



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

Mission Statement

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

Board Members

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

May 17, 2022

7 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

May 17, 2022

Regular Board Meeting Agenda 7 p.m.
District Board Room

Call to Order
Pledge to the Flag
Fire Exits

Motion to Approve the Order of the Agenda

Approval of Minutes

- May 3, 2022 – Regular Board Meeting Minutes

Board Presentations:

- Annual Environmental Policy Update - Sean Bruno, Superintendent of Schools

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 | May 11, 2022 6 p.m. | June 15, 2022 6 p.m. | Mr. Gerald Maar (BCSD Liaison) |
| MCSBA Information Exchange | April 13, 2022 Noon | TBD | Member Robertson |
| MCSBA Board Leadership Meeting | May 4, 2022 5:45 p.m. | TBD | President Carbone Vice President Harradine |
| MCSBA Labor Relations Committee | April 27, 2022 Noon | TBD | Member Lewis Superintendent Bruno |



Brockport Central School District

40 Allen Street, Brockport, New York 14420-2296

| | | | |
|--|-----------------------------|-----|---|
| MCSBA Legislative Committee | May 4, 2022 Noon | TBD | President Carbone |
| MCSBA Executive Committee | April 27, 2022 5:45 p.m. | TBD | President Carbone & Superintendent Bruno |
| Diversity, Equity, and Inclusion (DEI) Committee | May 4, 2022 4 p.m. | TBD | President Carbone Vice President Harradine Member Robertson Superintendent Bruno |

1. New Business

None

2. Policy Development

- 2.1 5640 Smoking/Tobacco Use – second reading
- 2.2 5650 Environmental Policy/Conservation and Recycling – second reading
- 2.3 5661 Wellness Policy – second reading
- 2.4 5670 Records Management – second reading
- 2.5 5671 Employee Personal Identifying Information – second reading
- 2.6 5672 Information Security Breach and Notification – second reading
- 2.7 5676 Privacy and Security for Student Data and Teacher and Principal Data – second 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 (3.3.1-3.3.7)
 - 3.3.1 On April 13, 26, 27, 28, 29, and May 6, 2022, the District Committee on Special Education reviewed students and made recommendations for placement.
 - 3.3.2 On April 25, 26, 27, 28, 29, May 3, 4, 5, 6, and 10, 2022, the District Subcommittee on Special Education reviewed students and made recommendations for placement.
 - 3.3.3 On April 1, 5, 6, 12, and May 5, 2022, the Committee on Preschool Special Education reviewed students and made recommendations for placement.
 - 3.3.4 On May 13, 2022, the Ginther Subcommittee on Special Education reviewed students and made recommendations for placement.
 - 3.3.5 On April 21, 2022, the Hill Subcommittee on Special Education reviewed students and made recommendations for placement.
 - 3.3.6 On April 5, 25, and May 4, 2022, the Oliver Subcommittee on Special Education reviewed students and made recommendations for placement.
 - 3.3.7 On March 30, April 25, 26 and 27, 2022, the High School Subcommittee on Special Education reviewed students and made recommendations for placement.

4. Personnel

CERTIFIED

4.1 Appointments

- 4.1.1 Keishla Santiago Madera, to be appointed as a long term substitute Spanish Teacher at the middle school retro active March 21, 2022 through June 24, 2022. COVID-19 certificates in Spanish grades 7-12 and Students with Disabilities grades 7-12. Annual salary \$37,100 (prorated \$12,799).
- 4.1.2 Patrick Clarke, to be appointed as a Music Teacher at the high school and middle school effective August 31, 2022. Initial certificate in Music. Probationary period August 31, 2022 through August 30, 2026. This expiration date is tentative and conditional only. In order to be eligible and considered



Brockport Central School District

40 Allen Street, Brockport, New York 14420-2296

for tenure the employee must meet all requirements of Educational Law and corresponding regulations.
Annual salary \$ 37,100.

4.2 Resignations

- 4.2.1 Karen Cottom, Barclay School Elementary Teacher to resign for the purpose of retirement effective June 25, 2022.

4.3 Substitutes

- 4.3.1 Lindsay Pajek
4.3.2 Angelina Bissanti
4.3.3 Wesley Meadows
4.3.4 Kevin Nau
4.3.5 Ashley Lippa

4.4 Teacher Immersion Fellowship Program Participants

- 4.4.1 None

4.5 Leaves of Absence

- 4.5.1 Anne Urckfritz, to request an unpaid leave of absence effective August 31, 2022 through January 27, 2023.

4.6 Other

- 4.6.1 Lisa Byrne-Emmerson, to be appointed as a K-6 Literacy/Math Summer School substitute teacher for the Summer 2022 session at a base rate of \$42.00 per hour.
4.6.2 Tracy Robb, to be appointed as a K-6 Literacy/Math Summer School substitute teacher for the Summer 2022 session at a base rate of \$42.00 per hour.
4.6.3 Creation of a 1.0 FTE Special Education position at Barclay Elementary School.
4.6.4 Creation of a 0.6 FTE Occupational Therapist position.

CLASSIFIED

4.7 Appointments

- 4.7.1 Kimberly Stauffer, to be appointed as a probationary Bus Driver in the Transportation Department effective May 23, 2022. Rate is set at \$20.00 per hour. Probationary period begins on May 23, 2022 and ends on May 22, 2023.
4.7.2 Anna Chau, to be appointed as a probationary Cleaner at Barclay School effective May 23, 2022. Rate is set at \$14.00 per hour. Probationary period begins on May 23, 2022 and ends on May 22, 2023. (Pending fingerprint clearance.)

4.8 Resignations

- 4.8.1 Dawn McAvoy, Senior, Benefits Specialist, District Office, resigning effective May 19, 2022.
4.8.2 Daniel Green, Cleaner, Ginther School, terminated effective May 10, 2022.

4.9 Substitutes

- 4.9.1 Ralph Brown, Bus Attendant (training for CDL)
4.9.2 Sean Paul, Bus Attendant (training for CDL)
4.9.3 Cheryl Gardner, Bus Driver
4.9.4 Cole Buda, Student Cleaner
4.9.5 Ryan Sigillo, Summer Grounds, pending fingerprint clearance
4.9.6 Robin Merritt, Food Service Helper, pending fingerprint clearance

4.10 Volunteers

- 4.10.1 Pamela Beach



Brockport Central School District

40 Allen Street, Brockport, New York 14420-2296

- 4.10.2 Jennifer Berry
- 4.10.3 Christian Boley
- 4.10.4 Jamie Buchholz
- 4.10.5 Heather Camman
- 4.10.6 Megan Christian
- 4.10.7 Jessica Coakley
- 4.10.8 John Cooling
- 4.10.9 Adriana Dimatteo-Stanton
- 4.10.10 Dineane Eddy
- 4.10.11 Stephanie Hildreth
- 4.10.12 Linda Makowiecki
- 4.10.13 Gwen Marx
- 4.10.14 Ronald Marx
- 4.10.15 Nicole McPhall
- 4.10.16 Jessica Proia
- 4.10.17 Marilyn Wanamaker
- 4.10.18 Jayme Woodin
- 4.10.19 Kailey Yeager

4.11 College Participants

None

4.12 Leaves of Absence

- 4.12.1 Robert Manley, Bus Driver, effective May 26, 2022 through June 24, 2022.

4.13 Other

None

5. Financial

- 5.1 Verbal – Jill Reichhart, Director of Finance

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

- 6.1 Verbal – Darrin Winkley, Assistant Superintendent for Business

7. Human Resources

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

8. Report of the Superintendent of Schools

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

9. Board Operations

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

10. Old Business

- 10.1 Approval of amended 2021-22 School Calendar

11. Other Items of Business

None

12. Round Table



Brockport Central School District

40 Allen Street, Brockport, New York 14420-2296

13. Executive Session

- 13.1 It is anticipated that the Board will enter into Executive Session for the purpose of discussing the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation; and for the specific purpose of collective negotiations pursuant to Article 14 of the Civil Service Law.

14. Adjournment

**Next Board of Education Meeting:
Tuesday, June 7, 2022, at 6 p.m., Hill School Cafetorium**

**BROCKPORT CENTRAL SCHOOL
BOARD OF EDUCATION
May 3, 2022**

These are the minutes of the Regular Board Meeting held on May 3, 2022. The meeting was called to order at 6:49 p.m. by President Carbone following the Public Budget Hearing.

The following Board Members were in attendance:

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

Also present were:

Sean Bruno, Superintendent of Schools
Lynn Carragher, Assistant to the Superintendent for Inclusive Education
Jerilee DiLalla, Assistant Superintendent for Human Resources
Rachel Kluth, Ed.D. Assistant to the Superintendent for Secondary Instruction
Jill Reichhart, Treasurer and Finance Director
Darrin Winkley, Assistant Superintendent for Business
Deb Moyer, District Clerk
Janice Waeghe
Frank Rakoski
Karen Rakoski
Kathleen Begemann
Chris Arnold
Kathy Jaccarino
Gianna Matthews and family
Yvette Alexander
Frank Saunders

ORDER OF THE AGENDA

Ms. Robertson moved, seconded by Mr. Legault, the Board of Education approved the order of the agenda, including hand carries 4.7.2, 4.8.3-4.8.4, 4.9.2-4.9.4. The motion carried 7-0.

MINUTES

Mr. Lewis moved, seconded by Ms. Robertson, the Board of Education approved the amended April 5, 2022 Regular Board Meeting minutes. The motion carried 7-0.

Mr. Legault moved, seconded by Mr. Lewis, the Board of Education approved the April 26, 2022 Regular Board Meeting minutes. The motion carried 7-0.

BOARD PRESENTATIONS

High School student Gianna Matthews read the poem she wrote titled, "My dream, Our world." The Board commended her for her poem and thanked her for presenting on a topic that aligns well with Board expectations.

COMMUNICATION – PUBLIC COMMENT

- None

BOARD REPORTS

- MCSBA Executive Committee: Ms. Carbone and Mr. Bruno reported on the April 27 meeting where the

annual budget presentation and nominating committee results were shared. Amy Thomas, outgoing Pittsford Board President will be the new executive director of Monroe County School Boards Association (replacing Sherry Johnson who is retiring). They also discussed ACT for Education as well as a new United Way program.

1. New Business

- 1.1 Mr. Turbeville moved, seconded by Mr. Legault, RESOLVED that the Board of Education approve July 12, 2022 at 5 p.m. for the 2022-23 Reorganization meeting. Board members and the Superintendent discussed possible scheduling conflicts around the Fourth of July holiday and a recommendation was made to hold reorganization meetings separate from the holiday week. Mr. Lewis recommended the meeting be held on July 5, 2022, to follow the typical Board meeting schedule of first Tuesday, since he is unable to attend on July 12, 2022. The motion carried 6-1 (Ms. Carbone, Mr. Harradine, Mr. Howlett, Mr. Legault, Ms. Robertson, and Mr. Turbeville voted in favor; Mr. Lewis opposed).
- 1.2 Ms. Robertson moved, seconded by Mr. Howlett, the Board of Education approved the 2022-23 Board meeting schedule. The motion carried 7-0.

2. Policy Development

The Board reviewed first reading of policies 2.1-2.7.

- 2.1 5640 Smoking/Tobacco Use
- 2.2 5650 Environmental Policy/Conservation and Recycling
- 2.3 5661 Wellness Policy
- 2.4 5670 Records Management
- 2.5 5671 Employee Personal Identifying Information
- 2.6 5672 Information Security Breach and Notification
- 2.7 5676 Privacy and Security for Student Data and Teacher and Principal Data

Mr. Howlett moved, seconded by Mr. Turbeville, the Board approved the second reading of policy 2.8. The motion carried 7-0.

- 2.8 6150 Alcohol, Drugs and Other Substances (School Personnel)

3. Instructional Planning & Services

- 3.1 Verbal – Rachel Kluth, Ed.D., Assistant to the Superintendent for Secondary Instruction
 - None
- 3.2 Mr. Harradine moved, seconded by Mr. Turbeville, the Board approved the 2023 High School Trip to NYC. (Approval is conditional based on monitoring to ensure student vaccination status will not be a requirement for venues; as well as an optimal refund policy in the event of cancelation.) Dr. Kluth will work with the Music Department. The motion carried 7-0.
- 3.3 Verbal – Lynn Carragher, Assistant to the Superintendent for Inclusive Education and Instruction
 - None
- 3.4 Approval of CSE Recommendations
 - None

4. Personnel

Mr. Legault moved, seconded by Ms. Robertson, the Board approved Personnel items 4.1-4.13 (including hand carries 4.7.2, 4.8.3-4.8.4, 4.9.2-4.9.4). The motion carried 7-0.

CERTIFIED

4.1 Appointments

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

4.2 Resignations

- 4.2.1 None

4.3 Substitutes

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

4.4 Teacher Immersion Fellowship Program Participants

- 4.4.1 None

4.5 Leaves of Absence

- 4.5.1 None

4.6 Other

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

CLASSIFIED**4.7 Appointments**

- 4.7.1 Jamie Porteus, to be appointed as a provisional Office Clerk II (11 Months) at Brockport High School effective May 4, 2022. Rate is set at \$17.50 per hour. Probationary period is to be determined.
- 4.7.2 HAND CARRY: Troy Sears, to be appointed as a probationary Bus Driver in the Transportation Department effective May 23, 2022. Rate is set at \$20.00 per hour. Probationary period begins on May 23, 2022 and ends on May 22, 2023.

4.8 Resignations

- 4.8.1 Kailey McPhee, Teacher Aide, Oliver Middle School, resigning, effective April 29, 2022.
- 4.8.2 Stephanie Looney, Bus Driver, Transportation Department, terminated effective April 27, 2022.
- 4.8.3 HAND CARRY: David Sutton, Cleaner, Barclay School, resigning effective May 11, 2022.
- 4.8.4 HAND CARRY: Sandra Hayes, Teacher Aide, High School, resigning for the purpose of retirement effective June 14, 2022.

4.9 Substitutes

- 4.9.1 Stephen Mesiti, Student Support Partner, pending fingerprint clearance
- 4.9.2 HAND CARRY: Shannon Caton, Teacher Aide
- 4.9.3 HAND CARRY: Aurora Pardun, Student Lifeguard
- 4.9.4 HAND CARRY: Sandra Hayes, Teacher Aide

4.10 Volunteers

- 4.10.1 David Alexander
- 4.10.2 Michael Barry
- 4.10.3 Lynda Baudanza
- 4.10.4 Joseph Bonczyk
- 4.10.5 Jared Bush
- 4.10.6 Tracy Bush
- 4.10.7 Olivia Caldwell
- 4.10.8 Amy General
- 4.10.9 Barbara Gifford
- 4.10.10 Jessica Hollenbeck
- 4.10.11 Andrea Kudel
- 4.10.12 Jennie Lynch
- 4.10.13 Lauren Maar

- 4.10.14 Brandi Marchetti
- 4.10.15 Hannah Mickle
- 4.10.16 Gina Perri
- 4.10.17 Kelsey Schmitt
- 4.10.18 Jennifer Simpson
- 4.10.19 William Tooley
- 4.10.20 Lori Vinciguerra
- 4.10.21 Amanda White

4.11 College Participants

None

4.12 Leaves of Absence

None

4.13 Other

None

5. Financial

- 5.1 Verbal – Jill Reichhart, Director of Finance
 - None

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

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

7. Human Resources

- 7.1 Verbal – Jerilee DiLalla, Assistant Superintendent for Human Resources
 - None

8. Report of the Superintendent of Schools

- 8.1 Verbal – Sean C. Bruno, Superintendent of Schools
 - Mr. Bruno thanked those who came to the Unified Basketball game. It was wonderful!
 - Mr. Bruno shared that our Valedictorian, Salutatorian, and Senior Class President will be throwing the first pitch at the June 24 Red Wings game.

9. Board Operations

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

10. Old Business

None

11. Other Items of Business

None

12. Round Table

- Ms. Robertson stated the evening was off to a wonderful start with the Unified Basketball game. Everyone in the stands and students were excited and it was a lot of fun.
- Mr. Lewis shared Ms. Robertson's sentiments and noted the players and students were supportive of their classmates.
- Mr. Howlett thanked everyone for coming to the meeting and encouraged them to talk to friends and neighbors about coming to future Board meetings. He also gave kudos for the informational budget presentation.

- Mr. Turbeville also appreciated the budget presentation.
- Mr. Legault attended the school safety and security meeting last week. He shared it is nice to learn that our student support partners are interacting more in our elementary schools by giving presentations on vaping, drugs, and bullying. He shared he is hearing great things about the team.
- Ms. Carbone shared information on the BEST Foundation. She also shared the Unified Basketball game was delightful.

13. Executive Session

- 13.1 Mr. Lewis moved, seconded by Mr. Turbeville, the Board adjourned the regular meeting at 7:24 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 for the specific purpose of collective negotiations pursuant to Article 14 of the Civil Service Law. The motion carried 7-0.

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

Mr. Howlett moved, seconded by Mr. Legault, the Board adjourned executive session and entered into regular session at 8 p.m. The motion carried 7-0.

14. Adjournment

- 14.1 Mr. Howlett moved, seconded by Mr. Harradine, the Board adjourned the meeting at 8:01 p.m. The motion carried 7-0.

Prepared by:

Debra S. Moyer, District Clerk

Date

PRESENTATIONS TO THE BOARD



COMMUNICATIONS



1.0 NEW BUSINESS



2.0 POLICY



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

NON-INSTRUCTIONAL OPERATIONS

5640 SMOKING/TOBACCO USE

Tobacco use of any sort, including vaping, is prohibited on school grounds , within District vehicles, at any District-affiliated event or activities occurring off school grounds including those taking place in another state, and within one hundred feet of District property

For purposes of this policy:

- a) "Tobacco products" means a consumable item containing tobacco including, but not limited to, cigarettes, cigars, bidis, chewing tobacco, powdered tobacco, or nicotine water.
- b) "Smoking" means the burning of a tobacco product.
- c) "Vaping" means the use of an electronic cigarette.
- d) "Electronic cigarette" (or "e-cigarette") means an electronic device delivering vapor inhaled by an individual user, and includes any refill, cartridge, and any other component of such a device.
- e) "School grounds" means any building, structure, or surrounding outdoor grounds, including entrances or exits, within the Brockport Central School District's legally defined property boundaries as registered in the County Clerk's Office, as well as all District vehicles.

This policy does not apply to smoking or vaping within the boundary lines of residential real property.

Posting/Notification of Policy

The District will prominently post signs prohibiting smoking and vaping on school grounds in accordance with applicable law. The District shall also ensure that this policy is communicated to staff, students, parents or guardians, volunteers, and visitors as deemed appropriate in order to orient all persons to the District's "No Smoking" Policy and environment.

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

Prohibition of Tobacco Promotional Items/Tobacco Advertising

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

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

Code of Conduct and applicable collective bargaining agreements.

The District will request, whenever possible, tobacco free editions of periodical publications for school libraries and classroom use.

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials and Equipment

#3410 -- Code of Conduct on School Property

#7320 -- Alcohol, Tobacco, Drugs, and Other Substances

#8211 -- Prevention Instruction

District Code of Conduct on School Property

Policy References:

20 United States Code (USC) Section § 6081-6084, 7971-7974

Public Health Law § 1399-n, 1399-o, 1399-p and 1399-aa Education Law Sections 409

8 NYCRR §§ 155.5, 156.3

Policy Cross References:

» [3280 - USE OF FACILITIES](#)

» [3410 - CODE OF CONDUCT ON SCHOOL PROPERTY](#)

» [7310 - SCHOOL CONDUCT AND DISCIPLINE](#)

» [7320 - ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES \(STUDENTS\)](#)

» [8211 - PREVENTION INSTRUCTION](#)

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

NON-INSTRUCTIONAL OPERATIONS

5650 ENVIRONMENTAL POLICY/CONSERVATION AND RECYCLING

Environmental Sustainability

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

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

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

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

Policy References:

General Municipal Law Section 120-aa

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

5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

NON-INSTRUCTIONAL OPERATIONS

5661 WELLNESS POLICY

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

Governance

District Wellness Committee

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

The District will actively seek members for the Wellness Committee that will represent all school levels, and include (to the extent possible) representatives from the following groups:

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

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

Nutrition

The District seeks to ensure all students obtain the knowledge and skills necessary to make nutritious food selections and enjoy life-long physical activity.

School Meals

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

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

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

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

- National School Lunch Program;
- School Breakfast Program;

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

- FoodLink

Water

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

Competitive Foods and Beverages

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

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

Fundraising

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

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

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

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

Food and Beverages Marketing in Schools

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

Nutrition Promotion and Education

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

- a) Promoting healthy food and beverage choices for all students by using Smarter Lunchroom techniques which guide students toward healthful choices, as well as by ensuring that 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards;
- b) Promoting nutrition education activities that involve parents, students, and the community;
- c) Promoting school and community awareness of this wellness policy through various means, such as publication on the District website;
- d) Encouraging and promoting wellness through social media, newsletters, and an annual family wellness event;
- e) Encouraging participation in federal Child Nutrition Programs;
- f) Integrating nutrition education within the comprehensive health education curriculum and other instructional areas, as appropriate, and taught at every grade level, K through 12. Nutrition education follows applicable New York State Standards and is designed to help students acquire:
 1. Nutrition knowledge, including, but not limited to: the benefits of healthy eating; essential nutrients; nutritional deficiencies; principles of healthy weight management; the use and misuse of dietary supplements; and safe food storage, handling, and preparation; and
 2. Nutrition-related skills, including, but not limited to: planning healthy meals; understanding and using food labels; critically evaluating nutrition information, misinformation,

and commercial food advertising; assessing personal eating habits; and setting and achieving goals related to these concepts;

- g) Providing families and teachers with a list of healthy party ideas, including non-food celebration ideas;
- h) Providing families with a list of classroom snacks and beverages that meet USDA Smart Snacks in School nutrition standards; and
- i) Encouraging District staff to model healthy eating, drinking, and physical activity behaviors for students.

Physical Activity and Education

Physical Activity

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

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

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

a) Classroom Physical Activity Breaks (Elementary)

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

b) Recess (Elementary)

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

c) Active Academics

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

d) Before and After School Activities

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

e) Active Transport

The District supports active transport to and from school, i.e. walking or biking. The District will provide secure storage facilities for bicycles and equipment. The District strongly encourages the use of appropriate protective wear, such as helmets.

Physical Education

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

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

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

Community Partnerships

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

Professional Development

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

Policy References:

42 USC. §§ 1758, 1758b

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

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

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

Education Law § 915

8 NYCRR § 135.4

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

Policy Cross References:

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

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

NON-INSTRUCTIONAL OPERATIONS

5670 RECORDS MANAGEMENT

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

Retention and Disposition of Records

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

Policy References:

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

Public Officers Law Section 65-b

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

NON-INSTRUCTIONAL OPERATIONS**5671 EMPLOYEE PERSONAL IDENTIFYING INFORMATION**

In accordance with Section 203-d of the New York State Labor Law, the Brockport Central School District will restrict the use and access to employee personal identifying information. As enumerated in law, "personal identifying information" shall include social security number, home address or telephone number, personal electronic mail address, Internet identification name or password, parent's surname prior to marriage, or driver's license number.

The District shall not, unless otherwise required by law:

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

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

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

Policy References:

Labor Law Section 203-d

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

NON-INSTRUCTIONAL OPERATIONS
5672 INFORMATION SECURITY BREACH AND NOTIFICATION

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION

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

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

"Private information" means either:

1. Personal information consisting of any information in combination with one or more of the following data elements, when either the data element or the combination of personal information plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:
 - a) Social security number;
 - b) Driver's license number or non-driver identification card number; or
 - c) Account number, credit or debit card number, in combination with any required security code, access code, or password, or other information which would permit access to an individual's financial account.
 - d) Account number, or credit or debit card number, if circumstances exist where the number could be used to access an individual's financial account without additional identifying information, security code, access code, or password; or
 - e) Biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity;
2. A username or email address in combination with a password or security question and answer that would permit access to an online account.

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

3. "Breach of the security of the system," shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an employee or agent of the District for the purposes of the District is not a breach of the security of the

system, provided that private information is not used or subject to unauthorized disclosure.

Determining if a Breach Has Occurred

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

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

Notification Requirements

1. For any computerized data owned or licensed by the District that includes private information, the District shall disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the integrity of the data system. The District shall consult with the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures. Within 90 days of the notice of the breach, the New York State Office of Information Technology Services will deliver a report to the District on the scope of the breach and recommendations to restore and improve the security of the system.
2. For any computerized data maintained by the District that includes private information which the District does not own, the District shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

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

Methods of Notification

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

- a) Written notice;
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form, and a log of each such notification is kept by the

District when notifying affected persons in electronic form (in no case shall the District require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction);

c) Telephone notification, provided that a log of each such notification is kept by the District when notifying affected persons by phone; or

d) Substitute notice - if the District demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000, or that the affected class of subject persons to be notified exceeds 500,000, or that the District does not have sufficient contact information - consist of the following:

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

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

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

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

Policy References:

State Technology Law Sections 202 and 208

Adoption Date: 11/17/2020

5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

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

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

Definitions

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

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

Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

- h) "Educational agency" means a school district, board of cooperative educational services (BOCES), school, or the New York State Education Department (NYSED).
- i) "Eligible student" means a student who is eighteen years or older.
- j) "Encryption" means methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified or permitted by the Secretary of the United States Department of Health and Human Services in guidance issued under 42 USC Section 17932(h)(2).
- k) "FERPA" means the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- l) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1). A copy of the NIST Cybersecurity Framework is available at the Office of Counsel, State Education Department, State Education Building, Room 148, 89 Washington Avenue, Albany, New York 12234.
- m) "Parent" means a parent, legal guardian, or person in parental relation to a student.
- n) "Personally identifiable information (PII)," as applied to student data, means personally identifiable information as defined in 34 CFR Section 99.3 implementing the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and, as applied to teacher or principal data, means personally identifying information as this term is defined in Education Law Section 3012-c(10).
- o) "Release" has the same meaning as disclosure or disclose.
- p) "Student" means any person attending or seeking to enroll in an educational agency.
- q) "Student data" means personally identifiable information from the student records of an educational agency.
- r) "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law Sections 3012-c and 3012-d.
- s) "Third-party contractor" means any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to Education Law Section 211-e and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency.
- t) "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

Data Collection Transparency and Restrictions

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

Additionally, the District will:

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

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

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

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

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

Chief Privacy Officer

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

Data Protection Officer

The District has designated a District employee to serve as the District's Data Protection Officer.

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

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

District Data Privacy and Security Standards

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

The District will protect the privacy of PII by:

a) Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:

1. Improve academic achievement;
2. Empower parents and students with information; and/or
3. Advance efficient and effective school operations.

b) Not including PII in public reports or other public documents.

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

Third-Party Contractors

District Responsibilities

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

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

Third-Party Contractor Responsibilities

Each third-party contractor, that enters into a contract or other written agreement with the District under which the third-party contractor will receive student data or teacher or principal data from the

District, is required to enter into a Data Privacy Agreement (DPA) with the District which shall include various components to ensure data privacy and security as well as applicable restrictions and safeguards for the use and storage of student, teacher, and principal data as set forth under Education Law Section 2-d and Part 121 of the Commissioner's Regulations.

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

Cooperative Educational Services through a BOCES

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

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

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

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

- a) Ensure there is a contract or data sharing and confidentiality agreement pursuant to Education Law Section 2-d and its implementing regulations in place that would specifically govern the District's use of a third-party contractor's product or service under a particular CoSer;
- b) Determine procedures for including supplemental information about any applicable contracts or data sharing and confidentiality agreements that a BOCES has entered into with a third-party contractor in its Parents' Bill of Rights for Data Privacy and Security;
- c) Ensure appropriate notification is provided to affected parents, eligible students, teachers, and/or principals about any breach or unauthorized release of PII that a third-party contractor has received from the District pursuant to a BOCES contract; and
- d) Coordinate reporting to the Chief Privacy Officer to avoid duplication in the event the District receives information directly from a third-party contractor about a breach or unauthorized release of PII that the third-party contractor received from the District pursuant to a BOCES contract.

Click-Wrap Agreements

Periodically, District staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software,

application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements" under Education Law Section 2-d and its implementing regulations.

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

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

Parents' Bill of Rights for Data Privacy and Security

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

The District will publish on its website the supplement to the Bill of Rights (i.e., the supplemental information described above) for any contract or other written agreement it has entered into with a third-party contractor that will receive PII from the District. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure.

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

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

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

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

The District will notify parents annually of their right to request to inspect and review their child's

education record including any student data stored or maintained by the District through its annual FERPA notice. A notice separate from the District's annual FERPA notice is not required.

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

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

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

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

- a) All complaints must be submitted to the District's Data Protection Officer in writing.
- b) Upon receipt of a complaint, the District will promptly acknowledge receipt of the complaint, commence an investigation, and take the necessary precautions to protect PII.
- c) Following the investigation of a submitted complaint, the District will provide the individual who filed the complaint with its findings. This will be completed within a reasonable period of time, but no more than 60 calendar days from the receipt of the complaint by the District.
- d) If the District requires additional time, or where the response may compromise security or impede a law enforcement investigation, the District will provide the individual who filed the complaint with a written explanation that includes the approximate date when the District anticipates that it will respond to the complaint.

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

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

Reporting a Breach or Unauthorized Release

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

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

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

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

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

Notification of a Breach or Unauthorized Release

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

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

- a) A brief description of the breach or unauthorized release, the dates of the incident and the date of discovery, if known;
- b) A description of the types of PII affected;
- c) An estimate of the number of records affected;
- d) A brief description of the District's investigation or plan to investigate; and

e) Contact information for representatives who can assist parents or eligible students that have additional questions.

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

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

Annual Data Privacy and Security Training

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

Notification of Policy

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

Policy References:
Education Law § 2-d
8 NYCRR Part 121

3.0 INSTRUCTION PLANNING AND SERVICES



TO: Sean Bruno

FROM: Lynn Carragher, Paulette Reddick, and Betsy Fitzpatrick

RE: Placements for Students with Disabilities

DATE: May 12, 2022

For May 17, 2022 Board of Education Meeting

- 3.3.1 On April 13, 26, 27, 28, 29, and May 6, 2022, the District Committee on Special Education reviewed students and made recommendations for placement.
- 3.3.2 On April 25, 26, 27, 28, 29, May 3, 4, 5, 6, and 10, 2022, the District Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.3 On April 1, 5, 6, 12, and May 5, 2022, the Committee on Preschool Special Education reviewed students and made recommendations for placement.
- 3.3.4 On May 13, 2022, the Ginther Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.5 On April 21, 2022, the Hill Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.6 On April 5, 25, and May 4, 2022, the Oliver Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.7 On March 30, April 25, 26 and 27, 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 | CR Recommended School | ID | Grade | CR Decision/Status | CR Disability |
|------------|--------------|---------------|---|--|--------|-------|--|-------------------------------|
| 04/13/2022 | 05/17/2022 | CSE | Requested Review | Ginther | 559826 | Kdg. | Classified | Speech or Language Impairment |
| 04/26/2022 | 05/17/2022 | CSE | Annual Review | BOCES II Program MS/HS | 996983 | 11 | Classified | Other Health Impairment |
| 04/26/2022 | 05/17/2022 | CSE | Reevaluation/Annual Review | BOCES II Program MS/HS | | 09 | Classified | Autism |
| 04/26/2022 | 05/17/2022 | CSE | Annual Review | BOCES II Program MS/HS | 559910 | 08 | Classified | Autism |
| 04/27/2022 | 05/17/2022 | CSE | Initial Eligibility Determination Meeting | Ginther | 559093 | 01 | Classified | Other Health Impairment |
| 04/27/2022 | 05/17/2022 | CSE | Initial Eligibility Determination Meeting | Ginther | 559093 | Kdg. | Classified | Other Health Impairment |
| 04/28/2022 | 05/17/2022 | CSE | Annual Review | BOCES II Program Elementary | 999302 | 06 | Classified | Autism |
| 04/28/2022 | 05/17/2022 | CSE | Annual Review | BOCES II Program Elementary | 559501 | 08 | Classified | Autism |
| 04/28/2022 | 05/17/2022 | CSE | Annual Review | BOCES II Program Elementary | 559362 | 02 | Classified | Other Health Impairment |
| 04/29/2022 | 05/17/2022 | CSE | Initial Eligibility Determination Meeting | Barclay | 212428 | 02 | Classified | Learning Disability |
| 04/29/2022 | 05/17/2022 | CSE | Initial Eligibility Determination Meeting | Barclay | 212428 | 03 | Classified | Learning Disability |
| 05/06/2022 | 05/17/2022 | CSE | Initial Eligibility Determination Meeting | Hill | 559342 | 05 | Classified No Services | Learning Disability |
| 04/25/2022 | 05/17/2022 | SubCSE | Annual Review | OMS | 559855 | 07 | Classified No Services | Speech or Language Impairment |
| 04/25/2022 | 05/17/2022 | SubCSE | Annual Review | OMS | 999542 | 07 | Classified No Services | Learning Disability |
| 04/25/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | 212722 | 09 | Classified | Autism |
| 04/26/2022 | 05/17/2022 | SubCSE | Reevaluation/Annual Review | HCC Halpern Education Center | 212053 | 12 | Classified | Other Health Impairment |
| 04/27/2022 | 05/17/2022 | SubCSE | Annual Review | Hill | 211186 | 05 | Classified | Learning Disability |
| 04/28/2022 | 05/17/2022 | SubCSE | Reevaluation/Annual Review | Student is Parentally Placed in a Nonpublic School | 997757 | 09 | Classified PP Within District Dual Enrollment | Orthopedic Impairment |
| 04/28/2022 | 05/17/2022 | SubCSE | Annual Review | Student is Parentally Placed in a Nonpublic School | 559995 | 05 | Classified PP NR Within District Dual Enrollment | Learning Disability |
| 04/29/2022 | 05/17/2022 | SubCSE | Annual Review | Mary Cariola Children's Center | 212706 | 02 | Classified | Multiple Disabilities |

| CMA Date | CMA BOE Date | CMA Committee | CMA Reason | CR Recommended School | ID | Grade | CR Decision/Status | CR Disability |
|------------|--------------|---------------|---|--|--------|-------|----------------------------|-------------------------------|
| 04/29/2022 | 05/17/2022 | SubCSE | Annual Review | Mary Cariola Children's Center | 210763 | 02 | Classified | Multiple Disabilities |
| 04/29/2022 | 05/17/2022 | SubCSE | Annual Review | Mary Cariola Children's Center | 994987 | 12 | Classified | Autism |
| 04/29/2022 | 05/17/2022 | SubCSE | Annual Review | Mary Cariola Children's Center | 559597 | 11 | Classified | Autism |
| 05/03/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | 997599 | 10 | Classified No Services | Other Health Impairment |
| 05/03/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | 997722 | 10 | Classified No Services | Speech or Language Impairment |
| 05/03/2022 | 05/17/2022 | SubCSE | Annual Review | Mary Cariola Children's Center | 559525 | 10 | Classified No Services | Autism |
| 05/04/2022 | 05/17/2022 | SubCSE | Reevaluation/Annual Review | Student is Parentally Placed in a Nonpublic School | 560513 | 05 | Classified PP Non-Resident | Other Health Impairment |
| 05/04/2022 | 05/17/2022 | SubCSE | Annual Review | The Kessler Center | 210352 | 06 | Classified | Autism |
| 05/04/2022 | 05/17/2022 | SubCSE | Annual Review | BOCES 1 O'Connor Academy/Day Treatment | 997271 | 11 | Classified | Autism |
| 05/04/2022 | 05/17/2022 | SubCSE | Annual Review | BOCES 1 District Based | 212718 | 10 | Classified | Autism |
| 05/04/2022 | 05/17/2022 | SubCSE | Annual Review | BOCES 1 O'Connor Academy/Day Treatment | 212087 | 11 | Classified | Other Health Impairment |
| 05/05/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | 995852 | 12 | Classified | Autism |
| 05/06/2022 | 05/17/2022 | SubCSE | Reevaluation/Annual Review | Mary Cariola Children's Center | 212521 | 06 | Classified | Autism |
| 05/10/2022 | 05/17/2022 | SubCSE | Amendment - Agreement No Meeting | Barclay | 212527 | 03 | Classified | Speech or Language Impairment |
| 5/10/2022 | 05/17/2022 | SubCSE | Annual Review | Norman Howard School | 210972 | 07 | Classified | Learning Disability |
| 04/01/2022 | 05/17/2022 | CPSE | Reevaluation CPSE to CSE Review | BOCES II PS | 559531 | PS | Classified PS | PS Student with a Disability |
| 04/05/2022 | 05/17/2022 | CPSE | Annual Review | BOCES II PS | 560345 | PS | Classified PS | PS Student with a Disability |
| 04/06/2022 | 05/17/2022 | CPSE | Amendment - Agreement No Meeting | UCP - Happiness House | 559763 | PS | Classified PS | PS Student with a Disability |
| 04/12/2022 | 05/17/2022 | CPSE | Annual Review | PS Itinerant Services Only | 560150 | PS | Classified PS | PS Student with a Disability |
| 05/05/2022 | 05/17/2022 | CPSE | Initial Eligibility Determination Meeting | PS Itinerant Services Only | 560227 | PS | Classified PS | PS Student with a Disability |

| CMA Date | CMA BOE Date | CMA Committee | CMA Reason | CR Recommended School | ID | Grade | CR Decision/Status | CR Disability |
|------------|--------------|---------------|---|-----------------------|--------|-------|------------------------|-------------------------------|
| 04/13/2022 | 05/17/2022 | SubCSE | Annual Review | Barclay | 211162 | 02 | Classified | Speech or Language Impairment |
| 04/13/2022 | 05/17/2022 | SubCSE | Annual Review | Barclay | 211218 | 02 | Classified | Speech or Language Impairment |
| 04/13/2022 | 05/17/2022 | SubCSE | Annual Review | Barclay | 559366 | 02 | Classified | Speech or Language Impairment |
| 04/13/2022 | 05/17/2022 | SubCSE | Annual Review | Barclay | 559211 | 02 | Classified | Speech or Language Impairment |
| 04/21/2022 | 05/17/2022 | SubCSE | Amendment - Agreement No Meeting | Hill | 210335 | 05 | Classified | Speech or Language Impairment |
| 04/05/2022 | 05/17/2022 | SubCSE | Reevaluation/Annual Review | OMS | 559921 | 07 | Classified | Other Health Impairment |
| 04/25/2022 | 05/17/2022 | SubCSE | Transfer Student - Agreement No Meeting | OMS | 560701 | 08 | Classified | Emotional Disturbance |
| 05/04/2022 | 05/17/2022 | SubCSE | Annual Review | OMS | 560559 | 08 | Classified | Speech or Language Impairment |
| 03/30/2022 | 05/17/2022 | SubCSE | Reevaluation Review | BHS | 994714 | 12 | Classified | Autism |
| 04/25/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | 996704 | 11 | Classified No Services | Learning Disability |
| 04/26/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | 997008 | 12 | Classified | Learning Disability |
| 04/26/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | 559370 | 12 | Classified | Learning Disability |
| 04/26/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | 210949 | 12 | Classified | Learning Disability |
| 04/26/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | 995917 | 12 | Classified | Emotional Disturbance |
| 04/27/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | 998451 | 10 | Classified | Autism |
| 04/27/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | | 10 | Classified | Speech or Language Impairment |
| 04/27/2022 | 05/17/2022 | SubCSE | Annual Review | BHS | 560032 | 10 | Classified | Learning Disability |

4.0 CERTIFIED PERSONNEL



BROCKPORT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING

May 17, 2022

PERSONNEL AGENDA – CERTIFIED

Office of the Superintendent of Schools
Board Meeting of May 17, 2022

Sean C. Bruno
Superintendent of Schools

Jerilee DiLalla
Assistant Superintendent for Human Resources

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

4.1 Appointments

- 4.1.1 Keishla Santiago Madera, to be appointed as a long term substitute Spanish Teacher at the middle school retro active March 21, 2022 through June 24, 2022. COVID-19 certificates in Spanish grades 7-12 and Students with Disabilities grades 7-12. Annual salary \$37,100 (prorated \$12,799)
- 4.1.2 Patrick Clarke, to be appointed as a Music Teacher at the high school and middle school effective August 31, 2022. Initial certificate in Music. Probationary period August 31, 2022 through August 30, 2026. This expiration date is tentative and conditional only. In order to be eligible and considered for tenure the employee must meet all requirements of Educational Law and corresponding regulations. Annual salary \$ 37,100.

4.2 Resignations

- 4.2.1 Karen Cottom, Barclay School Elementary Teacher to resign for the purpose of retirement effective June 25, 2022.

4.3 Substitutes

- 4.3.1 Lindsay Pajek
- 4.3.2 Angelina Bissanti
- 4.3.3 Wesley Meadows
- 4.3.4 Kevin Nau
- 4.3.5 Ashley Lippa

4.4 Teacher Immersion Fellowship Program Participants

- 4.4.1 None

4.5 Leaves of Absence

- 4.5.1 Anne Urckfitz, to request an unpaid leave of absence effective August 31, 2022 through January 27, 2023.

4.6 Other

- 4.6.1 Lisa Byrne-Emmerson, to be appointed as a K-6 Literacy/Math Summer School substitute teacher for the Summer 2022 session at a base rate of \$42.00 per hour.
- 4.6.2 Tracy Robb, to be appointed as a K-6 Literacy/Math Summer School substitute teacher for the Summer 2022 session at a base rate of \$42.00 per hour.
- 4.6.3 Creation of a 1.0 FTE Special Education position at Barclay Elementary School.
- 4.6.4 Creation of a 0.6 FTE Occupational Therapist position.

4.0 CLASSIFIED PERSONNEL



BROCKPORT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING

MAY 17, 2022

PERSONNEL AGENDA – CLASSIFIED

Office of the Superintendent of Schools
Board Meeting of May 17, 2022

Sean C. Bruno
Superintendent of Schools

Jerilee DiLalla
Assistant Superintendent for Human Resources

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

4.7 Appointments

- 4.7.1 Kimberly Stauffer, to be appointed as a probationary Bus Driver in the Transportation Department effective May 23, 2022. Rate is set at \$20.00 per hour. Probationary period begins on May 23, 2022 and ends on May 22, 2023.
- 4.7.2 Anna Chau, to be appointed as a probationary Cleaner at Barclay School effective May 23, 2022. Rate is set at \$14.00 per hour. Probationary period begins on May 23, 2022 and ends on May 22, 2023. (Pending fingerprint clearance.)

4.8 Resignations

- 4.8.1 Dawn McAvoy, Senior, Benefits Specialist, District Office, resigning effective May 19, 2022.
- 4.8.2 Daniel Green, Cleaner, Ginther School, terminated effective May 10, 2022.

4.9 Substitutes

- 4.9.1 Ralph Brown, Bus Attendant (training for CDL)
- 4.9.2 Sean Paul, Bus Attendant (training for CDL)
- 4.9.3 Cheryl Gardner, Bus Driver
- 4.9.4 Cole Buda, Student Cleaner
- 4.9.5 Ryan Sigillo, Summer Grounds, pending fingerprint clearance
- 4.9.6 Robin Merritt, Food Service Helper, pending fingerprint clearance

4.10 Volunteers

- 4.10.1 Pamela Beach
- 4.10.2 Jennifer Berry
- 4.10.3 Christian Boley
- 4.10.4 Jamie Buchholz
- 4.10.5 Heather Camman
- 4.10.6 Megan Christian
- 4.10.7 Jessica Coakley
- 4.10.8 John Cooling
- 4.10.9 Adriana Dimatteo-Stanton
- 4.10.10 Dineane Eddy
- 4.10.11 Stephanie Hildreth
- 4.10.12 Linda Makowiecki
- 4.10.13 Gwen Marx
- 4.10.14 Ronald Marx
- 4.10.15 Nicole McPhall

- 4.10.16 Jessica Proia
- 4.10.17 Marilyn Wanamaker
- 4.10.18 Jayme Woodin
- 4.10.19 Kailey Yeager

4.11 College Participants

None

4.12 Leaves of Absence

- 4.12.1 Robert Manley, Bus Driver, effective May 26, 2022 through June 24, 2022.

4.13 Other

None

5.0 FINANCIAL



6.0 PHYSICAL PLANT



7.0 HUMAN RESOURCES



8.0 SUPERINTENDENT REPORT



9.0 BOARD OPERATIONS





BROCKPORT CENTRAL SCHOOL
Brockport, NY 14420-2296

Board of Education
2021-2022 Meeting Schedule

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

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

Note: Meeting location is subject to change. Updated information will be posted on the District's website at www.bcs1.org.

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

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

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



MCSBA 2021 - 2022 CALENDAR

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

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

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

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

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

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

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

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

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

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

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

| JUNE 2022 | | | |
|------------------|----|------------|---------------------------|
| * | 11 | SAT-7:30am | New Board Member Training |

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



10 OLD BUSINESS





BROCKPORT

Central School District

2021-22 School Calendar

- Federal Holiday
- Holiday Recess
- Parent/Teacher Conference
- Regents Exam/Scoring
- Rating Day
- Budget Vote/Board of Education Election

| JULY | | | | | | Mon | Tues | Wed | Thur | Fri |
|------|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | | | | 1 | 2 |
| | | | | | | 5 | 6 | 7 | 8 | 9 |
| | | | | | | 12 | 13 | 14 | 15 | 16 |
| | | | | | | 19 | 20 | 21 | 22 | 23 |
| | | | | | | 26 | 27 | 28 | 29 | 30 |

| AUGUST | | | | | | Mon | Tues | Wed | Thur | Fri |
|--------|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | 2 | 3 | 4 | 5 | 6 |
| | | | | | | 9 | 10 | 11 | 12 | 13 |
| | | | | | | 16 | 17 | 18 | 19 | 20 |
| | | | | | | 23 | 24 | 25 | 26 | 27 |
| | | | | | | 30 | 31 | | | |

| SEPTEMBER | | | | | | Mon | Tues | Wed | Thur | Fri |
|-----------|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | | | 1 | 2 | 3 |
| | | | | | | 6 | 7 | 8 | 9 | 10 |
| | | | | | | 13 | 14 | 15 | 16 | 17 |
| | | | | | | 20 | 21 | 22 | 23 | 24 |
| | | | | | | 27 | 28 | 29 | 30 | |

| OCTOBER | | | | | | Mon | Tues | Wed | Thur | Fri |
|---------|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | | | | | 1 |
| | | | | | | 4 | 5 | 6 | 7 | 8 |
| | | | | | | 11 | 12 | 13 | 14 | 15 |
| | | | | | | 18 | 19 | 20 | 21 | 22 |
| | | | | | | 25 | 26 | 27 | 28 | 29 |

| NOVEMBER | | | | | | Mon | Tues | Wed | Thur | Fri |
|----------|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | 1 | 2 | 3 | 4 | 5 |
| | | | | | | 8 | 9 | 10 | 11 | 12 |
| | | | | | | 15 | 16 | 17 | 18 | 19 |
| | | | | | | 22 | 23 | 24 | 25 | 26 |
| | | | | | | 29 | 30 | | | |

| DECEMBER | | | | | | Mon | Tues | Wed | Thur | Fri |
|----------|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | | | 1 | 2 | 3 |
| | | | | | | 6 | 7 | 8 | 9 | 10 |
| | | | | | | 13 | 14 | 15 | 16 | 17 |
| | | | | | | 20 | 21 | 22 | 23 | 24 |
| | | | | | | 27 | 28 | 29 | 30 | 31 |

| JANUARY | | | | | | Mon | Tues | Wed | Thur | Fri |
|---------|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | 3 | 4 | 5 | 6 | 7 |
| | | | | | | 10 | 11 | 12 | 13 | 14 |
| | | | | | | 17 | 18 | 19 | 20 | 21 |
| | | | | | | 24 | 25 | 26 | 27 | 28 |
| | | | | | | 31 | | | | |

| FEBRUARY | | | | | | Mon | Tues | Wed | Thur | Fri |
|----------|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | | 1 | 2 | 3 | 4 |
| | | | | | | 7 | 8 | 9 | 10 | 11 |
| | | | | | | 14 | 15 | 16 | 17 | 18 |
| | | | | | | 21 | 22 | 23 | 24 | 25 |
| | | | | | | 28 | | | | |

| MARCH | | | | | | Mon | Tues | Wed | Thur | Fri |
|-------|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | | 1 | 2 | 3 | 4 |
| | | | | | | 7 | 8 | 9 | 10 | 11 |
| | | | | | | 14 | 15 | 16 | 17 | 18 |
| | | | | | | 21 | 22 | 23 | 24 | 25 |
| | | | | | | 28 | 29 | 30 | 31 | |

| APRIL | | | | | | Mon | Tues | Wed | Thur | Fri |
|-------|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | | | | | 1 |
| | | | | | | 4 | 5 | 6 | 7 | 8 |
| | | | | | | 11 | 12 | 13 | 14 | 15 |
| | | | | | | 18 | 19 | 20 | 21 | 22 |
| | | | | | | 25 | 26 | 27 | 28 | 29 |

| MAY | | | | | | Mon | Tues | Wed | Thur | Fri |
|-----|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | 2 | 3 | 4 | 5 | 6 |
| | | | | | | 9 | 10 | 11 | 12 | 13 |
| | | | | | | 16 | 17 | 18 | 19 | 20 |
| | | | | | | 23 | 24 | 25 | 26 | 27 |
| | | | | | | 30 | 31 | | | |

| JUNE | | | | | | Mon | Tues | Wed | Thur | Fri |
|------|--|--|--|--|--|-----|------|-----|------|-----|
| | | | | | | | | 1 | 2 | 3 |
| | | | | | | 6 | 7 | 8 | 9 | 10 |
| | | | | | | 13 | 14 | 15 | 16 | 17 |
| | | | | | | 20 | 21 | 22 | 23 | 24 |
| | | | | | | 27 | 28 | 29 | 30 | |

- Jul 5: Independence Day (*observed*)
- Aug 31: First Day for Teachers**
- Sept. 2: First Day for K - 12 Students**
- Sept 3 & 6: Labor Day Recess (*No School*)
- Oct 11: Columbus Day (*No School*)
- Nov 11: Veterans Day (*No School*)
- Nov 24-26: Thanksgiving Recess (*No School*)
- Nov 25: Thanksgiving Day (*No School*)
- Dec 9 & 10: UPK - 8 Parent/Teacher Conferences (*No School UPK; half day K-8; 9-12 report.*)
- Dec 24-31: Holiday Recess (*No School*)
- Dec 24: Christmas Day (*observed*)
- Dec 31: New Year's Day (*observed*)
- Jan 17: Martin Luther King Day (*No School*)
- Feb 21: President's Day (*No School*)
- Feb 21-25: Winter Recess (*No School*)
- April 15 - 22: Spring Recess (*No School*)
- May 17: Annual Budget Vote/BOE Election
- May 30: Memorial Day (*No School*)
- June 14: Last Day for 9 - 12 Students**
- June 15 - 23: Regents Exams
- June 20: Juneteenth (*observed*)
- June 22: Last Day for K - 8 Students**
- June 24: Last Day for Teachers**
- June 26: Graduation**

11 OTHER ITEMS OF BUSINESS



12 EXECUTIVE SESSION



13 ADJOURNMENT

