education reviewed students and made recommendations for placement.
- 3.3.4 On December 20 and 21, 2022, the Barclay Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.5 On November 30, and December 7, 2022, the High School Subcommittee on Special Education reviewed students and made recommendations for placement.

We are forwarding this document to you for your information.

CMA Date	CMA BOE Date	CMA Committee	CMA Reason	School	ID#	Grade	CR Decision/Status	CR Disability
11/28/2022	01/03/2023	CSE	Requested Review	Hill	211998	05	Classified	Learning Disability
11/30/2022	01/03/2023	CSE	Initial Eligibility Determination Meeting	Ginther	560129	Kdg.	Classified	Other Health Impairment
12/08/2022	01/03/2023	CSE	Requested Review	BHS	998271	09	Classified	Multiple Disabilities
12/09/2022	01/03/2023	CSE	Initial Eligibility Determination Meeting	Barclay	559305	03	Ineligible	
12/15/2022	01/03/2023	CSE	Initial Eligibility Determination Meeting	Hill	211342	05	Classified	Other Health Impairment
11/29/2022	01/03/2023	SubCSE	Reevaluation Review	BOCES II Program MS/HS	996872	10	Classified	Autism
11/30/2022	01/03/2023	SubCSE	Amendment - Agreement No Meeting	Crestwood Children's Center Day Treatment	211873	05	Classified	Other Health Impairment
12/08/2022	01/03/2023	SubCSE	Amendment - Agreement No Meeting	BOCES II Program MS/HS	997453	12	Classified	Other Health Impairment
12/14/2022	01/03/2023	SubCSE	Requested Review	Barclay	211816	02	Classified	Learning Disability
12/15/2022	01/03/2023	SubCSE	Requested Review	Villa of Hope School	210641	10	Classified	Emotional Disturbance
12/16/2022	01/03/2023	SubCSE	Reevaluation Review	BHS	560559	09	Classified No Services	Other Health Impairment
12/16/2022	01/03/2023	SubCSE	Requested Review	Crestwood Children's Center Day Treatment	559560	Kdg.	Classified	Other Health Impairment
11/29/2022	01/03/2023	CPSE	Initial Eligibility Determination Meeting	PS Itinerant Services Only	560003	PS	Classified PS No Services	PS Student with a Disability

CMA Date	CMA BOE Date	CMA Committee	CMA Reason	School	ID#	Grade	CR Decision/Status	CR Disability
11/30/2022	01/03/2023	CPSE	Initial Eligibility Determination Meeting	PS Itinerant Services Only	560779	PS	Classified PS	PS Student with a Disability
11/30/2022	01/03/2023	CPSE	Requested Review	PS Itinerant Services Only	560607	PS	Classified PS	PS Student with a Disability
12/01/2022	01/03/2023	CPSE	Initial Eligibility Determination Meeting		560850		Ineligible	
12/01/2022	01/03/2023	CPSE	Initial Eligibility Determination Meeting	PS Itinerant Services Only	560795	PS	Classified PS	PS Student with a Disability
12/01/2022	01/03/2023	CPSE	Requested Review	BOCES II PS	560137	PS	Classified PS	PS Student with a Disability
12/06/2022	01/03/2023	CPSE	Requested Review	PS Itinerant Services Only	560544	PS	Declassified	PS Student with a Disability
12/14/2022	01/03/2023	CPSE	Requested Review		560301	PS	Declassified	PS Student with a Disability
12/20/2022	01/03/2023	SubCSE	Transfer Student - Agreement No Meeting	Barclay	561102	02	Classified	Other Health Impairment
12/21/2022	01/03/2023	SubCSE	Amendment - Agreement No Meeting	Barclay	559145	02	Classified	Other Health Impairment
11/30/2022	01/03/2023	SubCSE	Reevaluation Review	BHS		11	Classified	Other Health Impairment
11/30/2022	01/03/2023	SubCSE	Reevaluation Review	BHS	998089	10	Classified	Other Health Impairment
11/30/2022	01/03/2023	SubCSE	Reevaluation Review	BHS	996704	11	Classified No Services	Learning Disability
12/07/2022	01/03/2023	SubCSE	Reevaluation Review	BHS		09	Classified	Learning Disability

<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>
12/07/2022	01/03/2023	SubCSE	Reevaluation Review	BHS	998986	09	Classified	Speech or Language Impairment



## 4.0 CERTIFIED PERSONNEL



# BROCKPORT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING

January 3, 2023

## PERSONNEL AGENDA – CERTIFIED

Office of the Superintendent of Schools  
Board Meeting of January 3, 2023

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 Tresel Vick, to be appointed as a long term substitute Instructional Coach at Oliver Middle School effective January 4, 2023 through June 30, 2023. Annual salary \$92,618 (prorated \$55,107).

### **4.2 Resignations**

4.2.1 Tresel Vick, Instructional Coach at Oliver Middle School, to resign for the purpose of retirement effective January 2, 2023.

### **4.3 Substitutes**

4.3.1 David Robinson, pending fingerprint clearance

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

4.4.1

### **4.5 Leaves of Absence**

4.5.1

### **4.6 Other**

4.6.1 Christopher Wilbur, Mentor Teacher, \$600 (January – June).

4.6.2 Kelly Kinslow, Mentor Teacher, \$600 (January – June).

4.6.3 Mark Mutton, Varsity Boys Volleyball coach, Level C – Step 3 \$3,295.

## 4.0 CLASSIFIED PERSONNEL



# BROCKPORT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING

JANUARY 3, 2023

## PERSONNEL AGENDA – CLASSIFIED

Office of the Superintendent of Schools  
Board Meeting of January 3, 2023

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 Steffany Celento, to be appointed as a probationary Teacher Aide at Ginther School effective January 4, 2023. Rate is set at \$14.50 per hour. Probationary period begins on January 4, 2023 and ends on January 3, 2024.
- 4.7.2 Amanda Walch, to be appointed as a probationary Food Service Helper at Hill School effective January 4, 2023. Rate is set at \$14.50 per hour. Probationary period begins on January 4, 2023 and ends on January 3, 2024. (Pending fingerprint clearance.)
- 4.7.3 Christopher Ladd, to be appointed as a provisional Senior Security Worker in the Security Department effective January 4, 2023. Rate is set at \$22.00 per hour. Probationary period is to be determined.

### 4.8 Resignations

- 4.8.1 Christopher Ladd, Security Worker, Security Department, resigning effective January 3, 2023, pending board approval to the position of Senior Security Worker.

### 4.9 Substitutes

None

### 4.10 Volunteers

- 4.10.1 Robert LaBarbera
- 4.10.2 Ronly O'Mara
- 4.10.3 Cassi O'Sullivan
- 4.10.4 Lauren Porter
- 4.10.5 Kiana Trinca

### 4.11 College Participants

None

### 4.12 Leaves of Absence

- 4.12.1 UPDATE -- Robin Georgiev, Teacher Aide, effective November 1, 2022 through the anticipated return date of ~~December 1, 2022~~ **January 3, 2023**.
- 4.12.2 UPDATE -- Karen Pahman, Food Service Helper, effective November 8, 2022 through the anticipated return date of ~~January 3, 2023~~ **January 25, 2023**.

### 4.13 Other

None

## 5.0 FINANCIAL



Sean C. Bruno  
Superintendent

Jill Reichhart  
Director of Finance

SUBJECT: Financial Statement of Extraclassroom Activity Funds for the Hill School and Oliver Middle School for October 2022

Submitted to the Board of Education are the monthly Financial Statements of Extraclassroom Activity Funds for the Hill School and Oliver Middle School for October 2022.

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

RESOLVED, that the Board of Education approve the Financial Statements of Extraclassroom Activity Funds for the Hill School and Oliver Middle School for October 2022.

**Brockport Central School District**  
Project-to-Date Budget Status Report As Of: 10/31/2022  
Fund: OT OTHER FUND  
Fiscal Year: 2023

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-To-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
AHCLUB American History Club		49,419.57	59,720.29	109,139.86	49.30	0.00	109,090.56
BOOKST Bookstore		2,202.90	0.00	2,202.90	35.00	0.00	2,167.90
DRAMAC Drama Club		11,011.17	0.00	11,011.17	2,597.00	0.00	8,414.17
SALETX Sales Tax		7.23	0.00	7.23	7.23	0.00	0.00
STCOUN Student Council		13,163.61	0.00	13,163.61	1,596.19	0.00	11,567.42
YRBOOK Yearbook Club		237.29	0.00	237.29	179.20	0.00	58.09
Total OTHER FUND		76,041.77	59,720.29	135,762.06	4,463.92	0.00	131,298.14

Selection Criteria

As of Date: 10/31/2022'  
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 J. Dickerson  
Central Treasurer

**DATE:** 11/17/2022

**SIGNATURE:** [Signature]  
Building Principal or Designee

**DATE:** 11/17/22

**Brockport Central School District**  
Project-to-Date Budget Status Report As Of: 10/31/2022  
**Fund: OT OTHER FUND**  
**Fiscal Year: 2023**

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-To-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
BOOKST	Bookstore	1,938.84	251.39	2,190.23	180.93	0.00	2,009.30
OECOMB	Outdoor Ed - Combined Gro	2,350.26	727.04	3,077.30	0.00	0.00	3,077.30
SALETX	Sales Tax	526.25	43.07	569.32	526.25	0.00	43.07
STCOUN	Student Council	14,701.29	0.00	14,701.29	583.48	0.00	14,117.81
	50 Location Subtotal	19,516.64	1,021.50	20,538.14	1,290.66	0.00	19,247.48
<b>Total OTHER FUND</b>		<b>19,516.64</b>	<b>1,021.50</b>	<b>20,538.14</b>	<b>1,290.66</b>	<b>0.00</b>	<b>19,247.48</b>

**Selection Criteria**

As of Date: 10/31/2022  
Criteria Name: Last Run  
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  
Compress payroll transactions  
Printed by Aceto Ellen



Hill Elementary School Extra-classroom Activities Fund  
 Checking Account Reconciliation  
 October 31, 2022

<b>Bank Statement Ending Balance at 10/31/22</b>				<b>\$19,882.19</b>
LISTING OF O/S CHECKS:				
Check Date	Vendor Name	Check #	Amount	
26-Sep	Becki Place	1890	\$34.54	
10/18/22	H.S. Extra Class-Sales Tax	1894	\$526.25	
10/20/22	Becki Place	1896	\$73.92	
				\$634.71
LISTING OF O/S DEPOSITS				
Deposit Date	Description			
				\$0.00
<b>Adjusted Checking Balance</b>				<b>\$19,247.48</b>

<b>General Ledger Balance at 10/31/22</b>	<b>\$19,247.48</b>
---	--------------------

<b>Checkbook Balance at 10/31/22</b>	<b>\$19,247.48</b>
Checkbook Adjustments	
\$0.00	
<b>Adjusted Checkbook Balance</b>	<b>\$19,247.48</b>

Date: 11/2/22

Principal: *Sina Calby*  
 Central Treasurer: *Eileen Acosta*

Sean C. Bruno  
Superintendent

Jill Reichhart  
Director of Finance

SUBJECT: Treasurer's Report — October 2022

Submitted to the Board of Education for their review and approval is the Treasurer's Report for the month of October 2022, prepared by the District Treasurer, Jill Reichhart.

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

RESOLVED, that the Board of Education approve the Treasurer's Report for the month of October 2022, as submitted and prepared by District Treasurer, Jill Reichhart.

**BROCKPORT CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
October 31, 2022**

	Current Month	Year-to-Date	Description
<b>Beginning General Fund Cash Balance</b>	\$51,879,420.15	\$46,858,498.32	
<b>REVENUES:</b>			
(1001-1090) Property Taxes	\$36,318.62	\$31,252,122.17	Property taxes
(1120) Sales Tax	\$0.00	\$0.00	Monroe County sales tax
(1310-2395) Tuition and Charges For Services	\$798.00	\$22,052.00	Continuing Ed, athletic & transportation revenue.
(2401-2690) Use of Money and Property	\$24,072.42	\$166,409.14	Interest earnings, facilities rental & sale of equipment.
(2701-2703) Refund of Prior Year Expense	\$0.00	\$0.00	Refund of prior year BOCES
(2705-2801) Other Receipts	\$10,038.03	\$19,253.57	Gifts & donations, miscellaneous revenue.
(3040-3289) New York State Aid	\$257,860.33	\$6,055,565.42	New York State aid.
(4101-4601) Federal Aid	\$193,454.36	\$222,077.67	Federal share of medicaid reimbursement.
(5000-5999) Transfers From Other Funds	\$0.00	\$0.00	Transfer from other funds to pay debt service.
Total Revenues	<b>\$522,541.76</b>	<b>\$37,737,479.97</b>	Total from Revenue Report
<b>EXPENDITURES:</b>			
(1000-1999) Salaries	(\$3,028,661.79)	(\$7,501,528.77)	Salary Expenses
(8000) Employee Benefits	(\$371,527.11)	(\$6,152,034.23)	Benefit expenses
(6000-7000) Debt Service	\$0.00	\$0.00	Debt service principal and interest
(4041-4047) Utilities	(\$86,371.90)	(\$209,430.02)	Utility expenses
(4900) BOCES	(\$3,902,778.29)	(\$3,902,778.29)	BOCES contractual expenses
(2000-4899) Other Expenditures	(\$406,258.16)	(\$1,956,926.41)	All other expenditures
(9000) Transfers to Other Funds	\$0.00	\$0.00	Money transferred to pay expenses in other funds
Total Expenditures	<b>(\$7,795,597.25)</b>	<b>(\$19,722,697.72)</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.</b>			
(0250) Taxes Receivable	\$16,449,435.66	(\$2,073,553.40)	Receipt of property taxes surrendered to the county
(0380) Accounts Receivable	\$276,677.72	(\$35,010.23)	Revenues due from non-governmental agencies.
(0391) Due From Other Funds	(\$245,910.18)	(\$1,987,935.40)	Money repaid from/(lent to) other funds
(0410-0440) Receivables from Governments	\$1,935,424.28	\$5,799,590.04	Revenues due from local, state & federal governments
(0480) Prepaid Expenditures	\$0.00	\$1,330,891.62	Payments of future year expenses
(0600-0602) Accounts Payable	(\$6,675.00)	(\$4,339,464.16)	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	\$0.00	Money borrowed from/(repaid to) other funds
(0632-0637) Due to TRS/ERS	\$16,912.93	\$55,585.68	Employee contributions not remitted to Retirement Funds
(0691) Deferred Revenue	\$0.00	\$0.00	Funds received for future year revenues
(0718-0738) Benefit Liabilities	\$42,549.59	(\$548,605.06)	Health, Dental premiums, FSA/HRA
(0821-0891) Reserve Accounts	\$0.00	\$0.00	Funds taken from/(added to) reserve accounts
Total Balance Sheet Transactions	\$18,468,415.00	(\$1,798,500.91)	
<b>Ending General Fund Cash Balance</b>	<b>\$63,074,779.66</b>	<b>\$63,074,779.66</b>	

**BROCKPORT CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
October 31, 2022**

	Current Month	Year-to-Date	Description
<b>Beginning School Lunch Fund Cash Balance</b>	\$665,089.86	\$363,033.27	
<b>REVENUES:</b>			
(1440) Federal & State Reimbursable Sale	\$49,247.40	\$89,252.10	Cash portion of student free and reduced priced meals.
(1445) Other Sales	\$27,288.88	\$51,073.42	Adult meals, catering and regular priced meals.
(3190-4289) State and Federal Reimbursement	\$109,904.00	\$109,904.00	Federal & state reimbursement for free & reduced meals.
(2665-2770) Other Receipts	\$157.96	\$282.72	Sale of equipment
(5031) Transfer from General	\$0.00	\$0.00	Transfer from General Fund
Total Revenues	<u>\$186,598.24</u>	<u>\$250,512.24</u>	
<b>EXPENDITURES:</b>			
(1000-1999) Salaries	(\$68,282.59)	(\$130,623.28)	School Lunch salaries.
(8000) Employee Benefits	(\$12,184.84)	(\$23,976.62)	School Lunch benefits.
(2000) Equipment	\$0.00	\$0.00	Equipment purchases.
(4000) Contractual	\$0.00	(\$4,833.00)	Contractual expenses.
(4100) Food Purchases	(\$68,017.51)	(\$106,053.38)	School Lunch food purchases.
(4500) Other Disbursements	(\$7,404.33)	(\$13,064.43)	Cafeteria supplies and materials
(4900) BOCES Services	\$0.00	\$0.00	BOCES contractual expenses
Total Expenditures	<u>(\$155,889.27)</u>	<u>(\$278,550.71)</u>	
<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	\$2,313.95	\$172.11	NSF checks
(391) Due from other funds	\$0.00	\$0.00	
(0410-0440) Receivables from Governments	(\$106,764.00)	\$281,925.00	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	\$0.00	(\$33,647.26)	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	\$151.12	\$255.64	Sales tax collected/(remitted)
(0637) Due to ERS	\$0.00	\$0.00	Employee contributions not remitted to Retirement Funds
(0689) Deferred Revenue	(\$8,552.95)	(\$753.34)	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	(\$112,851.88)	\$247,952.15	
<b>Ending School Lunch Fund Cash Balance</b>	<u><u>\$582,946.95</u></u>	<u><u>\$582,946.95</u></u>	

**BROCKPORT CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
October 31, 2022**

	Current Month	Year-to-Date	
<b>Beginning Federal Fund Cash Balance</b>	\$282,038.53	\$77,956.24	
<b>REVENUES:</b>			
(1315) Tuition and Charges For Services	(\$10,829.27)	\$18,783.73	Continuing Education
(2770) Local Aid	\$0	\$0.00	Local Grants
(3289) Other State Aid	\$0.00	\$100,867.58	NYS Grants and Summer Special Ed
(4126-4289) Other Federal Aid	\$0.00	\$3,688.00	Federal Grants
(5031) Interfund Transfers	\$0.00	\$0.00	Money transferred from other funds to pay expenses here
Total Revenues	<b>(\$10,829.27)</b>	<b>\$123,339.31</b>	
<b>EXPENDITURES:</b>			
(1000-1999) Salaries	(\$111,837.73)	(\$459,849.14)	Salary expenses
(2000-2200) Equipment	\$0.00	\$0.00	Equipment purchases
(4000) Contractual	(\$41,275.73)	(\$71,990.44)	Contractual expenditures
(4500-4800) Other Expenditures	(\$124,818.23)	(\$342,929.32)	Materials, Supplies, Travel, Tuition
(4900) BOCES	\$0.00	(\$8,613.00)	BOCES contractual expenses
(8000) Benefits	\$0.00	\$0.00	Benefit expenses
(9000) Interfund Transfers	\$0.00	\$0.00	Money transferred to pay expenses in other funds
Total Expenditures	<b>(\$277,931.69)</b>	<b>(\$883,381.90)</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	\$11,354.27	\$11,354.27	
(391) Due From Other Funds	\$0.00	\$0.00	Money due to other funds
(0410-0440) Receivables from Governments	\$0.00	\$97,383.08	Revenues due from local, state & federal governments
(0480) Prepaid Expenditures	\$0.00	\$0.00	Payments of future year expenses
(0600-0602) Accounts Payable	\$0.00	(\$1,164,044.38)	Payment of bills after expense was incurred
(0630) Due to Other Funds	\$245,910.18	\$1,987,935.40	Money borrowed from/(repaid to) other funds
(0632) Due to TRS	\$0.00	\$0.00	Employee contributions not remitted to Retirement Funds
(689) Deferred Revenue	\$0.00	\$0.00	Revenues received for future purchases
Total Balance Sheet Transactions	\$257,264.45	\$932,628.37	
<b>Ending Federal Fund Cash Balance</b>	<b>\$250,542.02</b>	<b>\$250,542.02</b>	

**BROCKPORT CENTRAL SCHOOL DISTRICT**  
**TREASURER'S REPORT**  
**October 31, 2022**

	Current Month	Year-to-Date	Description
<b>Beginning Trust &amp; Agency Fund Cash Balance</b>	\$1,259,803.83	\$104,021.01	
<b>REVENUES:</b>			
(2401) Interest and Earnings	\$0.00	\$0.00	Interest earnings
(2705) Gifts and Donations	\$0.00	\$3,137.09	Gifts and Donations for Scholarships
(2770) Device Protection Plan/AP EXAMS	<u>\$0.00</u>	<u>\$0.00</u>	
Total Revenues	<b>\$0.00</b>	<b>\$3,137.09</b>	
<b>EXPENDITURES:</b>			
(1000-1999) Salaries	\$0.00	\$0.00	Salary expenses
(8000) Benefits	\$0.00	\$0.00	Benefit expenses
(2000-2200) Equipment	\$0.00	\$0.00	Equipment purchases
(4000) Contractual	\$0.00	(\$8,136.91)	Contractual expenditures
(4500-4700) Other Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	Materials and Supplies
Total Expenditures	<b>\$0.00</b>	<b>(\$8,136.91)</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	(\$3.31)	\$299.33	Employee contributions not remitted to Retirement Funds
(020) Health/Dental	\$90,272.17	\$886,312.11	Health/Dental Payroll deductions not remitted
(021-026) SWT/FWT/FICA/Medicare	\$0.00	\$0.00	Taxes due
(027) Teachers' Retirement Loan	(\$7,803.00)	\$3.00	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	\$0.00	Payment of bills after expense was incurred
(085) Deferred Comp-Flexible Spending	(\$7,768.74)	\$345,295.32	Employee contributions not remitted to Excellus
(085-04) Cell Phones	\$200.00	\$770.00	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	<u>\$0.00</u>	<u>\$0.00</u>	Revenues received for future purchases
Total Balance Sheet Transactions	<b>\$74,897.12</b>	<b>\$1,235,679.76</b>	
<b>Ending Trust &amp; Agency Fund Cash Balance</b>	<b><u>\$1,334,700.95</u></b>	<b><u>\$1,334,700.95</u></b>	

**BROCKPORT CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
October 31, 2022**

		Current Month	Year-to-Date	
<b>Beginning Capital Fund Cash Balance</b>		\$238,575.31	\$1,071,622.67	Investment/Checking acc't 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
	Total Revenues	\$0.00	\$0.00	
<b>EXPENDITURES:</b>				
(2000-2200)	Equipment	\$0.00	(\$687,132.34)	Equipment, Bus purchases
(2400-2460)	Bond Expenses	(\$22,950.00)	(\$62,910.14)	Contractual, Legal Fees, Architects, Survey/Engineering
(2010)	Clerk of the Works	\$0.00	\$0.00	Interest expense
(2930-2980)	Other Expenditures	\$0.00	(\$57,038.95)	General Construction, HVAC, Plumbing, Electrical, Site Work
(9901)	Transfer to Other Funds	\$0.00	\$0.00	Transfer to other funds
	Total Expenditures	(\$22,950.00)	(\$807,081.43)	
<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>				
(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	(\$49,560.00)	Payment of bills after expense was incurred
(0626)	B.A.N. Payable	\$0.00	\$0.00	Money borrowed
(0630)	Due to Other Funds	\$75.39	\$719.46	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
	Total Balance Sheet Transactions	\$75.39	(\$48,840.54)	
<b>Ending Capital Fund Cash Balance</b>		<b>\$215,700.70</b>	<b>\$215,700.70</b>	



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

Sean C. Bruno  
Superintendent

Jill Reichhart  
Director of Finance

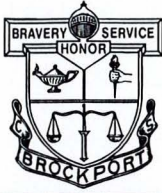
SUBJECT: Financial Report — October 2022

Submitted to the Board of Education for their review and approval is the Financial Report for the month of October 2022, prepared by the District Treasurer, Jill Reichhart.

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

RESOLVED, that the Board of Education approve the Financial Report for the month of October 2022, as submitted and prepared by District Treasurer, Jill Reichhart.





# BROCKPORT

## Central School District

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

### MEMORANDUM

**DATE:** 12/12/2022  
**TO:** Board of Education  
**FROM:** Jill Reichhart, Director of Finance  
**RE:** 2022-2023 Expenditure Variance Analyses

An analysis of known expenditure variances as shown on the October 31, 2022 Board Finance Report is given below.

- **Unallocated Insurance (1910) – Over budget, no transfer needed, recode of check was done in November.**

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: 10/31/2022

Fiscal Year: 2023

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	0.00	31,960.00	7,996.13	16,794.25	7,169.62
1240 Chief School Administrator		295,267.00	0.00	295,267.00	98,810.15	182,784.66	13,672.19
1310 Business Administration		449,350.00	44,500.00	493,850.00	164,294.11	322,636.19	6,919.70
1320 Auditing		39,000.00	0.00	39,000.00	1,630.20	20,000.00	17,369.80
1325 Treasurer		124,384.00	9,000.00	133,384.00	45,381.43	87,851.07	151.50
1330 Tax Collector		12,000.00	1,500.00	13,500.00	3,129.73	10,370.00	0.27
1345 Purchasing		8,064.00	0.00	8,064.00	2,553.37	5,106.63	404.00
1420 Legal		204,627.00	0.00	204,627.00	19,466.82	128,697.68	56,462.50
1430 Personnel		457,466.00	32,831.45	490,297.45	197,076.32	274,262.06	18,959.07
1460 Records Management Officer		12,296.80	0.00	12,296.80	3,688.89	6,111.95	2,495.96
1480 Public Information and Services		189,185.84	0.00	189,185.84	59,873.40	122,383.45	6,928.99
1620 Operation of Plant		4,249,264.16	32,433.17	4,281,697.33	1,051,173.16	2,195,567.55	1,034,956.62
1621 Maintenance of Plant		1,403,740.60	35,635.43	1,439,376.03	326,813.09	718,879.69	393,683.25
1670 Central Printing & Mailing		515,556.16	603.44	516,159.60	53,720.36	60,841.21	401,598.03
1680 Central Data Processing		1,433,342.25	-9,722.94	1,423,619.31	491,382.10	128,751.05	803,486.16
1910 Unallocated Insurance		190,000.00	6,000.00	196,000.00	238,963.76	0.00	-42,963.76
1920 School Association Dues		24,000.00	0.00	24,000.00	12,890.49	200.00	10,909.51
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	2,915.38	0.00	4,084.62
1964 Refund on Real Property Taxes		10,000.00	135,500.00	145,500.00	145,455.92	0.00	44.08
1981 BOCES Administrative Costs		1,077,370.00	0.00	1,077,370.00	350,615.34	594,800.66	131,954.00
2010 Curriculum Devel and Suprvsn		241,614.00	0.00	241,614.00	56,335.75	93,864.95	91,413.30
2020 Supervision-Regular School		1,630,466.00	0.00	1,630,466.00	512,986.60	1,008,548.71	108,930.69
2070 Inservice Training-Instruction		544,093.00	0.00	544,093.00	75,457.51	128,996.53	339,638.96
2071 Supt Conf. Prof Development		33,000.00	0.00	33,000.00	4,757.47	0.00	28,242.53
2110 Teaching-Regular School		20,551,851.22	327,230.18	20,879,081.40	4,356,985.44	15,085,657.78	1,436,438.18
2250 Prg For Sdnts w/Disabil-Med Elgble		11,058,901.47	0.00	11,058,901.47	2,541,218.39	7,528,697.90	988,985.18
2280 Occupational Education(Grades 9-12)		1,999,632.00	0.00	1,999,632.00	575,227.45	1,366,511.30	57,893.25
2330 Teaching-Special Schools		150,000.00	0.00	150,000.00	0.00	0.00	150,000.00
2340 Employment Prep Education		2,240.00	0.00	2,240.00	746.67	1,493.33	0.00
2610 School Library & AV		816,311.45	13,159.28	829,470.73	160,981.90	520,217.80	148,271.03
2630 Computer Assisted Instruction		1,605,696.73	-196,877.97	1,408,818.76	264,000.14	405,143.47	739,675.15
2805 Attendance-Regular School		156,300.05	0.00	156,300.05	33,707.55	114,456.70	8,135.80
2810 Guidance-Regular School		910,469.00	0.00	910,469.00	195,934.72	609,738.43	104,795.85
2815 Health Svcs-Regular School		587,577.33	0.00	587,577.33	80,907.34	334,080.81	172,589.18
2820 Psychological Svcs-Reg Schl		502,653.00	0.00	502,653.00	92,867.63	399,526.49	10,258.88
2825 Social Work Svcs-Regular School		185,806.00	16,000.00	201,806.00	35,606.67	163,854.16	2,345.17
2850 Co-Curricular Activ-Reg Schl		339,000.00	0.00	339,000.00	31,511.86	262,683.95	44,804.19
2855 Interscholastic Athletics-Reg Schl		973,389.00	5,324.12	978,713.12	298,383.78	267,577.96	412,751.38
5510 District Transportation Services		6,301,169.40	6,283.51	6,307,452.91	957,247.67	3,403,451.90	1,946,753.34

**Brockport Central School District**

Budget Status Report As Of: 10/31/2022

Fiscal Year: 2023

**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	0.00	0.00	27,664.00
5581	Transportation from Boces	20,000.00	0.00	20,000.00	6,192.63	12,385.24	1,422.13
9010	State Retirement	1,601,500.00	-233,500.00	1,368,000.00	0.00	0.00	1,368,000.00
9020	Teachers' Retirement	2,571,773.04	0.00	2,571,773.04	0.00	0.00	2,571,773.04
9030	Social Security	3,150,000.00	-55,200.00	3,094,800.00	586,525.06	2,052,721.38	455,553.56
9040	Workers' Compensation	456,697.00	0.00	456,697.00	206,621.75	221,159.44	28,915.81
9045	Life Insurance	15,000.00	0.00	15,000.00	6,168.70	7,147.63	1,683.67
9050	Unemployment Insurance	50,000.00	0.00	50,000.00	3,553.34	36,446.66	10,000.00
9055	Disability Insurance	25,000.00	4,000.00	29,000.00	6,090.26	22,001.86	907.88
9060	Hospital, Medical, Dental Insurance	16,760,328.00	72,200.00	16,832,528.00	5,300,978.49	11,519,473.13	12,076.38
9089	Other (specify)	375,000.00	0.00	375,000.00	53,872.80	128,720.34	192,406.86
9711	Serial Bonds-School Construction	3,651,787.50	0.00	3,651,787.50	0.00	0.00	3,651,787.50
9712	Serial Bonds-Bus Purchases	1,017,700.00	0.00	1,017,700.00	0.00	0.00	1,017,700.00
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>89,417,493.00</b>	<b>246,899.67</b>	<b>89,664,392.67</b>	<b>19,722,697.72</b>	<b>50,570,595.95</b>	<b>19,371,099.00</b>

# Brockport Central School District

Revenue Status Report As Of: 10/31/2022

Fiscal Year: 2023

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	28,784,342.00	28,784,342.00	30,990,026.60	0.00		2,205,684.60
1081-000		Other Pmts in Lieu of Tax	197,174.00	197,174.00	262,032.51	36,255.56		64,858.51
1085-000		STAR Reimbursement	6,307,740.00	6,307,740.00	0.00	0.00	6,307,740.00	
1090-000		Int. & Penal. on Real Pro	15,000.00	15,000.00	63.06	63.06	14,936.94	
1120-000		Nonprop. Tax Distrib. By	3,300,000.00	3,300,000.00	0.00	0.00	3,300,000.00	
1311-000		Other Day School Tuition	5,000.00	5,000.00	18,631.00	0.00		13,631.00
1315-000		Continuing Ed Tuition(Ind	0.00	0.00	126.00	96.00		126.00
1410-000		Admissions (from Individu	15,000.00	15,000.00	3,295.00	702.00	11,705.00	
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	50,000.00	50,000.00	60,537.32	16,456.25		10,537.32
2410-000		Rental of Real Property,I	15,000.00	15,000.00	6,210.00	1,250.00	8,790.00	
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	6,966.31	457.80	3,033.69	
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	907.00	0.00	93.00	
2665-000		Sale of Equipment	5,000.00	5,000.00	83,323.05	0.00		78,323.05
2680-000		Insurance Recoveries-Tran	5,000.00	5,000.00	0.00	0.00	5,000.00	
2680-001		Insurance Rec - other	0.00	0.00	3,842.22	1,442.00		3,842.22
2690-000		Other Compensation for Lo	1,000.00	1,000.00	4,623.24	4,466.37		3,623.24
2701-000		Refund PY Exp-BOCES Aided	400,000.00	400,000.00	0.00	0.00	400,000.00	
2705-000		Gifts and Donations	60,000.00	60,650.00	650.00	650.00	60,000.00	
2770-000		Other Unclassified Rev.(S	110,000.00	110,000.00	17,003.57	8,093.03	92,996.43	
2770-001		Device Protection	0.00	0.00	1,600.00	1,295.00		1,600.00
3101-000		Basic Formula Aid-Gen Aid	34,452,896.00	34,452,896.00	55,524.00	0.00	34,397,372.00	
3102-000		Lottery Aid (Sect 3609a E	6,200,000.00	6,200,000.00	6,000,041.42	257,860.33	199,958.58	
3103-000		BOCES Aid (Sect 3609a Ed	3,975,821.00	3,975,821.00	0.00	0.00	3,975,821.00	
3260-000		Textbook Aid (Incl Txbk/	249,555.00	249,555.00	0.00	0.00	249,555.00	
3262-000		Computer Software Aid	58,776.00	58,776.00	0.00	0.00	58,776.00	
4289-000		Other Federal Aid (Specify)	0.00	0.00	192,487.50	192,487.50		192,487.50
4601-000		Medic.Ass't-Sch Age-Sch Y	50,000.00	50,000.00	29,590.17	966.86	20,409.83	
<b>Total GENERAL FUND</b>			<b>84,328,304.00</b>	<b>84,328,954.00</b>	<b>37,737,479.97</b>	<b>522,541.76</b>	<b>49,166,187.47</b>	<b>2,574,713.44</b>

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

These are estimates to balance the budget

Office of the Superintendent of Schools  
Regular Meeting of January 3, 2023

**5.5**

Sean Bruno  
Superintendent

Jill Reichhart  
Treasurer and Director of Finance

SUBJECT: Howlett Family Scholarship

Submitted to the Board of Education for their approval is the establishment of the Howlett Family Scholarship (see attached).

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

RESOLVED, that the Board of Education approve the establishment of the Howlett Family Scholarship.

## HOWLETT FAMILY SCHOLARSHIP

### Purpose of Scholarship:

Annually provide a \$1,500.00 scholarship to a deserving graduate of Brockport High School.

### Scholarship Award Criteria:

This \$1,500.00 scholarship is endowed by the Howlett family and is awarded to a graduating student who plans to attend a 4-year college or university to pursue a career in the field of Education such as teaching, administration, counseling etc. The student will have participated in a sport for 3 years and have been active in school clubs such as Key Club, NHS, Student Council, Scouting or other community service groups.

## 6.0 PHYSICAL PLANT



# 7.0 HUMAN RESOURCES





# 8.0 SUPERINTENDENT REPORT



## 9.0 BOARD OPERATIONS





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

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

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

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

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

*Board of Education Approved: May 3, 2022*

**BROCKPORT CENTRAL SCHOOL  
BUDGET DEVELOPMENT CALENDAR  
2023-2024 BUDGET**

Date	Activity
September 6, 2022	Regular Board Meeting
<b>September 14, 2022</b>	<b>BUDGET COMMITTEE MEETING</b>
September 20, 2022	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 4, 2022	Regular Board Meeting
<b>October 12, 2022</b>	<b>BUDGET COMMITTEE MEETING</b>
October 18, 2022	Regular Board Meeting
November 1, 2022	Regular Board Meeting
<b>November 9, 2022</b>	<b>BUDGET COMMITTEE MEETING</b>
November 15, 2022	Regular Board Meeting
December 6, 2022	Regular Board Meeting
<b>December 14, 2022</b>	<b>BUDGET COMMITTEE MEETING</b>
December 20, 2022	Regular Board Meeting
January 3, 2023	Regular Board Meeting
<b>January 11, 2023</b>	<b>BUDGET COMMITTEE MEETING</b>
January 17, 2023	Regular Board Meeting
<b>January 25, 2023</b>	<b>BUDGET COMMITTEE MEETING</b>
February 7, 2023	Regular Board Meeting – (Draft budget)
<b>February 15, 2023</b>	<b>BUDGET COMMITTEE MEETING</b>
<b>March 1, 2023</b>	<b>BUDGET COMMITTEE MEETING</b>
March 7, 2023	Regular Board Meeting – (presentation of proposed 2023-2024 budget)
<b>March 22, 2023</b>	<b>BUDGET COMMITTEE MEETING (IF NEEDED)</b>
March 28, 2023	Regular Board Meeting – (adopt 2023-2024 budget & publish first budget legal notice)
<b>April 12, 2023</b>	<b>BUDGET COMMITTEE MEETING</b>
April 17, 2023	Last day to file nominating petition for Board candidates
April 18, 2023	Regular Board Meeting
May 2, 2023	Regular Board Meeting – <b>Budget Hearing at 5:30 p.m.</b>
<b>May 10, 2023</b>	<b>BUDGET COMMITTEE MEETING</b>
May 16, 2023	Budget Vote and Election – 6:00 a.m. – 9:00 p.m.
June 6, 2023	Regular Board Meeting
<b>June 14, 2023</b>	<b>BUDGET COMMITTEE MEETING</b>
June 20, 2023	Regular Board Meeting

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



## MCSBA 2022 - 2023 CALENDAR

JULY 2022			
	4	MON	Holiday (Office Closed) Independence Day
	14	THUR	NYSSBA Summer Law Conference, Hilton Garden Inn
*	26	TUES-8:00 am	Half Day District Clerk's Conference
AUGUST 2022			
*	10	WED-Noon	Steering Committee
SEPTEMBER 2022			
	5	MON	Holiday (Office Closed) Labor Day
*	7	WED-Noon	Legislative Committee Meeting
	7	WED-5:45pm	Board Leadership Meeting (Eastside Location)
*	14	WED	Information Exchange Committee
	18-20	SUN-TUES	NYSCOSS, Saratoga Springs, NY
*	21	WED-Noon	Labor Relations Committee Meeting
*	22	THUR-8:00am	MCSBA Fall Law Conference
	23	FRI	NYSSBA Board Officer's Academy, Rochester
OCTOBER 2022			
*	5	WED-Noon	Legislative Committee Meeting
	5	WED-5:45pm	Executive Committee Meeting
	6	THURS	NYSSBA District Clerk Workshop
	10	MON	Holiday (Office Closed) Indigenous Peoples' Day
*	12	WED-Noon	Information Exchange Committee Meeting
*	15	SAT-7:30am	MCSBA Finance Conference
	17-21	MON-FRI	Board Member Recognition Week
*	19	WED-Noon	Labor Relations Committee Meeting
	27-29	THURS-SAT	NYSSBA Convention - Syracuse
NOVEMBER 2022			
*	2	WED-Noon	Legislative Committee Meeting
*	2	WED-4:00PM	Association Social Hour for All MCSBA Members
*	2	WED-5:45 pm	Board Leadership Meeting (Westside Location)
	6	SUN	Daylight Savings Time
*	9	WED-Noon	Information Exchange Committee Meeting
	9	WED -4:00pm	Steering Committee Meeting - ZOOM
	11	FRI	Holiday (Office Closed) Veterans Day
*	16	WED-Noon	Labor Relations Committee Meeting
*	17	THUR-8:30am	District Clerks Conference
	24-25	THUR-FRI	Holiday (Office Closed) Thanksgiving
*	30	WED-Noon	Legislative Committee Meeting
	30	WED-5:45pm	Executive Committee Meeting
DECEMBER 2022			
	5	MON	MCSBA One Day Advocacy Trip to Albany
	22-23	THURS-FRI	Holiday (Office Closed) Christmas
	30	FRI	Holiday (Office Closed) New Year's

<b>JANUARY 2023</b>			
	2	MON	Holiday (Office Closed) New Year's
*	4	WED-Noon	Legislative Committee Meeting
*	11	WED-Noon	Information Exchange Committee Meeting
	16	MON	Holiday (Office Closed) Martin Luther King
*	18	WED-Noon	Labor Relations Committee Meeting
*	25	WED-Noon	Steering Committee Meeting

<b>FEBRUARY 2023</b>			
*	1	WED - Noon	Legislative Committee Meeting
*	4	SAT-9:00 am	MCSBA Legislative Breakfast
*	8	WED-Noon	Information Exchange Committee Meeting
*	15	WED-Noon	Labor Relations Committee Meeting
	15	Wed-5:45pm	Executive Committee Meeting
	20	MON	Holiday (Office Closed) President's Day
	20-24	MON-FRI	Winter Recess

<b>MARCH 2023</b>			
*	1	WED-Noon	Legislative Committee Meeting
	1	WED-5:45pm	Board Leadership Meeting (Eastside Location)
	6-7	MON-TUES	MCSBA Albany 2-day Advocacy Trip
	12	SUN	Daylight Savings Time
*	15	WED-Noon	Information Exchange Committee
*	22	WED-Noon	Labor Relations Committee Meeting
*	25	SAT	Prospective Candidate Seminar
*	29	WED-Noon	Steering Committee Meeting

<b>APRIL 2023</b>			
	2-4	SAT-MON	NSBA Annual Conference, Orlando, FL
	7	FRI	Holiday (Office Closed) Good Friday
	3-7	MON-FRI	Spring Break
*	12	WED-Noon	Legislative Committee Meeting
	12	WED	Monroe 2-Orleans BOCES Annual Meeting
	13	THURS	Monroe One BOCES Annual Meeting
*	19	WED-Noon	Information Exchange Committee Meeting
*	26	WED-Noon	Labor Relations Committee Meeting
	26	WED- 5:45pm	Executive Committee Meeting
*	27	THUR-8:00am	MCSBA Spring Law Conference

<b>MAY 2023</b>			
*	3	WED-Noon	Legislative Committee Meeting
*	2	WED-4:00PM	Association Social Hour for All MCSBA Members
*	3	WED -5:45pm	Board Leadership Meeting (Westside Location)
	16	TUES	BUDGET VOTE
	24	WED	MCSBA Annual Meeting
	29	MON	Holiday (Office Closed) Memorial Day

<b>JUNE 2023</b>			
*	10	SAT-7:30am	New Board Member Training

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



# 10 OLD BUSINESS



# 11 OTHER ITEMS OF BUSINESS





# 12 EXECUTIVE SESSION



# 13 ADJOURNMENT

