



Brockport Central School District

40 Allen Street, Brockport, New York 14420-2296

Mission Statement

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

Board Members

Terry Ann Carbone (2024)

Jeffrey Harradine (2027)

David Howlett (2025)

Daniel Legault (2026)

Robert Lewis (2023)

Kathy Robertson (2024)

Michael Turbeville (2023)

January 17, 2023

6 p.m.

District Board Room



Brockport Central School District

40 Allen Street, Brockport, New York 14420-2296

We, the Board of Education, promise to:

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

January 17, 2023

Regular Board Meeting Agenda (Amended)
6 p.m. District Office Board Room

Call to Order
Pledge to the Flag
Fire Exits

Motion to Approve the Order of the Agenda

Approval of Minutes

- January 3, 2023 – Regular Board Meeting Minutes

Board Presentations:

Quarter 1 Student Data Presentations: Jerrod Roberts, OMS Principal; Michael Pincelli, High School Principal

Communications – Public Comments:

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

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

Board Reports:

Committee	Last Meeting	Next Meeting	Committee Member(s)
BOCES Board	December 21, 2022 4:30 p.m.	January 18, 2023 6 p.m.	Mr. Gerald Maar (BCSD Liaison)
MCSBA Information Exchange	January 11, 2023 Noon	February 8, 2023 Noon	Member Robertson
MCSBA Board Leadership Meeting	November 2, 2022 5:45 p.m.	March 1, 2023 5:45 p.m.	President Carbone
MCSBA Labor Relations Committee	November 16, 2022 Noon	January 18, 2023 Noon	Member Turbeville Superintendent Bruno



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MCSBA Legislative Committee	January 4, 2023 Noon	February 1, 2023 Noon	President Carbone
MCSBA Executive Committee	November 30, 2022 5:45 p.m.	February 15, 2023 5:45 p.m.	President Carbone Superintendent Bruno
Diversity, Equity, and Inclusion (DEI) Committee	December 14, 2022 4 p.m.	February 15, 2023 4 p.m.	President Carbone Vice President Harradine Member Robertson Superintendent Bruno

1. New Business

None

2. Policy Development

- 2.1 6000 Code of Ethics for All District Personnel – second reading
- 2.2 6121 Sexual Harassment – Employees – second reading
- 2.3 6130 Evaluation of Personnel: Purposes – second reading
- 2.4 6140 Employee Medical Examinations – second reading
- 2.5 6150 Alcohol, Drugs and Other Substances (School Personnel) – second reading
- 2.6 6151 Drug-Free Workplace – second reading
- 2.7 6152 Employee Assistance Program – second reading
- 2.8 6180 Professional Growth/Staff Development – second reading
- 2.9 6183 Conference/Travel Expense Reimbursement (Remove) – second reading
- 2.10 6184 Employees Serving as Consultants – second reading
- 2.11 6190 Fingerprinting of Prospective School Employees – second reading
- 2.12 6191 Safety of Students (Fingerprinting Clearance of New Hires) (Remove) – second reading
- 2.13 6210 Certified Personnel (Remove) – second reading
- 2.14 6211 Recruitment – second reading
- 2.15 6212 Certification – second reading
- 2.16 7500 Dignity for All Students Act – 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 (3.3.1-3.3.8)
 - 3.3.1 On November 8, 16, and 21 2022, the District Committee on Special Education reviewed students and made recommendations for placement.
 - 3.3.2 On November 7, 9, 14, and 23, 2022, the District Subcommittee on Special Education reviewed students and made recommendations for placement.
 - 3.3.3 On October 13, November 1, 10, 14, and 15, 2022, the Committee on Preschool Special Education reviewed students and made recommendations for placement.
 - 3.3.4 On November 14 and 16, 17 and 22, 2022, the Ginther Subcommittee on Special Education reviewed students and made recommendations for placement.
 - 3.3.5 On November 8, 15, and 21, 2022, the Barclay Subcommittee on Special Education reviewed students and made recommendations for placement.
 - 3.3.6 On November 10, 14, 18, and 22, 2022, the Hill Subcommittee on Special Education reviewed students and made recommendations for placement.
 - 3.3.7 On November 3, 7, 14, 15 and 18, 2022, the Oliver Subcommittee on Special Education reviewed students and made recommendations for placement.
 - 3.3.8 On October 26, November 2, 16, and 21, 2022, the High School Subcommittee on Special Education reviewed students and made recommendations for placement.



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4. Personnel

CERTIFIED

4.1 Appointments

- 4.1.1 Peter Lawrence, to be appointed as the Interim Director of Transportation effective January 18, 2023 through June 30, 2023. Professional certificate as a School District Business Leader. \$500 per day.
- 4.1.2 **UPDATE** James Bachman, to be appointed as a long-term substitute Elementary Teacher at Oliver Middle School October 28, 2022 through ~~February 7, 2023~~ **January 17, 2023**. Initial certificate in Childhood Education Grades 1-6. Annual salary \$39,000 (prorated ~~\$13,065~~ **\$10,140**).
- 4.1.3 Ashley Brown, to be appointed as a Special Education Teacher at Barclay School effective February 15, 2022. Professional certificates in Students with Disabilities Grades 1-6, Childhood Education Grades 1-6, Early Childhood Education Birth – Grade 2, and Severe or Multiple Disabilities. Probationary period February 15, 2023 through February 14, 2027. This expiration date is tentative and conditional only. In order to be eligible and considered for tenure the employee must meet all the requirements of Educational Law and corresponding regulations. Annual salary \$49,772 (prorated \$21,153)

4.2 Resignations

- 4.2.1 Charles Studier, Director of Transportation, to resign effective January 17, 2023 pending board approval to the position of Head Bus Driver.
- 4.2.2 Nancy Postilli, Elementary Teacher at Hill School, to resign for the purpose of retirement effective June 30, 2023.

4.3 Substitutes

- 4.3.1 Bailee Nelson, Contracted Building Substitute, \$135 per day
- 4.3.2 James Steele
- 4.3.3 Madison Baker
- 4.3.4 Kennedi Wittenrich
- 4.3.5 Gabrielle Gare
- 4.3.6 Shannon Keenan

4.4 Teacher Immersion Fellowship Program Participants

- 4.4.1 None

4.5 Leaves of Absence

- 4.5.1 Tresa Constantino, Elementary Teacher at Oliver Middle School, to request an unpaid leave of absence effective February 6, 2023 through June 23, 2023.
- 4.5.2 Marin Aldrich, Elementary Teacher at Barclay School, to request an unpaid leave of absence effective February 28, 2023 through April 7, 2023.

4.6 Other

- 4.6.1 Karen Bourg, Mentor Teacher, \$600 (January – June).

CLASSIFIED

4.7 Appointments

- 4.7.1 Charles Studier, to be appointed as Head Bus Driver in the Transportation Department effective January 18, 2023. Rate is set at \$28.60 per hour.
- 4.7.2 Tamara DeLorenzo, to be appointed as a probationary Teacher Aide at Oliver Middle School effective January 30, 2023. Rate is set at \$16.41 per hour. Probationary period begins on January 30, 2023 and ends on January 29, 2024. (pending fingerprint clearance)



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- 4.7.3 Gabriella Schlieter, to be appointed as a probationary Teacher Aide at Barclay School effective January 18, 2023. Rate is set at \$14.86 per hour. Probationary period begins on January 18, 2023 and ends on January 17, 2024.
- 4.7.4 Angela Way, to be appointed as a probationary School Aide/Cafeteria Monitor at the High School effective January 19, 2023. Rate is set at \$14.50 per hour. Probationary period begins on January 19, 2023 and ends on January 18, 2024. (pending fingerprint clearance)

4.8 Resignations

- 4.8.1 Nancy Maier, Teacher Aide, Oliver Middle School, resigning effective January 17, 2023.

4.9 Substitutes

None

4.10 Volunteers

- 4.10.1 Madison Baker
- 4.10.2 Ashley Basisty
- 4.10.3 Jennifer Juby
- 4.10.4 Nancy Wolfe

4.11 College Participants

- 4.11.1 Tiana D'Aries, Field Placement, (Maria Belpanno)
- 4.11.2 Abigail Grimaudo, Internship, (Jeanmary Day)
- 4.11.3 Allison Cring, Field Placement, (Justin Jackson)
- 4.11.4 Casey Melanophy, Field Placement, (Silvia Wharram/Amanda McMillian)
- 4.11.5 Rhea Mais, Field Placement, (Kristen Moulton)
- 4.11.6 Parker Doty, Field Placement, (Brittany Moorhead)

4.12 Leaves of Absence

None

4.13 Other

- 4.13.1 Emilee Dudek has been appointed to a regular position for the Sports Study Hall at the Oliver Middle School (at her current regular hourly rate) for the 2022-2023 school year.
- 4.13.2 Creation of one (1) Head Bus Driver position, 8.00 hours per day, 12 months per year.
- 4.13.3 UPDATE – Anna Beardslee, change from Temporary appointment to Probationary appointment as Office Clerk III, retroactive to January 3, 2023. Probationary period begins on January 3, 2023 and ends on January 2, 2024.
- 4.13.4 UPDATE – Brittany Jackson, change from Temporary appointment to Probationary appointment as Office Clerk III, retroactive to January 3, 2023. Probationary period begins on January 3, 2023 and ends on January 2, 2024.

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
- 6.2 2021 Capital Project Bids - Multiple Prime Contracts
- 6.3 2021 Capital Project Bid – Elevator Contract
- 6.4 2021 Capital Project Bid – Modular Comfort Systems Contract
- 6.5 2021 Capital Project Bid – HVAC Controls Material Contract
- 6.6 2021 Capital Project Bid - Roofing Contract



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7. Human Resources

7.1 Verbal – Jerilee Gulino, Assistant Superintendent for Human Resources

8. Report of the Superintendent of Schools

8.1 Verbal – Sean C. Bruno, Superintendent of Schools

9. Board Operations

9.1 2022-23 Board of Education Meeting Schedule

9.2 2023-24 Budget Development Calendar

9.3 2022-23 MCSBA Calendar

10. Old Business

10.1 Combat Veteran Exemption Discussion

11. Other Items of Business

None

12. Round Table

13. Executive Session

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

14. Adjournment

**Next Board of Education Meeting:
Tuesday, February 7, 2023, at 6 p.m., District Office Board Room**

**BROCKPORT CENTRAL SCHOOL
BOARD OF EDUCATION
January 3, 2023**

These are the minutes of the Regular Board Meeting held on January 3, 2023. The meeting was called to order at 6:04 p.m. by President Carbone.

The following Board Members were in attendance:

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

Also present were:

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

ORDER OF THE AGENDA

Mr. Harradine moved, seconded by Mr. Turbeville, the Board of Education approved the order of the agenda with the addition of hand carry 4.6.4. The motion carried 7-0.

MINUTES

Mr. Harradine moved, seconded by Mr. Turbeville, the Board of Education approved the December 20, 2022, Regular Board Meeting minutes. The motion carried 7-0.

BOARD PRESENTATIONS

- None

COMMUNICATION – PUBLIC COMMENTS

- Connor Huck made a presentation for his boy scout communication badge. He addressed the Board of Education to advocate for later start times for middle and high school students. In his presentation he cited research from the American Academy of Pediatrics and highlighted the benefits of switching start times with elementary schools.

BOARD REPORTS

- None

1. New Business

- None

2. Policy Development

The Board discussed the first reading of policies 2.1-2.16.

2.1 6000 Code of Ethics for All District Personnel

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

3. Instructional Planning & Services

- 3.1 Verbal – Rachel Kluth, Ed.D., Assistant to the Superintendent for Secondary Instruction
 - Dr. Kluth provided an update on dual enrollment and thanked Mike Pincelli, Maria Daley, Deb Leh, and Jennifer Cropo for facilitating conversations with adding 18 potential courses starting up at high school. A meeting is scheduled for Jan. 18 at MCC to review next steps.
- 3.2 Verbal – Lynn Carragher, Assistant to the Superintendent for Inclusive Education and Instruction
 - Ms. Carragher shared Inclusive Education Office staff are starting to prepare for annual review season. They are targeting goal writing for professional development to make sure goals are skills-based and measurable.
- 3.3 Mr. Lewis moved, seconded by Mr. Legault, the Board approved Consent Items (CSE) 3.3.1-3.3.5. The motion carried 7-0.
 - 3.3.1 On November 28, 30, December 8, 9, and 15, 2022, the District Committee on Special Education reviewed students and made recommendations for placement.
 - 3.3.2 On November 29, 30, December 8, 14, 15, and 16, 2022, the District Subcommittee on Special Education reviewed students and made recommendations for placement.
 - 3.3.3 On November 29, 30, December 1, 6 and 14, 2022, the Committee on Preschool Special Education reviewed students and made recommendations for placement.
 - 3.3.4 On December 20 and 21, 2022, the Barclay Subcommittee on Special Education reviewed students and made recommendations for placement.
 - 3.3.5 On November 30, and December 7, 2022, the High School Subcommittee on Special Education reviewed students and made recommendations for placement.

4. Personnel

Mr. Harradine moved, seconded by Mr. Turbeville, the Board approved Personnel items 4.1-4.13 (including hand carry 4.6.4). The motion carried 7-0.

CERTIFIED

4.1 Appointments

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

4.2 Resignations

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

4.3 Substitutes

- 4.3.1 David Robinson, pending fingerprint clearance

4.4 Teacher Immersion Fellowship Program Participants

None

4.5 Leaves of Absence

None

4.6 Other

- 4.6.1 Christopher Wilbur, Mentor Teacher, \$600 (January – June).
- 4.6.2 Kelly Kinslow, Mentor Teacher, \$600 (January – June).
- 4.6.3 Mark Mutton, Varsity Boys Volleyball coach, Level C – Step 3 \$3,295.
- 4.6.4 HAND CARRY Orlando Benzan, Drama Tech & Design OMS Spring Play, Level L – Step 4.

CLASSIFIED**4.7 Appointments**

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

4.8 Resignations

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

4.9 Substitutes

None

4.10 Volunteers

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

4.11 College Participants

None

4.12 Leaves of Absence

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

4.13 Other

None

5. Financial

- 5.1 Verbal – Jill Reichhart, Director of Finance
 - Ms. Reichhart shared the District will be purchasing school supplies for students throughout the District beginning next school year. The District is able to purchase supplies at a better cost than families can get them.
- 5.2 Mr. Harradine moved, seconded by Mr. Turbeville, RESOLVED, that the Board of Education approve the

Financial Statements of Extraclassroom Activity Funds for the Hill School and Oliver Middle School for October 2022. The motion carried 7-0.

- 5.3 Mr. Harradine moved, seconded by Mr. Turbeville, RESOLVED, that the Board of Education approve the Treasurer's Report for the month of October 2022, as submitted and prepared by District Treasurer, Jill Reichhart. The motion carried 7-0.
- 5.4 Mr. Howlett moved, seconded by Mr. Harradine, RESOLVED, that the Board of Education approve the Financial Report for the month of October 2022, as submitted and prepared by District Treasurer, Jill Reichhart. The motion carried 7-0.
- 5.5 Mr. Howlett moved, seconded by Mr. Harradine, RESOLVED, that the Board of Education approve the establishment of the Howlett Family Scholarship. The motion carried 7-0.

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

- 6.1 Verbal – Darrin Winkley, Assistant Superintendent for Business
- Mr. Winkley provided an update on the 2020-21 Capital Project.

7. Human Resources

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

8. Report of the Superintendent of Schools

- 8.1 Verbal – Sean C. Bruno, Superintendent of Schools
- Mr. Bruno wished everyone a Happy New Year and is happy to start off the year with news of the elimination of school supply lists for families next year.
 - Mr. Bruno thanked Darrin Winkley, Jeff Phillips, and Christian Hansen for their help in opening the Oliver Middle School as a Warming Center over the weekend. He shared they assisted about two dozen people who had no electricity. Some utility workers came and spent the night. Monroe County emergency director and Red Cross delivered a pallet of water, cots, blankets and pillows to use in the gym. Village police pitched in to help unload the trucks with the supplies. The District is working with village and town leaders on future plans.

9. Board Operations

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

10. Old Business

- None

11. Other Items of Business

- None

12. Round Table

- Ms. Robertson shared she is so proud of Brockport CSD right now – the way we pull together to help.
- Mr. Harradine reminded everyone about the upcoming NHS Induction Ceremony and Hill School Enrichment/STEM Night.

13. Executive Session

- 13.1 Mr. Howlett moved, seconded by Mr. Legault, RESOLVED the Board of Education adjourned the meeting at 6:57 p.m. to enter into Executive Session for the purpose of discussing the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. The motion carried 7-0.

Mr. Howlett moved, seconded by Ms. Robertson, the Board entered into executive session at 7:03 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 8:38 p.m. The motion carried 7-0.

14. Adjournment

- 14.1 Mr. Howlett moved, seconded by Mr. Legault, the Board adjourned the meeting at 8:38 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



6000 - CODE OF ETHICS FOR ALL DISTRICT PERSONNEL**Adoption Date:** 10/08/1970**Revision History:** 7/19/1994; 6/20/00;05/07/2013;11/15/16; 11/5/19**Related Policies:****Section 1.**

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

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

Section 2.

Standards of Conduct. The following rules and standards of conduct apply to all Board members and employees of the District. These rules are in addition to the Code of Conduct and all other applicable policies, laws, rules and regulations.

A. Behavior

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

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

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

Gifts

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

B. Confidential Information

Board members and employees shall not disclose confidential information acquired in the course of

their official duties or use such information to further their personal interest.

C. Representation before one's own agency

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

D. Representation before any agency for a contingent fee

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

E. Disclosure of interest in resolution

To the extent that known, a Board member or employee who participates in the discussion or gives official opinion to the Board on any resolution before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest they have in such resolution.

F. Investments in conflict with official duties

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

G. Private employment

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

H. Future employment

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

Section 3.

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

Section 4.

Distribution/Posting of Code of Ethics. The Superintendent of Schools shall make this Code of Ethics available to every Board member and employee. The Superintendent shall also post the General Municipal Law Section 800-809 in each building in the District in a place conspicuous to

Board members and employees. Board members and employees are bound by this Code of Ethics and General Municipal Law Sections 800-809 regardless of whether they are actually received.

Section 5.

Penalties

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

Policy References:

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

6121 - SEXUAL HARASSMENT -- EMPLOYEES

Adoption Date: 09/01/1987

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

1-PERSONNEL**6121 SEXUAL HARASSMENT -- EMPLOYEES**

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

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

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

subject to liability. Employees of every level including managers, administrators, directors, and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized.

5. The District will conduct a prompt and thorough investigation that ensures due process for all parties, whenever the District receives a complaint about sexual harassment, or is otherwise informed of possible sexual harassment occurring. The District will keep the investigation confidential to the extent possible. All employees are required to cooperate with any internal investigation of sexual harassment.
6. All employees are required to report any harassment or behaviors that violate this Policy. The District will provide a complaint form for the employees to report the harassment and file complaints.
7. Administrators, supervisors, directors, and managers are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Assistant Superintendent for Human Resources.
8. This Policy shall be provided to all employees upon hiring and will be posted electronically on the District's website.

Sexual Harassment Defined

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

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

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

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

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

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

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

Examples of sexual harassment

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

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

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work; or
- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

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

Where can sexual harassment occur?

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

Retaliation

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

Such retaliation is unlawful under federal and state law. The New York State Human Rights Law protects any individual who has:

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

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

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment without knowledge of the conduct. Any employee who has been subjected to behavior that may constitute sexual harassment shall report such behavior to a supervisor, manager or the Assistant

Superintendent for Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment shall report such behavior to a supervisor, manager or the Assistant Superintendent for Human Resources.

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

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

Supervisory Responsibilities

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

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

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

Complaint and Investigation of Sexual Harassment

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

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

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

- Upon receipt of complaint, the Assistant Superintendent for Human Resources will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, the individual will be encouraged to complete the Complaint Form in writing. If he or she refuses, the Assistant Superintendent for Human Resources will prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve the materials.

- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Search District-owned items such as desks, lockers, rooms, cabinets, and computers.
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination. Implement any corrective actions as deemed necessary in accordance with law and applicable collective bargaining agreement.
- Inform the individual who reported the behavior of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

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

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

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

State Human Rights Law (HRL)

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

Complaints with DHR may be filed any time within three years of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual

harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

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

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

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

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

Equal Employment Opportunity Commission

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

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

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

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

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the

NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml. The NYS Division of Human Rights Rochester Office can be reached at: 259 Monroe Avenue, #308, Rochester, NY 14607 or by phone at (585) 238-8250.

Contact the Local Police Department

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

Policy References:

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

6130 - EVALUATION OF PERSONNEL: PURPOSES

Adoption Date: 07/19/1994

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

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

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

The primary purposes of these evaluations are:

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

Policy References:

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

See regulation 6130 R

6140 - EMPLOYEE MEDICAL EXAMINATIONS

Adoption Date: 01/09/1964

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

1-PERSONNEL

6140 EMPLOYEE MEDICAL EXAMINATIONS

Pre-employment Medical Examinations

The Brockport Central School District shall not require applicants for positions to undergo a medical examination prior to an offer of employment. Further, the District shall not make inquiries of a job applicant as to whether the applicant is an individual with a disability or as to the nature or severity of a disability. However, the District may make pre-employment inquiries into the ability of an applicant to perform job-related functions.

Health Examinations During Employment

The Board of Education reserves the right to request a medical examination at any time during employment, at District expense, in order to determine whether any employee can perform the essential functions of the position with or without reasonable accommodation or for another valid employment reason.

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

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

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

Policy References:

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

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

Adoption Date: 07/19/1994

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

Related Policies: [341061527320](#)

1-PERSONNEL**6150 ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)****Prohibited Conduct**

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

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

Disciplinary Measures

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

Alcohol and Controlled Substance Testing of Employees

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

Information on Substance Use Related Services

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

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

Policy References:

20 USC §§ 6083(a), 7118, and 7973(a)

41 USC § 8101 et seq.

Civil Service Law § 75

Education Law §§ 409, 2801, 3020-a, and 3038

Public Health Law § 1399-o

See regulation

6150 R

6151 - DRUG-FREE WORKPLACE

Adoption Date: 07/19/1994

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

Related Policies: 3410, 6150, 6152, 7320

1-PERSONNEL**6151 DRUG-FREE WORKPLACE**

All workplaces in the Brockport Central School District shall be free of controlled substances. "Controlled substance" means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812) and as further defined in regulation at 21 Code of Federal Regulations (CFR) 1308.11-1308.15.

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

The Board of Education directs the Superintendent of Schools and their designee to maintain a drug-free workplace.

Policy References:

Drug-Free Workplace Act

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

21 United States Code (USC) Section 812

21 Code of Federal Regulations (CFR)

1308.11-1308.15

34 Code of Federal Regulations (CFR) Part 85

District policies 3410, 6150, 6560, 7320

6152 - EMPLOYEE ASSISTANCE PROGRAM**Adoption Date:** 11/21/1989**Revision History:** 11/21/1989; 7/19/94; 6/20/00; 11/15/16;11/19/19**Related Policies:** [341061506151](#)

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

6180 - PROFESSIONAL GROWTH/STAFF DEVELOPMENT

Adoption Date: 10/20/1987

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

Related Policies:**1-PERSONNEL****6180 PROFESSIONAL GROWTH/STAFF DEVELOPMENT**

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

The Superintendent shall develop meaningful in-service and staff development programs which will achieve the following:

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

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

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

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

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

Funds for participating at such conferences, conventions, and other similar professional development programs will be budgeted for by the Board on an annual basis. Reimbursement to employees for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition

fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for conference attendance and expense reimbursement.

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

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

Mentoring Programs for First-Year Teachers

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

Policy References:

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

6183—CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT

Adoption Date: 04/04/2006

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

Related Policies: [232053236180](#)

1 PERSONNEL**6183 CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT**

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

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

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

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

6184 - EMPLOYEES SERVING AS CONSULTANTS

Adoption Date: 01/16/2007

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

1-Personnel**6184 EMPLOYEES SERVING AS CONSULTANTS**

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

This policy does not apply to stipends paid to employees for leadership or special/extra duties (teacher leader positions, coaching positions, student group advisors, etc.), nor does it apply to those staff members who supervise apprentices, interns or student teachers.

6190 - FINGERPRINTING OF PROSPECTIVE SCHOOL EMPLOYEES

Adoption Date: 01/20/2004

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

1-PERSONNEL**6190 FINGERPRINTING OF PROSPECTIVE SCHOOL EMPLOYEES**

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

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

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

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

Individuals Who Are Specifically Excluded

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

- a) Are seeking a position as a school bus driver or school bus attendant and are cleared for employment pursuant to the Vehicle and Traffic Law;
- b) Have provided services to the District in the previous school year either in a compensated position, or as an employee of a provider of contracted services to the District, or as a worker placed within the District under a public assistance employment program pursuant to title 9-B of Article 5 of the Social Services Law directly or through contract; or
- c) Will reasonably be expected by the District to provide services for the District on no more than five days in the school year in which services are performed, provided that the District provides in-person supervision of such individual by one or more employees while that individual is providing such services.

Individuals providing such time-limited and supervised services may include but shall not be limited to artists, guest lecturers and speakers, and sports officials.

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

~~6191 SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)~~**~~Adoption Date:~~** 01/05/2010**~~Revision History:~~** 12/20/16**~~1 PERSONNEL~~****~~6191 SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)~~**

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

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

~~Safety of Students~~

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

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

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

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

~~Access to TEACH~~

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

~~6210—CERTIFIED PERSONNEL~~

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

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

~~2—CERTIFIED PERSONNEL~~

~~6210—CERTIFIED PERSONNEL~~

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

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

~~Policy References:~~

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

6211 - RECRUITMENT

Adoption Date: 07/19/1994

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

2-CERTIFIED PERSONNEL**6211 RECRUITMENT**

The Brockport Central School District will attempt to employ the best qualified candidates for all positions.

Candidates shall be recruited and selected by, or at the direction of, the Superintendent of Schools, who shall recommend appointment to the Board of Education.

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

Policy References:

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

6212 - CERTIFICATION

Adoption Date: 07/01/2004

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

2-CERTIFIED PERSONNEL**6212 CERTIFICATION**

The following provisions shall govern certification and qualifications of Brockport Central School District personnel:

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

Proof of certification or licensure will be obtained through the NYS TEACH or NYS Office of Professions website by the Assistant Superintendent for Human Resources. Failure on the part of said employee to maintain the required certification or other licensure may result in the discharge from employment; and c) Whether the District verifies an individual's certification or licensure does not waive the responsibility of the employee to maintain all required certifications and licensures for their position. .

Policy References:

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

7500 - DIGNITY FOR ALL STUDENTS ACT

Adoption Date: 07/24/2012

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

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

STUDENT CONDUCT

7500 DIGNITY FOR ALL STUDENTS ACT

In accordance with the Dignity for All Students Act, the Brockport Central School District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of bullying, discrimination and harassment of students whether based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or other protected category by District employees or students, on District property, at District-sponsored activities, and events that take place at locations off District property. All administrators, faculty, staff, parents/caregivers, families, volunteers, and students shall not tolerate harassment, hazing, and bullying in any form, and must model behavior that is respectful and civil.

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

Employees must, when made aware of potential bullying, discrimination or harassment, to intervene in accordance with this policy.

Dignity Act Coordinator

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

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

Training and Dissemination

Training will be provided each school year for all employees in conjunction with existing professional development training to raise staff awareness and sensitivity of bullying, harassment and discrimination directed at students that are committed by students, employees, or others on school property or at a

school function. Training will include ways to promote a supportive school environment that is free from bullying, discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to bullying, harassment and discrimination, as well as ensuring the safety of the victims.

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

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

Reports and Investigations of Discrimination and Harassment

The District cannot effectively address inappropriate behaviors if incidents are not reported. Students who have been subjected to bullying, harassment or discrimination, parents/caregivers whose children have been subjected to bullying, harassment or discrimination, or others who observe potential bullying, harassment or discrimination are encouraged and expected to make a verbal or written complaint to any school personnel.

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

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

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

Prohibition of Retaliatory Behavior

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

Dissemination, Monitoring, Review, and Reporting

Principals shall make a regular report on data and trends related to bullying, harassment and discrimination to the Superintendent.

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

References:

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

3.0 INSTRUCTION PLANNING AND SERVICES



TO: Sean Bruno

FROM: Lynn Carragher, Paulette Reddick, and Betsy Fitzpatrick

RE: Placements for Students with Disabilities

DATE: January 12, 2023

For Dec 6, 2022 Board of Education Meeting

- 3.3.1 On November 8, 16, and 21 2022, the District Committee on Special Education reviewed students and made recommendations for placement.
- 3.3.2 On November 7, 9, 14, and 23, 2022, the District Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.3 On October 13, November 1, 10, 14, and 15, 2022, the Committee on Preschool Special Education reviewed students and made recommendations for placement.
- 3.3.4 On November 14 and 16, 17 and 22, 2022, the Ginther Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.5 On November 8, 15, and 21, 2022, the Barclay Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.6 On November 10, 14, 18, and 22, 2022, the Hill Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.7 On November 3, 7, 14, 15 and 18, 2022, the Oliver Subcommittee on Special Education reviewed students and made recommendations for placement.
- 3.3.8 On October 26, November 2, 16, and 21, 2022, the High School Subcommittee on Special Education reviewed students and made recommendations for placement.

We are forwarding this document to you for your information.

CMA Date	CMA BOE Date	CMA Committee	CMA Reason	School	ID#	Grade	CR Decision/Status	CR Disability
12/02/2022	01/17/2023	CSE	Reevaluation Review	Barclay	211914	02	Classified	Multiple Disabilities
12/13/2022	01/17/2023	CSE	Reevaluation Review	BOCES II Program MS/HS	996983	11	Classified	Other Health Impairment
12/16/2022	01/17/2023	CSE	Requested Review	OMS	560647	07	Classified	Learning Disability
12/22/2022	01/17/2023	CSE	Initial Eligibility Determination Meeting	Barclay	211717	03	Classified	Speech or Language Impairment
12/15/2022	01/17/2023	SubCSE	Requested Review	BOCES II GED		12	Classified	Learning Disability
12/22/2022	01/17/2023	SubCSE	Requested Review	OMS	211983	06	Classified No Services	Learning Disability
12/23/2022	01/17/2023	SubCSE	Transfer Student - Agreement No Meeting	BHS	997227	12	Classified	Other Health Impairment
01/03/2023	01/17/2023	SubCSE	Amendment - Agreement No Meeting	Norman Howard School		06	Classified	Learning Disability
01/04/2023	01/17/2023	SubCSE	Reevaluation Review	BOCES II Program MS/HS	997059	12	Classified	Autism
01/04/2023	01/17/2023	SubCSE	Reevaluation Review	BOCES II Program MS/HS	993775	12+	Classified	Multiple Disabilities
12/13/2022	01/17/2023	CPSE	Initial Eligibility Determination Meeting	PS Itinerant Services Only	560754	PS	Classified PS	PS Student with a Disability
12/21/2022	01/17/2023	CPSE	Initial Eligibility Determination Meeting	PS Itinerant Services Only	559805	PS	Classified PS	PS Student with a Disability
11/30/2022	01/17/2023	SubCSE	Reevaluation Review	Ginther	559226	01	Classified	Speech or Language Impairment
11/30/2022	01/17/2023	SubCSE	Requested Review	Ginther	560309	Kdg.	Declassified	Speech or Language Impairment
12/07/2022	01/17/2023	SubCSE	Reevaluation Review	Ginther	559531	Kdg.	Classified	Autism
12/15/2022	01/17/2023	SubCSE	Requested Review	Barclay	560245	01	Classified	Autism
12/16/2022	01/17/2023	SubCSE	Requested Review	Barclay	559573	Kdg.	Classified	Autism
01/10/2023	01/17/2023	SubCSE	Amendment - Agreement No Meeting	Barclay	559128	02	Classified	Speech or Language Impairment
11/10/2022	01/17/2023	SubCSE	Amendment - Agreement No Meeting	Hill	211703	04	Classified	Other Health Impairment
12/16/2022	01/17/2023	SubCSE	Reevaluation Review	Hill	211497	04	Classified	Learning Disability
12/16/2022	01/17/2023	SubCSE	Reevaluation Review	Hill	211883	04	Classified	Learning Disability
12/22/2022	01/17/2023	SubCSE	Transfer Student - Agreement No Meeting	Hill	561109	06	Classified	Autism
12/28/2022	01/17/2023	SubCSE	Amendment - Agreement No Meeting	Hill	211534	04	Classified	Autism
12/28/2022	01/17/2023	SubCSE	Amendment - Agreement No Meeting	Hill	211672	05	Classified	Speech or Language Impairment

CMA Date	CMA BOE Date	CMA Committee	CMA Reason	School	ID#	Grade	CR Decision/Status	CR Disability
12/28/2022	01/17/2023	SubCSE	Amendment - Agreement No Meeting	Hill	211752	04	Classified	Speech or Language Impairment
01/05/2023	01/17/2023	SubCSE	Transfer Student - Agreement No Meeting	Hill	561117	05	Classified	Other Health Impairment
1/9/2023	01/17/2023	SubCSE	Amendment - Agreement No Meeting	Hill		05	Classified	Speech or Language Impairment
01/09/2023	01/17/2023	SubCSE	Amendment - Agreement No Meeting	Hill	211204	04	Classified	Other Health Impairment
12/12/2022	01/17/2023	SubCSE	Reevaluation Review	OMS	998241	06	Classified	Learning Disability
12/12/2022	01/17/2023	SubCSE	Requested Review	OMS	210852	07	Classified	Speech or Language Impairment
12/16/2022	01/17/2023	SubCSE	Reevaluation Review	OMS		06	Classified	Other Health Impairment
12/19/2022	01/17/2023	SubCSE	Reevaluation Review	OMS		06	Classified	Learning Disability
12/22/2022	01/17/2023	SubCSE	Requested Review	OMS	560443	07	Classified	Speech or Language Impairment
12/22/2022	01/17/2023	SubCSE	Requested Review	OMS	560420	07	Classified	Other Health Impairment
12/22/2022	01/17/2023	SubCSE	Requested Review	OMS	559932	08	Classified No Services	Other Health Impairment
12/20/2022	01/17/2023	SubCSE	Reevaluation Review	BHS	210367	10	Classified	Learning Disability
12/20/2022	01/17/2023	SubCSE	Reevaluation Review	BHS	559336	11	Classified	Speech or Language Impairment
12/20/2022	01/17/2023	SubCSE	Reevaluation Review	BHS	559337	11	Classified	Speech or Language Impairment
01/03/2023	01/17/2023	SubCSE	Amendment - Agreement No Meeting	BHS	560931	10	Classified	Other Health Impairment
01/06/2023	01/17/2023	SubCSE	Reevaluation/Annual Review	BHS	995445	12	Classified	Other Health Impairment

4.0 CERTIFIED PERSONNEL



BROCKPORT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING

January 17, 2023

PERSONNEL AGENDA – CERTIFIED

Office of the Superintendent of Schools
Board Meeting of January 17, 2023

Sean C. Bruno
Superintendent of Schools

Jerilee Gulino
Assistant Superintendent for Human Resources

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

4.1 Appointments

- 4.1.1 Peter Lawrence, to be appointed as the Interim Director of Transportation effective January 18, 2023 through June 30, 2023. Professional certificate as a School District Business Leader. \$500 per day.
- 4.1.2 **UPDATE** James Bachman, to be appointed as a long-term substitute Elementary Teacher at Oliver Middle School October 28, 2022 through ~~February 7, 2023~~ **January 17, 2023**. Initial certificate in Childhood Education Grades 1-6. Annual salary \$39,000 (prorated ~~\$13,065~~ **\$10,140**).
- 4.1.3 Ashley Brown, to be appointed as a Special Education Teacher at Barclay School effective February 15, 2022. Professional certificates in Students with Disabilities Grades 1-6, Childhood Education Grades 1-6, Early Childhood Education Birth – Grade 2, and Severe or Multiple Disabilities. Probationary period February 15, 2023 through February 14, 2027. This expiration date is tentative and conditional only. In order to be eligible and considered for tenure the employee must meet all the requirements of Educational Law and corresponding regulations. Annual salary \$49,772 (prorated \$21,153)

4.2 Resignations

- 4.2.1 Charles Studier, Director of Transportation, to resign effective January 17, 2023 pending board approval to the position of Head Bus Driver.
- 4.2.2 Nancy Postilli, Elementary Teacher at Hill School, to resign for the purpose of retirement effective June 30, 2023.

4.3 Substitutes

- 4.3.1 Bailee Nelson, Contracted Building Substitute, \$135 per day
- 4.3.2 James Steele
- 4.3.3 Madison Baker
- 4.3.4 Kennedi Wittenrich
- 4.3.5 Gabrielle Gare
- 4.3.6 Shannon Keenan

4.4 Teacher Immersion Fellowship Program Participants

- 4.4.1 None

4.5 Leaves of Absence

- 4.5.1 Tresa Constantino, Elementary Teacher at Oliver Middle School, to request an unpaid leave of absence effective February 6, 2023 through June 23, 2023.
- 4.5.2 Marin Aldrich, Elementary Teacher at Barclay School, to request an unpaid leave of absence effective February 28, 2023 through April 7, 2023.

4.6 Other

- 4.6.1 Karen Bourg, Mentor Teacher, \$600 (January – June).

4.0 CLASSIFIED PERSONNEL



BROCKPORT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
JANUARY 17, 2023

PERSONNEL AGENDA – CLASSIFIED

Office of the Superintendent of Schools
Board Meeting of January 17, 2023

Sean C. Bruno
Superintendent of Schools

Jerilee Gulino
Assistant Superintendent for Human Resources

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

4.7 Appointments

- 4.7.1 Charles Studier, to be appointed as Head Bus Driver in the Transportation Department effective January 18, 2023. Rate is set at \$28.60 per hour.
- 4.7.2 Tamara DeLorenzo, to be appointed as a probationary Teacher Aide at Oliver Middle School effective January 30, 2023. Rate is set at \$16.41 per hour. Probationary period begins on January 30, 2023 and ends on January 29, 2024. (pending fingerprint clearance)
- 4.7.3 Gabriella Schlieter, to be appointed as a probationary Teacher Aide at Barclay School effective January 18, 2023. Rate is set at \$14.86 per hour. Probationary period begins on January 18, 2023 and ends on January 17, 2024.
- 4.7.4 Angela Way, to be appointed as a probationary School Aide/Cafeteria Monitor at the High School effective January 19, 2023. Rate is set at \$14.50 per hour. Probationary period begins on January 19, 2023 and ends on January 18, 2024. (pending fingerprint clearance)

4.8 Resignations

- 4.8.1 Nancy Maier, Teacher Aide, Oliver Middle School, resigning effective January 17, 2023.

4.9 Substitutes

None

4.10 Volunteers

- 4.10.1 Madison Baker
- 4.10.2 Ashley Basisty
- 4.10.3 Jennifer Juby
- 4.10.4 Nancy Wolfe

4.11 College Participants

- 4.11.1 Tiana D’Aries, Field Placement, (Maria Belpanno)
- 4.11.2 Abigail Grimaudo, Internship, (Jeanmary Day)
- 4.11.3 Allison Cring, Field Placement, (Justin Jackson)
- 4.11.4 Casey Melanophy, Field Placement, (Silvia Wharram/Amanda McMillian)
- 4.11.5 Rhea Mais, Field Placement, (Kristen Moulton)
- 4.11.6 Parker Doty, Field Placement, (Brittany Moorhead)

4.12 Leaves of Absence

None

4.13 Other

- 4.13.1 Emilee Dudek has been appointed to a regular position for the Sports Study Hall at the Oliver Middle School (at her current regular hourly rate) for the 2022-2023 school year.
- 4.13.2 Creation of one (1) Head Bus Driver position, 8.00 hours per day, 12 months per year.
- 4.13.3 UPDATE – Anna Beardslee, change from Temporary appointment to Probationary appointment as Office Clerk III, retroactive to January 3, 2023. Probationary period begins on January 3, 2023 and ends on January 2, 2024.
- 4.13.4 UPDATE – Brittany Jackson, change from Temporary appointment to Probationary appointment as Office Clerk III, retroactive to January 3, 2023. Probationary period begins on January 3, 2023 and ends on January 2, 2024.

5.0 FINANCIAL



6.0 PHYSICAL PLANT



Sean C. Bruno
 Superintendent

Darrin Winkley
 Assistant Superintendent for Business

SUBJECT: 2021 Capital Project Bids - Multiple Prime Contracts

- Oliver Middle School - SED No. 26-18-01-06-0-001-023**
- Oliver Middle School (2022 100K COP) - SED No. 26-18-01-06-0-001-024**
- Barclay Elementary - SED No. 26-18-01-06-0-002-021**
- Ginther Elementary - SED No. 26-18-01-06-0-004-016**
- Senior High School - SED No. 26-18-01-06-0-007-032**
- Fred Hill School - SED No. 26-18-01-06-0-010-019**

Submitted to the Board of Education for their review and approval are bids from the 2021 Capital Project. The bids were opened on January 11, 2023.

Turner Construction Company and Labella Associates have reviewed the bids received January 11, 2023, and sees no reason not to award the following Plumbing, HVAC and Electrical contracts: *.

Bids can be subject to change pending results of further investigation of qualifications.

Contract #	Base Bid	Alternate 1 Ginther Roof 300 Wing	Alternate 2 Ginther Roof 400 Wing	Alternate 3 Ginther Office Suite Roof	Alternate 4 Ginther Water Heater	Alternate 5 Barclay Water Heater	Alternate 6 AAON, Magic Aire, & Rittling HVAC	Alternate 7 Daikin & RenewAire HVAC Equipment	Total Bid Award
1. GENERAL CONTRACT No Award									
2. PLUMBING Landry Mechanical	\$214,600.00				\$45,600 Not Awarded	\$33,100 Not Awarded			\$214,600.00

3. HVAC Landry Mechanical	\$3,224,000.00	\$14,300 Not Awarded	\$14,700 Not Awarded	\$13,100.00	\$9,100 Not Awarded	\$9,200 Not Awarded	\$379,000.00	\$77,600.00 Rejected	\$3,616,100
4. ELECTRICAL Concord Electric	\$1,407,000.00		\$3,000 Not Awarded	\$5,000	\$4,000 Not Awarded	\$6,000 Not Awarded			\$1,412,000

*** Recommended low bidder based on total bid, including acceptance of alternates noted**

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

RESOLVED, that the Board of Education approve the contracts to be awarded as recommended as a result of contractor bid proposal and authorize the District Clerk to execute contracts per this determination.

Sean C. Bruno
Superintendent

Darrin Winkley
Assistant Superintendent for Business

SUBJECT: **2021 Capital Project – Elevator Contract**

- Oliver Middle School - SED No. 26-18-01-06-0-001-023**
- Oliver Middle School (2022 100K COP) - SED No. 26-18-01-06-0-001-024**
- Barclay Elementary - SED No. 26-18-01-06-0-002-021**
- Ginther Elementary - SED No. 26-18-01-06-0-004-016**
- Senior High School - SED No. 26-18-01-06-0-007-032**
- Fred Hill School - SED No. 26-18-01-06-0-010-019**

**Master Intergovernmental Cooperative Purchasing Agreement/Piggyback
OMNIA Partners Purchasing Agreement #2019.001563**

Submitted to the Board of Education for their review and approval is a proposal from Otis Elevator Company for the elevator equipment, materials, installation and warranty. Pricing is based OMNIA Partners Purchasing Agreement #2019.001563.

The proposal, for elevator materials, equipment, and installation is **\$240,016**

Turner Construction Company and LaBella Associates, D.P.C. has verified and substantiated these bids, have conferred with the District and agree on the following recommendation.

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

RESOLVED, that the Board of Education approve the contract to **Otis Elevator Company** in the amount of **\$240,016** be awarded as recommended, and authorize the District Clerk to execute contract per this determination.

Sean C. Bruno
Superintendent

Darrin Winkley
Assistant Superintendent for Business

SUBJECT: 2021 Capital Project – HVAC Equipment Contract Modular Comfort Systems Contract

- Oliver Middle School - SED No. 26-18-01-06-0-001-023**
- Oliver Middle School (2022 100K COP) - SED No. 26-18-01-06-0-001-024**
- Barclay Elementary - SED No. 26-18-01-06-0-002-021**
- Ginther Elementary - SED No. 26-18-01-06-0-004-016**
- Senior High School - SED No. 26-18-01-06-0-007-032**
- Fred Hill School - SED No. 26-18-01-06-0-010-019**

**Master Intergovernmental Cooperative Purchasing Agreement/Piggyback
OMNIA Partners Purchasing Agreement R200401-NY-260582**

Submitted to the Board of Education for their review and approval is a proposal from Modular Comfort Systems for the HVAC equipment and materials. Pricing is based on OMNIA Partners Purchasing Agreement **R200401-NY-260582**.

The proposal, for HVAC material and equipment is \$73,763.

Turner Construction Company and LaBella Associates, D.P.C. has verified and substantiated these bids, have conferred with the District and agree on the following recommendation.

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

RESOLVED, that the Board of Education approve the contract to Modular Comfort Systems in the amount of **\$73,763** be awarded as recommended and authorize the District Clerk to execute contract per this determination.

Sean C. Bruno
Superintendent

Darrin Winkley
Assistant Superintendent for Business

**SUBJECT: 2021 Capital Project – Intelligent Facility Systems (HVAC Controls)
Material Contract**

- Oliver Middle School - SED No. 26-18-01-06-0-001-023**
- Oliver Middle School (2022 100K COP) - SED No. 26-18-01-06-0-001-024**
- Barclay Elementary - SED No. 26-18-01-06-0-002-021**
- Ginther Elementary - SED No. 26-18-01-06-0-004-016**
- Senior High School - SED No. 26-18-01-06-0-007-032**
- Fred Hill School - SED No. 26-18-01-06-0-010-019**

**State Contract - Master Intergovernmental Cooperative Purchasing
Agreement/Piggyback
NYS OGS contract PT-68783**

Submitted to the Board of Education for their review and approval is a proposal from Day Automation for the HVAC controls equipment-materials. Pricing is based on NYS OGS contract PT-68783.

The proposal, for HVAC controls equipment-materials is **\$400,674.42**.

Turner Construction Company and LaBella Associates, D.P.C. has verified and substantiated these bids, have conferred with the District and agree on the following recommendation.

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

RESOLVED, that the Board of Education approve the contract to **Day Automation** in the amount of **\$400,674.42**.be awarded as recommended and authorize the District Clerk to execute contract per this determination.

Office of the Superintendent of Schools
Regular Meeting of January 17, 2023

6.6 rev

Sean C. Bruno
Superintendent

Darrin Winkley
Assistant Superintendent for Business

SUBJECT: 2021 Capital Project - Roofing Contract

- Oliver Middle School - SED No. 26-18-01-06-0-001-023**
- Oliver Middle School (2022 100K COP) - SED No. 26-18-01-06-0-001-024**
- Barclay Elementary - SED No. 26-18-01-06-0-002-021**
- Ginther Elementary - SED No. 26-18-01-06-0-004-016**
- Senior High School - SED No. 26-18-01-06-0-007-032**
- Fred Hill School - SED No. 26-18-01-06-0-010-019**

**Master Intergovernmental Cooperative Purchasing Agreement/Piggyback
Single Prime Roofing Contractor – Governmental Entity Cooperative (Piggyback) Contract
Trades Labor and Materials (JOC) (The Interlocal Purchasing System - TIPS)
Contract # 200201**

Submitted to the Board of Education for their review and approval is a proposal from Elmer W. Davis for the roofing equipment, materials, installation and warranty. Pricing is based **Single Prime Roofing Contractor – Governmental Entity Cooperative (Piggyback) Contract Trades Labor and Materials (JOC) (The Interlocal Purchasing System - TIPS) Contract # 200201**

The proposal, for roofing materials, equipment, and installation is **\$905,000**

Turner Construction Company and LaBella Associates, D.P.C. has verified and substantiated these bids, have conferred with the District and agree on the following recommendation.

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

RESOLVED, that the Board of Education approve the contract to **Elmer W. Davis** in the amount of **\$905,000.00** be awarded as recommended and authorize the District Clerk to execute contract per this determination.

7.0 HUMAN RESOURCES



8.0 SUPERINTENDENT REPORT



9.0 BOARD OPERATIONS





BROCKPORT CENTRAL SCHOOL
Brockport, NY 14420-2296

Board of Education
2022-2023 Meeting Schedule

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

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

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

Board of Education Approved: May 3, 2022

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

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

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



MCSBA 2022 - 2023 CALENDAR

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

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

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

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

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

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

JUNE 2023			
*	10	SAT-7:30am	New Board Member Training

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



10 OLD BUSINESS



11 OTHER ITEMS OF BUSINESS



12 EXECUTIVE SESSION



13 ADJOURNMENT

