

**Batavia City School District  
Public Hearing and Regular Meeting**

Monday, December 19, 2022 at 6:00 PM

Superintendent's Conference Room  
Batavia High School  
260 State Street  
Batavia, NY 14020

Meeting will be live-streamed

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TENTATIVE AGENDA as of Thursday, December 15, 2022

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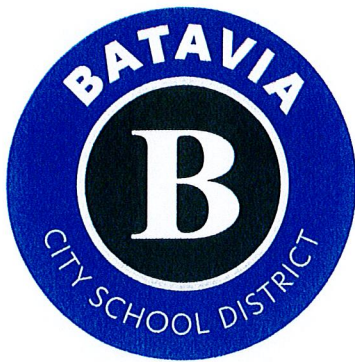
PUBLIC HEARING	
I. Meeting Called to Order – Mr. Marucci	
II. Opening Exercises	
III. Presentation describing the authorization and approval of the transfer of up to \$244,000.00 from the District's Repair Reserve Fund to the District's general fund to pay for replacement and repair of the public address/clock system at the Batavia High School and entry and classroom door hardware at Robert Morris and award of contracts related thereto. [Section 6-d of the General Municipal Law] Mr. Scott Rozanski, Business Administrator	
The public is invited to sign up prior to the meeting to address the Board Members/Administration with any questions concerning the transfer of funds. [3-minute time limit per speaker]	
IV. Questions and Answers	
V. Motion to Close Public Hearing – Board Action	

	REGULAR MEETING	
	VI. Public to be Heard	
13-14	VII. Good News! – Mr. John Marucci	
	VIII. Presentations	
15-17	A. Batavia Varsity Softball Trip Proposal – Mr. Jim Fazio	Bd. Action
18-25	B. Batavia Varsity Baseball Trip Proposal – Mr. James Patric	Bd. Action
26-34	C. Flag Football Proposal – Mr. Mike Bromley	
35-52	D. John Kennedy School Update – Mr. Brian Sutton & Mrs. Heather McCarthy	
53-63	E. Assessment Update – Dr. Molly Corey	
	IX. Reports	
	A. Superintendent's Report – Mr. Jason Smith	
	B. Student Ex-Officio's Report – Miss Julia Petry	
	X. Agenda Alterations, if any	Bd. Action
	XI. Consent Items	Bd. Action
64-73	A. Board of Education Minutes	
	B. Summary Reports: Committee on Special Education & Preschool Special Education	
74	C. Resignations	
	1. Schedule 'C' – Retract Appointment	
	2. Food Service Helper [JK]	
	3. Building Maintenance Worker [RM]	
74	D. Leave of Absence	
	1. Teacher Aide [BMS]	
	2. Food Service Helper [JK]	
75-78	E. Appointments	
	1. 3-Year Probationary Social Studies Teacher	
	2. 4-Year Probationary ELA Teacher	
	3. In-District Instructional (BTA) Transfers	
	4. Social Worker [MS/HS]	
	5. Extend – Long-term Substitute Special Education Teacher	
	6. Certified Occupational Therapy Assistant	
	7. Long-term Occupational Therapist	
	8. Long-term Substitute Health Teacher	
	9. Extend – Long-term Substitute Special Education Teacher	
	10. 6 <sup>th</sup> Assignments – Social Studies	
	11. 6 <sup>th</sup> Assignments – Psychologists	
	12. Curriculum Work – Social Studies	
	13. Curriculum Work – ELA	
	14. Extended Day [JK]	
	15. Extended Day [BMS]	
	16. SOAR [BMS/BHS]	
	17. E-List [BMS]	



	18. Bus Duty [BMS]	
	19. Bus Duty [BHS]	
	20. Detention Supervision [BHS]	
	21. Athletic Extra Duty Assignments	
	22. Schedule 'C' – Fall Sports	
	23. Teacher Aide [BMS]	
	24. Teacher Aide [JK]	
	25. Teacher Aide [BMS]	
	26. Transfer from Teacher Aide to Security Aide [BMS]	
	27. Security Aide Building Transfer	
	28. Teacher Aide [BHS]	
	29. Secretary – Permanent/Probationary [BHS]	
	30. Library Clerk – Provisional	
	31. Library Clerk Building Transfer	
	32. Custodial Worker [DW]	
	33. Food Service Helper Building Transfer	
	34. Food Service Helper [BHS]	
	35. Substitute Teachers	
	36. Substitute Teacher Aides	
	37. Substitute Clerical	
	38. Substitute Cleaners	
	39. Substitute Food Service	
	40. Volunteers	
	F. Financials	
79-80	1. Clerk's Report	
81	2. Treasurer's Report	
82-88	3. Budget Transfers	
	4. Warrants	
	G. Contracts	
89-90	1. Memorandum of Agreement between the New York State Veterans Home and the Batavia High School to use the Auxiliary Gym as a Temporary Emergency Shelter	
91-111	2. Revised Agreement between Wyoming County and Batavia City School District to provide related services to preschool children with disabilities (Section 4410 NYS Education Law); September 1, 2022 through June 30, 2024	
112-115	3. Memorandum of Agreement between the Batavia City School District, Pembroke Central and Byron-Bergen Central School Districts for the sharing of opportunities and resources for Winterguard for 2022-23; effective November 1, 2022	
116-120	4. Memorandum of Understanding between Roberts Wesleyan University and Batavia City School District as an academic corporate partner to offer a 25% discount on tuition to all eligible employees of the Batavia City School District, as well as their spouses and legal dependents within the limitations as provided in the agreement	
	H. Bids	
121-122	1. Monroe #2 BOCES Cooperative AV Equipment Bid – No bids; AV	

	items will be purchased from NYS Contract	
123-125	2. Actions International – Surplus Pianos, No bids; Will seek need within our community or dispose of if no interest	
	I. Change Orders (2020 Vision CIP Phase 2)	
126-134	1. Change Order No. 100-005, Ingalls Site Development, Labor and Materials to add approximately seventeen linear feet of chain link fence along the property line of the parking lot (Jackson Primary), \$1,224.00	
135-144	2. Change Order No. 102-007, Steve General Contractor, Inc., Labor and Materials associated with the reconfiguration of three (3) Team Room Ceilings to accommodate new lighting trim rings and layout (BHS), \$8,017.00	
145-158	3. Change Order No. 102-008, Steve General Contractor, Inc., Labor and Materials to install twenty-five (25) diffusers and accessories (BHS), \$12,986.00	
159-170	4. Change Order No. 105-001, Blackmon-Ferrell Electric, Inc., Labor and Materials to change electrical feeders to achieve 1200A, supplying the generator as per the direction in RFI 17 (BMS), \$10,385.00	
	J. Surplus	
171	1. Batavia High School – GBC Pinnacle 27” Laminator, Serial No. AJ1273H, Inventory ID#20180191 – no longer works	
	XII. Old Business	
172-173	A. Revised - Approve Corrective Action Plan (CAP) for the External Audit Report – Cybersecurity	Bd. Action
	XIII. New Business	
174	A. Resolution to add Director of Facilities III position	Bd. Action
175-177	B. Resolution; SEQRA Type II Action - Replacement and repair of the public address/clock system at the Batavia High School and entry and classroom door hardware at Robert Morris	Bd. Action
178	C. Resolution; Authorization and approval of the transfer of up to \$244,000.00 from the District’s Repair Reserve Fund to the District’s general fund to pay for replacement and repair of the public address/clock system at the Batavia High School and entry and classroom door hardware at Robert Morris and award of contracts related thereto	Bd. Action
179	D. Renew Genesee County Chamber of Commerce Membership, \$185.00	Bd. Action
	XIV. Other Reports/Discussion	
180-190	A. Board Governance Handbook	
	B. District Administrator Reports – Dr. Corey, Mrs. Finnigan, Mr. Rozanski	
	XV. Call for Executive Session	Bd. Action
	XVI. Motion to Exit Executive Session	Bd. Action
	XVII. Motion to Adjourn	Bd. Action



**SUPPLEMENTAL DATA FOR BOARD OF EDUCATION**  
**REGULAR MEETING**  
**December 19, 2022**

<b>XI. Consent Items</b>					
A. Board of Education Minutes: 11/14/22					Enclosed
B. CSE Reports: 10/31/22 (1) Amendment – No meeting held, 11/1/22 (3), 11/15/22 (2) Amendment – No meeting held, 11/15/22 (4), 11/16/22 (1), 11/17/22 (6), 11/21/22 (1), 11/22/22 (1) Amendment – No meeting held, 11/29/22 (1) Amendment – No meeting held, 12/1/22 (1), 12/2/22 (3) Amendment – No meeting held, 12/8/22 (2) CPSE Reports: 11/15/22 (15), 11/28/22 (12), 12/12/22 (7)					
C. Resignations					
1. Robert Darch, Retract appointment as Modified Wrestling Coach – Schedule ‘C’ (previously appointed on November 14, 2022)					Enclosed
2. Jeanne Taggert, Food Service Helper [JK], effective November 14, 2022					Enclosed
3. Valentino R. Zinni, Building Maintenance Worker [RM], effective December 17, 2022					Enclosed
D. Leave of Absence					
1. Heather Licata, 1-year Leave of Absence from Teacher Aide [BMS], effective November 28, 2022; Transfer to Provisional Library Clerk [BMS] Pending Civil Service Exam					Enclosed
2. Alberta Tufts, Food Service Helper [JK], Unpaid Leave of Absence, effective December 12, 2022 through December 16, 2022					Enclosed
E. Appointments					
1. Matthew McCracken, 3-year Probationary Social Studies Teacher [Head, #53] (Initial Placement BHS), effective January 19, 2023; Salary and work hours according to the Batavia Teachers’ Association Agreement, \$64,000.00 (prorated \$34,880.00) BE IT HEREBY RESOLVED that the Board of Education of the Batavia City School District approves the appointment of Matthew McCracken to a probationary position in the tenure area of Social Studies, beginning January 19, 2023, and ending January 18, 2026. This ending/expiration date is tentative and conditional only. In order to be eligible for and considered for tenure, Mr. McCracken must meet all requirements of Education Law and corresponding Regulations. He has his professional certification in Social Studies (7-12). Mr. McCracken shall receive a salary for the 2022-23 school year as per the negotiated collective bargaining agreement with the BTA at \$64,000 (prorated).					Enclosed
2. Collin Schreiner, 4-year Probationary English Language Arts Teacher [Scapillato, #64] (Initial Placement BMS), effective January 3, 2023; Salary and work hours according to the Batavia Teachers’ Association Agreement, \$47,000.00 (prorated \$28,200.00) BE IT HEREBY RESOLVED that the Board of Education of the Batavia City School District approves the appointment of Collin Schreiner to a probationary position in the tenure area of English Language Arts, beginning January 3, 2023, and ending January 4, 2027. This ending/expiration date is tentative and conditional only. In order to be eligible for and considered for tenure, Mr. Schreiner must meet all requirements of Education Law and corresponding Regulations. He has his professional certification in ELA (7-12). Mr. Schreiner shall receive a salary for the 2022-23 school year as per the negotiated collective bargaining agreement with the BTA at \$47,000 (prorated).					Enclosed
3. In-District Transfers – Instructional (BTA)					
Employee	From	To	Effective	Salary	
Allison Dun	Reading Teacher, #100, JA	MTSS Coordinator, New, #9701, RM (Grant position funded through June 2027)	November 28, 2022 – June 30, 2023	No Change	
Kristie Searls	Elementary Teacher, #9405, JA	Elementary Teacher (Reading) Dun, #100, JA	November 28, 2022 – June 30, 2023	No Change	
Lexie Wahr	Long-term Elementary, #9578, JA	LT Elementary Teacher, Searls, #9704, JA (Year to Year Appt. – Possibly through June 2027)	November 28, 2022 – June 30, 2023	No Change	
Julie Wasilewski	Social Worker, #7714, RM	Mental Health Liaison, New, #9702, JK (Grant position funded through June 2027)	November 28, 2022 – June 30, 2023	No Change	Enclosed

4. Sheri Crossett, Social Worker [Wasilewski, #7714, 50% MS & 50% HS], effective January 23, 2023 through June 30, 2023 (Year to Year Appt. – Possibly through 2027), Salary and work hours according to the Teachers’ Association Agreement, \$53,800.00 (prorated -\$28,783.00)	Enclosed																										
5. Extend – Kathryn Herniman, Long-term Substitute Special Education Teacher, Extension of end date through on or about March 31, 2023, no other changes in assignment or salary	Enclosed																										
6. Tricia Levinstein, Certified Occupational Therapy Assistant [New, #9703] (Initial Placement RM), effective January 3, 2023 through June 30, 2023; Salary and work hours according to the Batavia Teachers’ Association Agreement, \$36,000.00 (prorated \$21,600.00 & services to be billed to Genesee County)	Enclosed																										
7. Melanie Powers, Long-term Occupational Therapist [New, #9659] (Initial Placement JA), effective retroactive to December 5, 2022 through June 30, 2023; Salary and work hours according to the Batavia Teachers’ Association Agreement, \$46,520.00 (prorated - \$32,098.80)	Enclosed																										
8. Jeffrey Schmidt, Long-term Substitute Health Teacher [Byrnes, #9691], effective retroactive to December 6, 2022 through June 30, 2023; Salary and work hours according to the Batavia Teachers’ Association Agreement, \$45,080.00 (prorated - \$30,879.80)	Enclosed																										
9. Extend – Virginia Walker, Long-term Substitute Special Education Teacher, Extension of end date through June 23, 2023, no other changes in assignment or salary	Enclosed																										
10. 6 <sup>th</sup> Assignments for Social Studies [BHS] retroactive and prorated as listed: <table><tr><td>John McCarthy</td><td>Effective 12/13/22 – 1/18/23</td><td>\$1,354.60</td></tr><tr><td>Jeremy Mettler</td><td>Effective 12/13/22 – 1/18/23</td><td>\$1,579.60</td></tr><tr><td>Michael Schreiner</td><td>Effective 12/13/22 – 1/18/23</td><td>\$924.80</td></tr><tr><td>Alexander Veltz</td><td>Effective 12/13/22 – 1/18/23</td><td>\$1,102.40</td></tr></table>	John McCarthy	Effective 12/13/22 – 1/18/23	\$1,354.60	Jeremy Mettler	Effective 12/13/22 – 1/18/23	\$1,579.60	Michael Schreiner	Effective 12/13/22 – 1/18/23	\$924.80	Alexander Veltz	Effective 12/13/22 – 1/18/23	\$1,102.40	Enclosed														
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Alexander Veltz	Effective 12/13/22 – 1/18/23	\$1,102.40																									
11. 6 <sup>th</sup> Assignments for School Psychologists retroactive and prorated as listed: <table><tr><td>Rosemary Howard</td><td>Effective 12/1/22 – 6/30/23</td><td>\$8,966.72</td></tr><tr><td>Gregory Johnson</td><td>Effective 12/1/22 – 6/30/23</td><td>\$6,698.92</td></tr><tr><td>Kimberly Maerten</td><td>Effective 12/1/22 – 6/30/23</td><td>\$9,037.99</td></tr><tr><td>Marisa Samson</td><td>Effective 12/1/22 – 6/30/23</td><td>\$7,608.46</td></tr></table>	Rosemary Howard	Effective 12/1/22 – 6/30/23	\$8,966.72	Gregory Johnson	Effective 12/1/22 – 6/30/23	\$6,698.92	Kimberly Maerten	Effective 12/1/22 – 6/30/23	\$9,037.99	Marisa Samson	Effective 12/1/22 – 6/30/23	\$7,608.46	Enclosed														
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Marisa Samson	Effective 12/1/22 – 6/30/23	\$7,608.46																									
12. Curriculum Work, Social Studies [BHS] – John McCarthy and Alexander Veltz, effective retroactive to November 16, 2022; \$35.00/hr., up to 10 hours each	Enclosed																										
13. Curriculum Work, English Language Arts [BMS] – Toni Platten, effective retroactive to November 18, 2022 through December 22, 2022; \$35.00/hr., up to 20 hours	Enclosed																										
14. Extended Day [JK] – effective retroactive to October 22, 2022 through December 22, 2022; \$30.00/hr., up to 10 hours each – Brianna Cooper, Wendy Federico, Brittany Ferron, and Debra Loftus	Enclosed																										
15. Extended Day [BMS] – effective December 19, 2022 through June 30, 2023; \$30.00/hr., on an as-needed basis – Courtney Webster	Enclosed																										
16. SOAR [BMS/BHS] – effective retroactive to November 28, 2022 through June 30, 2023 <table><tr><td>Rebecca Mattison</td><td>Afterschool activities with students, \$30.00/hr.</td></tr><tr><td>Emmeline Pratt</td><td>Planning for after-school activities, \$35.00/hr.</td></tr><tr><td>Alyssa Smith</td><td>[BMS], As needed</td></tr><tr><td>Jaclyn Steidle</td><td></td></tr><tr><td>Natalie Chojnacki</td><td>Afterschool activities with students, \$30.00/hr.</td></tr><tr><td>Jennifer Corbelli</td><td>Planning for after-school activities, \$35.00/hr.</td></tr><tr><td>Sara Geitner</td><td>[BHS], As needed</td></tr><tr><td>Thomas Ingalsbe</td><td></td></tr><tr><td>Nancy Mitchell</td><td></td></tr><tr><td>Kim Przybysz</td><td></td></tr><tr><td>Lisa Robinson</td><td></td></tr><tr><td>Andrew Suydam</td><td></td></tr><tr><td>Mark Warren</td><td></td></tr></table>	Rebecca Mattison	Afterschool activities with students, \$30.00/hr.	Emmeline Pratt	Planning for after-school activities, \$35.00/hr.	Alyssa Smith	[BMS], As needed	Jaclyn Steidle		Natalie Chojnacki	Afterschool activities with students, \$30.00/hr.	Jennifer Corbelli	Planning for after-school activities, \$35.00/hr.	Sara Geitner	[BHS], As needed	Thomas Ingalsbe		Nancy Mitchell		Kim Przybysz		Lisa Robinson		Andrew Suydam		Mark Warren		Enclosed
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Kim Przybysz																											
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Andrew Suydam																											
Mark Warren																											
17. E-List [BMS] – effective retroactive to December 6, 2022 through June 30, 2023; \$23.00/period; Stephanie Genco	Enclosed																										
18. Bus Duty [BMS] – effective retroactive to December 1, 2022 through June 30, 2023; \$20.00/hr.; Collin Murtaugh	Enclosed																										
19. Bus Duty [BHS] – effective retroactive to December 1, 2022 through June 30, 2023; \$20.00/hr.; Jermaine Henderson	Enclosed																										

20. Detention Supervision [BHS] – effective December 20, 2022 through June 30, 2023; \$20.00/hr.; Allison Chua, Kelly Fix, Mary George, Alta Mlodozeniec, Marianne Sallome, Mary Beth Suozzi								Enclosed
21. Athletic Extra Duty Assignments – effective retroactive to November 14, 2022 through June 30, 2023								Enclosed
Name		Schedule ‘C’ Position		Salary		Schedule		
Conciglio, Anthony		Chaperone		\$20.00/hour		As needed		
Harmon, Michele		Chaperone		\$20.00/hour		As needed		
Lamkin, Michelle		Chaperone		\$20.00/hour		As needed		
Fazio, James (non-district)		Game Management		\$20.00/hour		As needed		
Redband, Tom		Game Management		\$20.00/hour		As needed		Enclosed
22. Schedule ‘C’ – Fall Sports								Enclosed
Stephen George	Volleyball – Girls Mod B	Level F	FTE – 1	\$1875	District Employee & Member of TRS/ERS	Pay in 2 Installments – NO	A 2855 150 11 0000	
23. Sarah Gregori, Teacher Aide (mandated) [Licata, BMS, #334], effective retroactive to December 5, 2022 through June 23, 2023, Salary according to the Batavia Clerical Association Agreement; \$13.90/hr., M-F, 6.5 hrs./day, 8 AM – 3 PM								Enclosed
24. Alyssa McMullen, Teacher Aide (mandated) [New, JK, #9689], effective retroactive to November 21, 2022, Salary according to the Batavia Clerical Association Agreement; \$13.90/hr., M-F, 6.5 hrs./day, 7:50 AM – 2:50 PM								Enclosed
25. John Weis, Teacher Aide [New, BMS, #9694], effective retroactive to November 28, 2022 through December 9, 2022, Salary according to the Batavia Clerical Association Agreement; \$13.90/hr., M-F, 7.5 hrs./day, 7:30 AM – 3:30 PM								Enclosed
26. John Weis, From Teacher Aide [New, BMS, #9694] to Security Aide [New, BMS, #6370], effective December 12, 2022, Salary according to the Batavia Clerical Association Agreement; \$14.22/hr., M-F, 7.5 hrs./day, 7:30 AM – 3:30 PM								Enclosed
27. Tim Weis, Security Aide, Building Transfer from BMS to RM [New, #9695], No change in salary or hours, effective retroactive to November 28, 2022								Enclosed
28. Leah Wroten, Teacher Aide (mandated) [New, BHS, #9693], effective retroactive to December 5, 2022 through June 23, 2023, Salary according to the Batavia Clerical Association Agreement; \$13.90/hr., M-F, 7 hrs./day, 7:30 AM – 3 PM								Enclosed
29. Lisa Brown, Secretary - Permanent/Probationary [BHS, #1787], No change in salary or hours, effective retroactive to December 6, 2022								Enclosed
30. Heather Licata, Provisional Appointment to Library Clerk – pending successful completion of civil service exam [Shormann, BMS, #2258] (taking a leave of absence from teacher aide position), effective retroactive to November 28, 2022; Salary according to the Batavia Clerical Association Agreement; no change in current salary, M-F, 7.5 hrs./day, 8 AM – 4 PM								Enclosed
31. Doreen Shormann, Library Clerk Transfer from BMS to JK [Oliver, JK, #363], No change in salary or hours, effective retroactive to November 28, 2022								Enclosed
32. Tyler Kilgore, Custodial Worker [New, District, #9679], effective retroactive to November 14, 2022; Salary according to the Batavia Custodial Association Agreement, \$15.20/hr., M-F, 8 hrs./day, 2:30 PM – 11 PM								Enclosed
33. Patricia Diehl, Food Service Helper Transfer from BMS to JK [Taggart, JK, #4729], effective retroactive to November 15, 2022, No change in salary, M-F, 7:45 AM – 1:30 PM, 5.75 hrs./day								Enclosed
34. Virginia Ettinger, Food Service Helper [Conroy, BHS, #9575], effective retroactive to December 12, 2022, Salary according to the Batavia Nutritional Services Agreement, \$13.45/hr., M-F, 10 AM – 2 PM, 4 hrs./day								Enclosed
35. Substitute Teachers as listed:								Enclosed
Lydia Geiger		Districtwide	Effective retroactive to December 17, 2022			\$110.00/day	8 AM-3 PM, 6.5 hrs.	
Jermaine Henderson		Districtwide	Effective retroactive to November 15, 2022			\$110.00/day	8 AM-3 PM, 6.5 hrs.	
Abigail Preston		Districtwide	Effective retroactive to December 6, 2022			\$110.00/day	8 AM-3 PM, 6.5 hrs.	

	Cambrie Wraight	Jackson	Effective retroactive to November 28, 2022	\$110.00/day	8 AM-3 PM, 6.5 hrs.	
36. Substitute Teacher Aides as listed:						Enclosed
	Emily Flint	Effective retroactive to November 21, 2022	\$13.90/hr.	8 AM-3 PM, 6.5 hrs.		
	Abigail Preston	Effective retroactive to November 15, 2022	\$13.90/hr.	8 AM-3 PM, 6.5 hrs.		
37. Substitute Clerical as listed:						Enclosed
	Amy Hathaway	Clerk-Typist	Effective retroactive to November 10, 2022	\$13.90/hr.	8 AM-3 PM, 6.5 hrs.	
38. Substitute Cleaners as listed:						Enclosed
	MacKenzie Harmon	Districtwide Substitute Cleaner	Effective December 19, 2022 through June 30, 2023	\$13.20/hr.	As needed	
	Erik Kesler	Districtwide Substitute Cleaner	Effective December 20, 2022 through June 30, 2023	\$13.20/hr.	As needed	
39. Substitute Food Service Helper as listed:						
	Peppina Palmer	Districtwide Substitute Food Service Helper	Effective January 3, 2023 through June 30, 2023	\$14.20/hr.	As needed	Enclosed
40. Volunteers (as listed below)						Enclosed
<u>Retroactive to 11/8/22:</u>						
Diane Bonarigo	Kayla Byrd	Tracy Byrnes				
James Cannon Jr	Christine Casey	Susan Chiddy				
Norah Janes	Elizabeth Newman	Sarah Pluta				
Kimberly Speakman						
<u>Retroactive to 11/10/22:</u>						
Jill Campbell	Daniel Christie	Stephanee Surabian				
<u>Retroactive to 11/14/22:</u>						
Gregory Hallock	Sherry Mellonthine					
<u>Retroactive to 11/16/22:</u>						
PattiAnn Pacino	Jonathan Smoak					
<u>Retroactive to 11/19/22:</u>						
William Bradley	Daniel Butler	Erik Moscicki				
Henry Moscicki	Trevor Powers	Rashaad Santiago				
<u>Retroactive to 11/21/22:</u>						
Alfred Hemer						
<u>Retroactive to 11/22/22:</u>						
Joshua Budlong	Francis Gioia III	Lynn Matteo				
<u>Retroactive to 12/5/22:</u>						
Nancy Arras	Michelle Bordinaro	Nicole Calletto				
Tsz Wa Ellen Chu	Donna Gaudy	Brittany Hein				
Elizabeth Kemp	Krista Kulikowski	Rebecca O'Donnell				
Janice Spiotta						
<u>Retroactive to 12/8/22:</u>						
Sarah Cabic	Shelby Monacelli	Christophene Robinson			Enclosed	
F. Financials						
1. Clerk's Report – October 2022						Enclosed
2. Treasurer's Report – October 2022						Enclosed
3. Budget Transfer – October 2022						Enclosed
4. Warrants						
Vendor Payments in Excess of \$10,000.00 from 11/12/22-11/18/22						
ACH Proof Listing Report for Schedule A-36						
Check Warrant Report for A-36: A 11/18/22 Warrant for 11/11/22-11/18/22						
Check Warrant Report for E-19: E 11/18/22 Warrant for 11/11/22-11/18/22						
Vendor Payments in Excess of \$10,000.00 from 11/26/22-12/2/22						
ACH Proof Listing Report for Schedule A-38						
TA-13: TA Processing 12/2/22 Payroll for 12/2/22-12/2/22						
Check Warrant Report for A-38: A 12/2/22 Warrant for 11/19/22-12/2/22						
Check Warrant Report for E-20: E 12/2/22 Warrant for 11/19/22-12/2/22						
Vendor Payments in Excess of \$10,000.00 from 12/3/22-12/9/22						
ACH Proof Listing Report for Schedule A-39						



Check Warrant Report for A-35: November 2022 Manual Checks for 11/1/22-11/30/22 Check Warrant Report for A-39: A 12/9/22 Warrant for 12/3/22-12/9/22 Check Warrant Report for E-21: E 12/9/22 Warrant for 12/3/22-12/9/22	
G. Contracts	
1. Memorandum of Agreement between the New York State Veterans Home and the Batavia High School to use the Auxiliary Gym as a Temporary Emergency Shelter	Enclosed
2. Revised Agreement between Wyoming County and Batavia City School District to provide related services to preschool children with disabilities (Section 4410 NYS Education Law); September 1, 2022 through June 30, 2024	Enclosed
3. Memorandum of Agreement between the Batavia City School District, Pembroke Central, and Byron-Bergen Central School Districts for the sharing of opportunities and resources for Winterguard for 2022-23; effective November 1, 2022	Enclosed
4. Memorandum of Understanding between Roberts Wesleyan University and Batavia City School District as an academic corporate partner to offer a 25% discount on tuition to all eligible employees of the Batavia City School District, as well as their spouses and legal dependents within the limitations as provided in the agreement	Enclosed
H. Bids	
1. Monroe #2 BOCES Cooperative AV Equipment Bid – No bids; AV items will be purchased from NYS Contract	Enclosed
2. Actions International – Surplus Pianos, No bids; Will seek need within our community or dispose of if no interest	Enclosed
I. Change Orders (2020 Vision CIP Phase 2)	
1. Change Order No. 100-005, Ingalls Site Development, Labor and Materials to add approximately seventeen linear feet of chain link fence along the property line of the parking lot (Jackson Primary), \$1,224.00	Enclosed
2. Change Order No. 102-007, Steve General Contractor, Inc., Labor and Materials associated with the reconfiguration of three (3) Team Room Ceilings to accommodate new lighting trim rings and layout (BHS), \$8,017.00	Enclosed
3. Change Order No. 102-008, Steve General Contractor, Inc., Labor and Materials to install twenty-five (25) diffusers and accessories (BHS), \$12,986.00	Enclosed
4. Change Order No. 105-001, Blackmon-Ferrell Electric, Inc., Labor and Materials to change electrical feeders to achieve 1200A, supplying the generator as per the direction in RFI 17 (BMS), \$10,385.00	Enclosed
J. Surplus	
1. Batavia High School – GBC Pinnacle 27” Laminator, Serial No. AJ1273H, Inventory ID#20180191 – no longer works	Enclosed
XII. Old Business	
A. Revised - Approve Corrective Action Plan (CAP) for the External Audit Report - Cybersecurity	Enclosed
XIII. New Business	
A. Resolution to add Director of Facilities III position	Enclosed
B. Resolution; SEQRA Type II Action - Replacement and repair of the public address/clock system at the Batavia High School and entry and classroom door hardware at Robert Morris	Enclosed
C. Resolution; Authorization and approval of the transfer of up to \$244,000.00 from the District’s Repair Reserve Fund to the District’s general fund to pay for replacement and repair of the public address/clock system at the Batavia High School and entry and classroom door hardware at Robert Morris and award of contracts related thereto	Enclosed
D. Renew Genesee County Chamber of Commerce Membership, \$185.00	Enclosed



**Batavia City School District  
Regular Meeting**

Monday, December 19, 2022

Held at BHS Superintendent's Conference Room, 260 State Street, Batavia, NY and Live-Streamed

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TENTATIVE AGENDA as of  
Thursday, December 15, 2022

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**EXECUTIVE SESSION**

XV. Motion to go into Executive Sessions to discuss:

A. Matters relating to the medical, financial, credit or employment history or 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.

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TENURE

First Reading: 12/19/22

Board Approval: 1/23/22

Name	Date of Hire	Date of Tenure	Subject	Building
Meaghan Tederous	1/28/19	1/28/23	English	BMS



**Batavia Middle School**

96 Ross St.  
Batavia, NY 14020

13

To: Jason Smith, Superintendent of Schools

From: Nate Korzelius, Middle School Principal

A handwritten signature in black ink, appearing to read "Nate Korzelius".

Re: Tenure Recommendation For Meaghan Tederous

Date: November 21, 2022

I am pleased to recommend that Meaghan Tederous be granted tenure as an English Language Arts Teacher with the Batavia City School District.

**Effective Instructional Practices**

- Designs and develops engaging instruction for her students. She is always planning and developing new strategies to meet the needs of her students.
- Creates an environment of respect and rapport with her students. Meaghan models the behaviors she seeks in her students and reinforces the value of positive behaviors.
- Establishes a culture for learning. She maintains high expectations for her students that focus on learning and their achievement.
- Leads and creates opportunities for meaningful discussions and creates learning activities that promote active participation. Meaghan is adept at making students feel safe and comfortable in their learning environment and eager to share and participate.
- Students and teachers seek out Meaghan for guidance and support as a trusted adult.

**Professional responsibilities**

- Advisor for National Junior Honor Society
- Hosts and mentors college students seeking Fieldwork Placement hours
- Reflects on her teaching and is always looking to grow as an educator.
- Always maintains accurate records that provide feedback for students and their families.
- Attends student events such as dances, field trips, and other extracurricular activities and builds relationships with students outside of the classroom.

Meaghan is an integral part of our ELA department. She routinely brings strategies, ideas, and best practices to her department and grade level with the best interest of students and their achievement in mind. She plans for student success by reviewing data and planning instruction. Meaghan Tederous is a proficient educator and is an asset to Batavia Middle School.



### FROM BATAVIA HIGH SCHOOL

Natalie Keller	Elaine Gurrant is tutoring one of my students this year. This is the most engaged he has ever been. She has been so diligent in both working with this student and his family. She is a huge asset to our district as she works behind the scenes.
Caryn Wood	<p>The BHS Drama Club is in the final preparation stages of our annual play. This year we are producing The Trials of Robin Hood. The cast and crew are working hard to bring together this hilarious comedy. I am so proud of these students and all that they work to achieve. The Drama Club play is performed in a small "Black Box" setting to expose actors to another style of theatre other than the traditional full proscenium stage. This puts our actors much closer to their audience than typical shows. The courage and dedication these students display in this show each year is truly amazing. Show dates are December 2nd through 4th.</p> <p>We will then be holding auditions for our annual musical on December 12th and 13th. We are performing Les Misérables School Edition. The students and I are very excited to bring this beloved show to our BCSD community in March.</p>
Paul Kesler	Travis Byrnes has done a wonderful job as a Health Teacher at BHS. He organizes our Red Cross Blood Drive each year and fills in capably when an administrator is absent. He will make an excellent addition to the BMS administrative staff for the rest of the school year.

### FROM BATAVIA MIDDLE SCHOOL

Marisa Samson	I wanted to share some of the great things that are happening in our SOAR groups at BMS. I am so proud of our students, the connections they are making, and the way that they are supporting one another. I have seen SOAR students help one another in making sense of homework, showing empathy to one another when they are sharing struggles, and practice active listening to make others feel heard. One student recently described SOAR club as "A home away from home" which to me highlights the connections we are building for our at-risk students through these after school groups.
Kerry Ann McBride	Although we have lost a phenomenal member of the MS library team (Doreen Shormann, transferred to JK), we have a superb new member...PLEASE WELCOME Heather Licata!!! We are very excited to have her at BMS and look forward to all the exciting projects ahead of us.

### FROM JOHN KENNEDY

Brian Sutton	<p>Eric and Krista Knapp coordinated our Thanksgiving Food Drive for 12 families in Batavia. We had literally hundreds of items of food that we delivered to very grateful families on November 21. Thank you both for your efforts and for modeling giving back to our students.</p> <p>Our SEL Team coordinated our 2<sup>nd</sup> annual Gratitude Walk and all the stations participated in mindfulness activities, received a free book or two, and wrote what they were grateful for. We had families come in to participate as well and it was wonderful to see our students show their parents how to participate in a circle! Great job SEL Team! Thank you for setting up this opportunity for our students to reflect on what they are grateful for!</p>
Melissa Calandra	4th Grade Innovators would like to thank Extreme Streetwear and Mr. Paul Grazioplene for creating videos to show a day in the life of a graphic designer. Fourth graders used their own graphic design skills to create a 3D model of an

	Iroquois longhouse. One student's design from each class will be chosen for 3D printing. So many of the students are interested in pursuing a career in this field after having a hands-on experience with it.
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### FROM JACKSON PRIMARY & ROBERT MORRIS SATELLITE

Julia Rogers	Our Social Workers and one of our OTs held a useful program for parents on Fine Motor Skills as part of their Parent Academy. Many parents were in attendance last night and were able to bring their children, as childcare was provided. Thank you so much Carrie, Lisa, Lindsey, and Julie for holding this much-needed training, and thank you Paige, Jasmine, Kelsey, Lexi, and all of the student volunteers for monitoring the childcare area!
Maureen Notaro	<p>Kelcey Kautz is a 1-1 teacher aide at Jackson Primary. She has done a fantastic job with her student. She is kind and patient and extremely positive. Even when days seem tough, Kelcey comes to work with a smile on her face. Thank you Kelcey for working so hard and making a positive impact on all of the students in the room you are assigned to work in.</p> <p>Jessica Haggerton works at the preschool program at Robert Morris. She is kind and caring and always willing to help other teachers out. She has great ideas to help students to regulate their behaviors. Her cheery disposition is a breath of fresh air. Thank you, Jessica, for all that you do to support all students.</p>
UPK Team	Thank you so much to Charlie Voorhees for re-creating our Thanksgiving placemats. This is an adorable tradition that we were able to keep doing solely because you put in the time and effort....and it was last minute. THANK YOU!!!!!! You are noticed and appreciated!
Emily Edgerton	The kids in Mrs. Neumann's room are doing amazing at trying new things and learning routines. Thanks to all the service providers and special teachers for all their support. Great job team!



Mr. Tazio

## Proposal

I am proposing to the Board of Education a spring training trip to the Jackie Robinson Training Complex in Vero Beach Florida on April 1st-8th 2023 by way of airplane for our Varsity Softball team. The cost of airfare and softball related activities including lodging, food, etc. for all players (13) and two district coaches is approximately \$28000. Total cost per player would be approximately \$1500, which should be paid mostly through fundraising efforts, but player families may have to contribute some money to cover all costs. A sample itinerary is outlined and included in this request. The team will stay on site in the Villas at the Jackie Robinson Training Complex in Vero Beach and our package includes three meals per day, softball activities, lodging and complex amenities. We have been fundraising throughout the year and the main focus of our trip is to prepare for our spring softball season with a great opportunity to get outside earlier than usual and get out on fields in nice warm weather in Florida to practice and play scrimmage games.

**Batavia Varsity Softball**  
**2023 Florida Softball Trip Request**

**Name of Advisor:** James Fazio Varsity Softball Head Coach

**Name of Chief Chaperones:** James Fazio and Jamie Masters Head JV Softball Coach

**Tour Dates:** Saturday April 1-Saturday April 8 2023

**Transportation:** airplane

**Destination:** Jackie Robinson Training Complex Vero Beach Florida

**Lodging:** at the Villas at the Training Complex

**Estimated Number of Students:** 13

**Estimated Number of Chaperones:** 2 paid coaches ( James Fazio, Jamie Masters) and 3 assistant coaches ( Brian Mruzcek, Paul Clark, and Mike Almekinder). Also many parents will accompany the team on the trip and can serve as chaperones as well.

**Tour Itinerary:** exact schedule of events is not available at this time and will be determined at a later date. A sample and typical day of events is included. The actual itinerary will be made available if board approval is obtained.

**Flight schedule:** Departure April 1 from Buffalo Airport 5:50am and arrive Orlando Airport at 8:40am. Return home on April 8 leave Orlando 10:35am, arrive Buffalo 1:15pm,

**Ground transportation from airport to complex on arrival day:** parent drivers or purchased vans/school bus

**Ground transportation from complex to airport on departure day:** parents or vans/bus

**Cost of trip per student:** approximately \$1500, includes transportation, 3 meals per day, softball activities, lodging, and complex amenities.

**Fundraising:** Players, coaches, and parents are all fundraising to pay for the majority of the trip. Some money will be paid by families of players to cover any costs not covered by fundraising efforts.



## Typical Sample Day Itinerary

7:30-8:45am Breakfast

8:45 Get softball gear and walk to training complex for practice

9:00-10:30 Practice

10:30- Walk back to villas and prepare for lunch

12-1pm lunch

1-3pm Down time at villas with use of amenities including pool, weight room, basketball, volleyball, ping pong and TV

3-6pm Scrimmage game

6-7pm Dinner

7-8pm Team meeting

8pm Kids back to rooms

11pm lights out/room check

- There will be a beach day with families on Friday April 7 in the afternoon after our morning scrimmage/practice.
- Meal times for the complex: breakfast 6:30am-9, lunch 11am-1:30, dinner 5pm-7:30
- Meals are buffet style, exact times for meals will be built around practices/scrimmages
- Daily itinerary may change during the week due to scheduling changes by the training complex

Mr. Patric

## Proposal

I am proposing to the board a spring training trip to Fort Pierce, Florida by way of Motorcoach bus chartered by D&F Travel. The cost of the bus is estimated at \$24,925. The cost per student will depend on how many students go on the trip. We currently have 30 players on the JV/Varsity rosters combined. A sample itinerary is outlined below. Vinny Carlesi is our contact and manager of the Florida Gulf Coast Training facility in Florida. He has accommodations including food, baseball activities and lodging which is estimated at \$450 per kid for the week. Breakfast and dinner are included in the price.

We have been fundraising and the kids have the opportunity to pay for their entire trip if they are motivated enough.

The cost of this year's trip will be equivalent to years past, outlined below.

**Michael D. Bromley**  
**Director of Health, Physical Education and Interscholastic Sports**  
**260 State St. Batavia, NY 14020**  
**Phone 585-343-2480 x2003 Fax 585-344-8609**  
**Email [mbromley@bataviacsdsd.org](mailto:mbromley@bataviacsdsd.org)**

To: Jason Smith  
From: Mike Bromley  
Date: December 9, 2022  
Re: Student Tours

This memo is regarding a request from James Patric, Varsity Baseball Coach. I support his request to travel to Fort Pierce, Florida leaving on Friday, March 31st and returning on Saturday, April 8th, 2023. He would like to go on the out of state trip to give the Varsity/JV baseball teams the opportunity to play games and/or scrimmages against schools from other areas of the country. This is the same trip that we have gone on for several years. I believe that our student/athletes can improve both as individuals and as a team as a result of this trip. One of the biggest advantages our athletes obtain is that they can play and practice everyday in nice weather (that is not always the case in WNY) in April.

Thank you for your consideration.

Michael Bromley

**Batavia Varsity Baseball**  
**2023 Florida Baseball Trip Request**

**A.) NAME OF ADVISOR**

James Patric

**B.) Name of Chief Chaperone**

James Patric

**Tour Dates**

Florida : Friday, March 31, 2023 – Saturday , April 8, 2023

**Destination**

Ft. Pierce, Florida

Comfort Inn and Suites Hotel

Florida Coast Spring Training

**E.) Estimated Number of Students**

Approximately 30

**F.) Estimated Number of Chaperones**

2 paid coaches - James Patric & Derrick Busch

Chaperone - Scott Lazarony & Ron Kleinbach

**G.) Tour Itinerary**

Exact itinerary is not available at this time, it will be determined at a later date. A sample itinerary is included. The actual itinerary will be established if Board Approval is obtained.

Flight Itinerary (Sample from past years)

April 1st leave Buffalo 9:00 AM arrive Baltimore 10:45, leave  
Baltimore 11:40 and arrive in West Palm Beach 3:00

April 8th leave West Palm Beach 10:25 arrive Baltimore 3:20, leave  
Baltimore 4:40 arrive in Buffalo at 6:00

Ground Transportation

March 31st leave Batavia 4:00 PM

Arrive April 1st Fort Pierce, Florida

We will make a stop in North Carolina to change drivers about 12 hours in.  
We will make stops along the way as needed. Same on the return.

April 7th leave Fort Pierce, Florida 4:00 PM

Arrive April 8th in Batavia 4:00 PM

H.) **Cost of Trip per Student**

\$1250 per player. This includes all fees (flight or ground transportation, food and lodging)

I.) **Number and types of Planned fundraisers**

Boosters raise a majority of the money through fundraisers.

J.) **Estimated dollar value to family**

The cost depends on how much each player does. There is plenty of opportunity to raise most if not all of the \$1250 per player. Any player who falls short of their fundraising goal and can not pay the balance, will be helped by their own parent/guardian. Boosters may help if necessary.

Batavia Varsity Baseball 2022-2023  
Fundraising Plan  
Advisor-James Patric & Nickie Fazio  
Treasurer-Larry Hale

Name of Organization - Boys Baseball

Tour Destination - Fort Pierce, Florida

Tour Dates - March 31- April 8 2023

EVENT DAYS	FUNDRAISING EVENT	ANTICIPATED REVENUE	GOAL
October	Batavia Baseball Golf Tournament	5500.00	4000.00
October	Concession Stand at Vendetta	550.00	600.00
January	Grill/Meat Package Raffle	15,000.00	18,000.00
February	Bowling Tournament	1500.00	1500.00
March	Applebee's Pancake Breakfast	1200.00	1500.00
April	Batavia Baseball Program	2500.00	2500.00

Cost of Trip Per Student	1250.00 (Estimated)
Number of Students	30
Total Cost of Trip	37,500.00
Anticipated Fundraising Amount	24,750.00
Exact Cost Per Student	TBD
Student Contribution	425.00 (This number will fluctuate based upon involvement in fundraising)

# Florida Coast Spring Training Itinerary

## Friday, March 31, 2023

Depart from Batavia 4:00 PM

## Saturday, April 1, 2023

4-5 Arrive at the Comfort Inn

5-6 Check in and unload luggage

6-7 Dinner TBA

7-9 Get practice gear, travel to complex, practice

9-9:30 Travel go hotel

9:30-11 Hotel, Shower, Eat near hotel, Stay in hotel.

11 pm lights out/ room check

## Sunday, April 2, 2023

8:00-9:00 Breakfast

9-9:30 Get practice gear, travel to complex, practice

9:30-12 Practice

12-1 lunch

1-1:30 Travel to complex

1:30-5:30 Scrimmage at complex

5:30-6 Travel to Hotel

6-7 Dinner

7-7:30 Travel to hotel

7:30-8:30 team meeting

8:30-11 players in rooms - rest, video games, tv, cards, etc.....

11 pm lights out/room check

## Monday, April 3, 2023

8:00-9:00 am Breakfast

9-9:30 Get practice gear, travel to complex, practice

9:30-1 Practice

1-1:30 Travel to Hotel

1:30-2:30 lunch

2:30-3 Get practice gear, travel to complex, practice

3-6 Scrimmage

6-6:30 Travel to Hotel



6:30-8 Dinner  
8-8:30 Travel back to hotel  
8:30-11 Shower, Eat near hotel, Stay in hotel.  
11 pm lights out/room check

**Tuesday, April 4, 2023**

8:00-9:00 Breakfast  
9-9:30 Get practice gear, travel to complex, practice  
9:30-12 Practice  
12-1 lunch  
1-1:30 Travel to complex  
1:30-5:30 Scrimmage at complex  
5:30-6 Travel to Hotel  
6-7 Dinner  
7-7:30 Travel to hotel  
7:30-8:30 team meeting  
8:30-11 players in rooms - rest, video games, tv, cards, etc.....  
11 pm lights out/room check

**Wednesday, April 5, 2023**

8:00-9:00 am Breakfast  
9-9:30 Get practice gear, travel to complex, practice  
9:30-1 Practice  
1-1:30 Travel to Hotel  
1:30-2:30 lunch  
2:30-3 Get practice gear, travel to complex, practice  
3-6 Scrimmage  
6-6:30 Travel to Hotel  
6:30-8 Dinner  
8-8:30 Travel back to hotel  
8:30-11 Shower, Eat near hotel, Stay in hotel.  
11 pm lights out/room check

**Thursday, April 6, 2023**

8:00-9:00 am Breakfast  
9-9:30 Get practice gear, travel to complex, practice  
9:30-1 Practice  
1-1:30 Travel to Hotel  
1:30-2:30 lunch

2:30-3 Get practice gear, travel to complex, practice

3-6 Scrimmage

6-6:30 Travel to hotel

6:30-7 Travel to dinner

8-10:00 Practice/Intersquad Scrimmage

10-10:30 Travel to hotel

10:30-11 rest in rooms

11pm Lights out/room check

#### **Friday, April 7, 2023**

8:00-9:00 am Breakfast

9-9:30 Get practice gear, travel to complex, practice

9:30-1 Practice

1-1:30 Travel to Hotel

1:30-2:30 lunch

2:30-3:00 Check out and load the Bus

4:00 Depart from Fort Pierce, Florida

#### **Saturday, April 8, 2023**

Arrive in Batavia 4:00 PM

**\*In between practices and games or before bed checks players will; play cards/board games, video games, watch TV, read books, work on homework including online assignments, text etc.....**





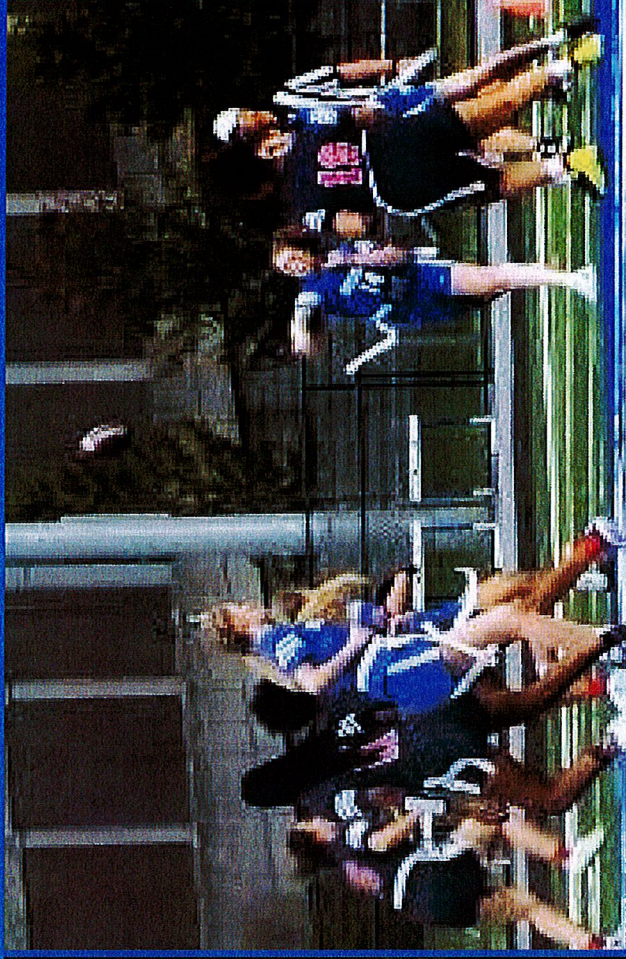
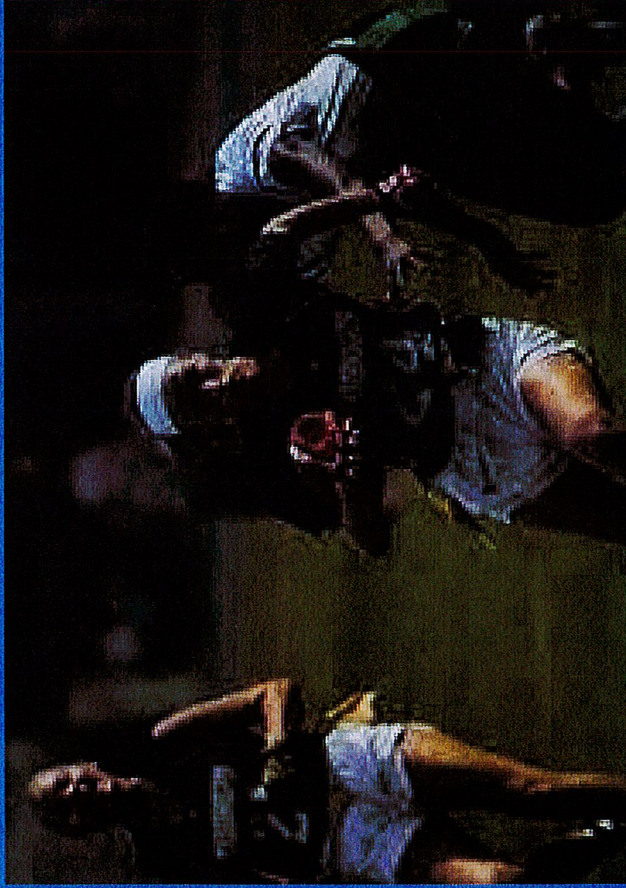
# Batavia Blue Devil Athletics



Flag Football Pilot  
Spring 2023



# What is Flag football?





# History of Girls Flag Football in the NYSPHSAA

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2022 - first year of flag football sanctioned by the NYSPHSAA

2022 - 8 teams piloted in Section V (Destiny Christian, Rochester Academy, James Monroe, Edison Tech, Eastridge, Canisteo-Greenwood, Irondequoit, Spencerport)

2023 - 22 schools have indicated they may have a team



# The Rules.....

*The NYSPHSAA has issued a 13 paged document outlining the officials rules for the 2021-2022 Pilot Season.*

## **Roster & Athletes**

- Games will consist of a 7 vs. 7 line up

## **Field Size & Equipment**

- Minimum 40 yards; schools may use regulation size field
- High School Football Field full field for our contests: HS Stadium
- Youth Size Football
- Certified Flag Belts for all athletes



# The Rules continued.....

## Length of Play

- 48 minutes total
- Two 24 minute halves, 5 minute halftime
- Overtime rules apply
- Extra Point: 1 pt. from the 3 yard line, 2 pts. from the 10 yard line, or 3 pts. from the 20 yard line

## Game Play Overview

- Four Downs to pass zone-line-to-gain or end zone
- All players are eligible to catch a pass
- When the flag is clearly taken from the runner in possession of the ball, the down shall end.



## Batavia Blue Devil current girls sports offered in the Spring

---

1. Softball - Varsity, JV and Modified
2. Track & Field - Varsity, JV and Modified

10 girls in grades 9-12 have directly emailed the AD office asking if we would be offering girls flag football in the spring.



# How can it work in Batavia?

---

Spring coaches are concerned that many of the girls that have inquired about flag football are currently a spring sport athlete in one of our two offered sports.

Dual Participation is possible.

1. Potential late practices on turf at Vandetta Stadium
2. Potential Saturday contests
3. Estimate 2-3 practices per week



# Anticipated Budget Breakdown

ITEM	ANTICIPATED COST	TOTAL ESTIMATED COST
Coaching Stipends	Head Coach - \$2,500 Asst. Coach - \$1,875	\$4,375
Uniforms	30 @ \$60.00	\$1,800
Officials	Estimate 4 home games \$108 per official x 3 per game	\$1,296
Transportation	Estimate 4 away games \$300 per trip	\$1,200
Game Management Cost	2 chaperones 1 Clock/Video Board operator	\$720
Total Cost		\$9,391



Thank you for considering.

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Questions???





## John Kennedy Intermediate School Update





# Mission and Vision Statements

## DISTRICT MISSION STATEMENT

The Batavia City School District is committed to empowering students to achieve their maximum potential, while becoming socially responsible citizens.

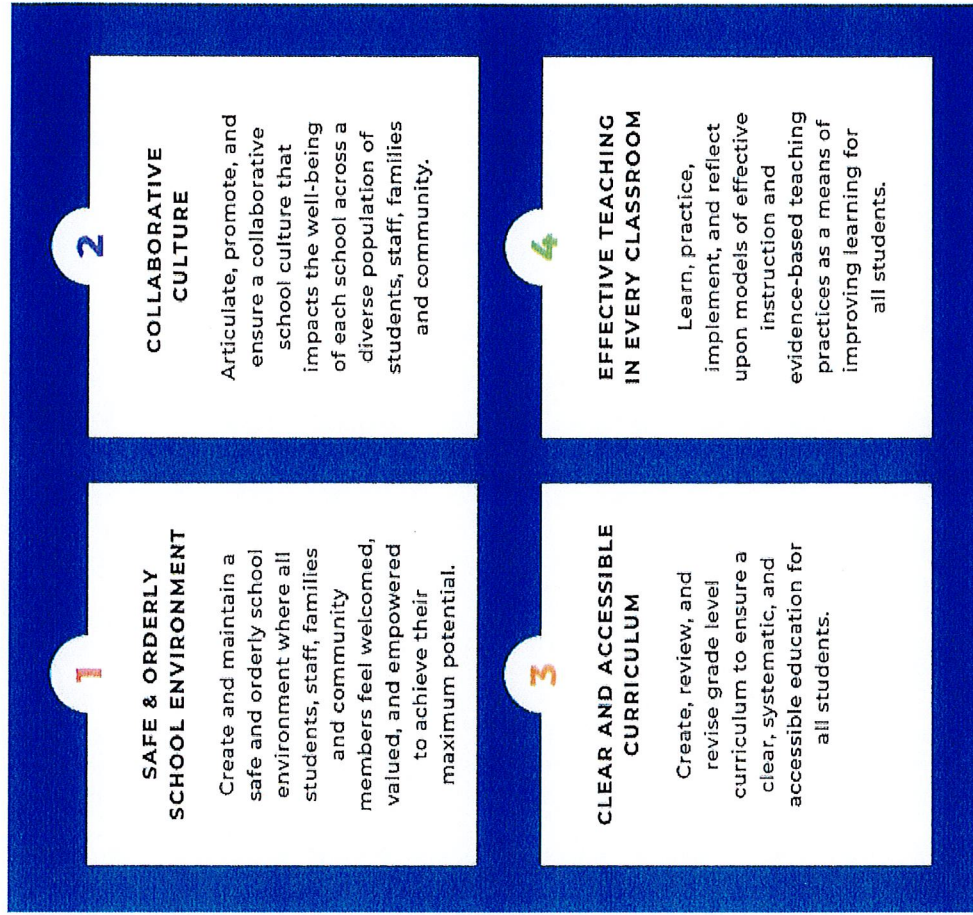
## DISTRICT VISION

The Batavia City School District, in partnership with the Batavia community, will provide a safe and nurturing environment to develop students with high moral character who are able to successfully meet life's challenges.

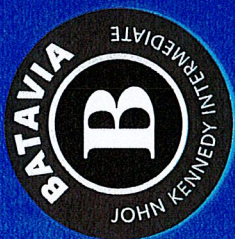


# Strategic Plan

What we are doing at JK?







# Goal 1

**1**  
**SAFE & ORDERLY  
SCHOOL ENVIRONMENT**  
Create and maintain a  
safe and orderly school  
environment where all  
students, staff, families  
and community  
members feel welcomed,  
valued, and empowered  
to achieve their  
maximum potential.

Improve chronic absenteeism rate as evidenced by an improvement of attendance from the 2020-21 & 2021-22 school years.



# Improve Chronic Absenteeism



## JK 2022-2023 Strategies to Improve Chronic Absenteeism



### Weekly CAPS Meetings

Administration, counselors, School Psychologist & District Social Worker meet weekly to discuss attendance of individual students and create plans of action.

### SOAR

A JK teacher oversees this grant-funded program aimed at offering exciting, new opportunities led by JK staff for at-risk students after school at JK.

### Communication with Families

Conversations with parents/guardians to assess barriers and to create plans for getting students to school. Referring families to district social worker. Home visits, Letters home, Phone calls, text & emails to parents

### Check In, Check Out

School wide initiative to connect at-risk students daily with adults in the school building for relationship building and accountability.

### Attendance Improvement Incentives

JK School Family Meeting Shout Outs, dedicated line with the therapy dog Tilly, McDonald's ice cream coupons, free snack passes

### Collaborating with Outside Agencies

Monthly in person meeting with Genesee Mental Health representative. Communication with students' outside counselors, Backpack Program for food, Primary Project at school.

## Multi-Tiered Systems of Support

### MTSS Handbook

John Kennedy Intermediate School  
Batavia CSD

## ATTEND TODAY, ACHIEVE TOMORROW

### GOOD SCHOOL ATTENDANCE MEANS...



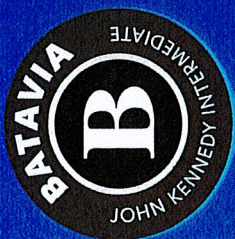
Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—just 18 missed days or 2 days a month—can keep students off track.



### SAFE & ORDERLY SCHOOL ENVIRONMENT

Create and maintain a safe and orderly school environment where all students, staff, families and community members feel welcomed, valued, and empowered to achieve their maximum potential.





# Goal 2

3  
CLEAR AND ACCESSIBLE CURRICULUM  
Create, review, and revise grade level curriculum to ensure a clear, systematic, and accessible education for all students.

Improve student reading and writing performance by ensuring a clear and accessible ELA curriculum:

- 80% of 2nd Grade students will increase their performance in reading and writing as evidenced by an increase of at least 20% on the iReady Reading diagnostic.
- 3rd Grade students will increase their performance in reading and writing as evidenced by an increase of proficient scores on the NYS ELA Assessment from 47% to 52%.
- 4th Grade students will increase their performance in reading and writing on the NYS ELA Assessment as evidenced by the rate of proficient scores going from 31% to 36%.



# Increasing ELA Performance

- Piloting Wit and Wisdom Curriculum in 2nd Grade (K-2)
- Piloting Wonders Curriculum in 3rd and 4th Grade (3-5)
- Use of WIN ELA Time focus on student performance and targeting misconceptions, academic struggling areas, giving on grade level text, and reading and writing with above grade level material
- Weekly practice with NYS released passages and questions (grades 3&4)
- Tiered Intervention services

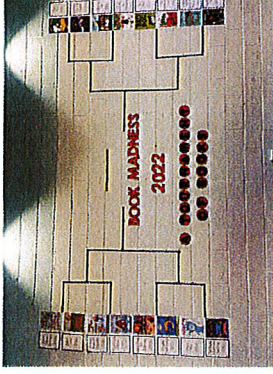


Literacy Benchmarks			Progress Monitoring Instruction at Level June 22		Ready Reading		Unit 5		Unit 6		Unit 7	
June 22	Oct	Jan	June	June 22	Oct	Jan	May	Unit 5	Unit 6	Unit 7	Unit 7	Unit 7
391	289			E	Grade 1			52	24			
483	368			O	Mid 3			88	100	96		
443	314			L	Grade 1			56	64	24		
409	285			K	Grade 1			92	80	84		
482	362			F	Grade 2			88	80	55		
442	326			J	Grade 2			80	92	76		
459	326			M	—			88	88	80		
486	377			N	Late 3			98	100	100		
489	383			O	Late 3			98	100	96		
421	322			J	Early 3			84	96			
446	352			N	Grade 2			88	88	80		
435	332			K	Grade 2			88	100	92		
482	388			N	Late 3			92	96	100		
					ade K			72	24	20		
					ade 1			40	48	20		
					ade 1			84	84	76		
								Average	82.8	86.8	75.0	

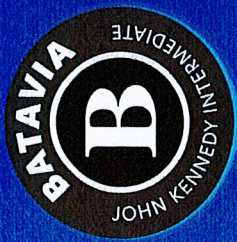


# Increasing ELA Performance

- Tilly Time to encourage students to show comprehension and increase motivation
- Monthly Grade Level Meetings where teachers are presenting to colleagues on standards that they have shown proficiency in based on last year's state test results
- Book Bowl
- One Book One School
- Sight Word practice infused into PE
- Cross curricular collaboration (Music, Art, STEAM, Library, PE) to build background knowledge and align with the ELA standards while being taught







3  
CLEAR AND ACCESSIBLE  
CURRICULUM  
Create, review, and  
revise grade level  
curriculum to ensure a  
clear, systematic, and  
accessible education for  
all students.

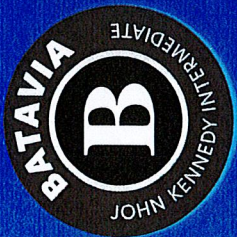
# Grade 3 ELA - 47% Proficiency

New York State - 46% Proficiency  
2022 Similar School Ranking 1st out of 16

# Grade 4 ELA - 31% Proficiency

New York State - 42% Proficiency  
2022 Similar School Ranking 5th out of 16





# Goal 3

**3**  
**CLEAR AND ACCESSIBLE CURRICULUM**  
Create, review, and revise grade level curriculum to ensure a clear, systematic, and accessible education for all students.

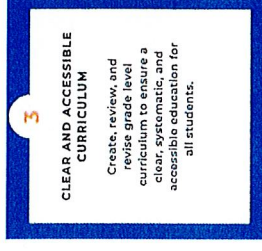
Improve student mathematical performance by ensuring a clear and accessible Math curriculum:

- 80% of 2nd Grade students will increase their performance in mathematics as evidenced by an increase of at least 20% on the iReady Math diagnostic.
- 3rd Grade students will increase their performance in mathematics as evidenced by an increase of proficient scores on the NYS Math Assessment of 51% to 56%.
- 4th Grade students will increase their performance in mathematics on the NYS Math Assessment as evidenced by the rate of proficient scores going from 40% to 45%.



# Increasing Math Performance

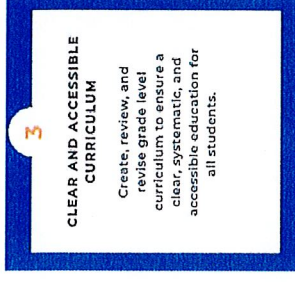
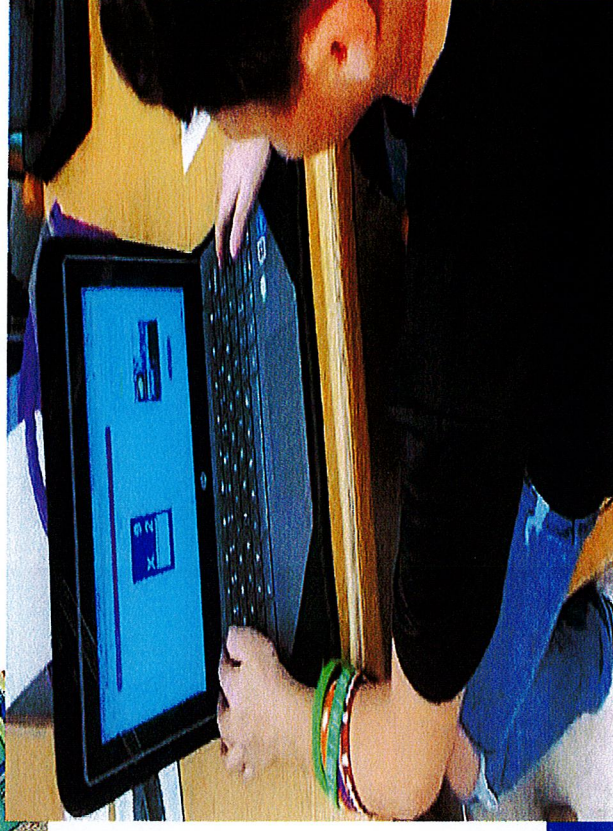
- Monthly Grade Level Meetings where teachers are presenting to colleagues on standards that they have shown proficiency in based on last year's state test results
- Weekly practice with NYS released passages and questions (Grades 3&4)
- Tiered Intervention services based on data, adjusted as needed and quarterly
- Use of WIN Math Time focus on student performance and targeting misconceptions, academic struggling areas, homogeneously grouping students to target standards previously and currently being taught



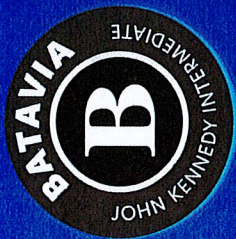


# Increasing Math Performance

- Math Mats installed in hallway to build fact fluency
- Math Mats used in classrooms to have students actively practicing their fact fluency
- Math Madness schoolwide faculty and student challenge in March
- Extended Day Morning Math Program for Grade 2 students
- Cross curricular collaboration (Music, Art, STEAM, Library, PE) to build background knowledge and align with the Math standards while being taught







3  
CLEAR AND ACCESSIBLE  
CURRICULUM  
Create, review, and  
revise grade level  
curriculum to ensure a  
clear, systematic, and  
accessible education for  
all students.

# Grade 3 Math - 51% Proficiency

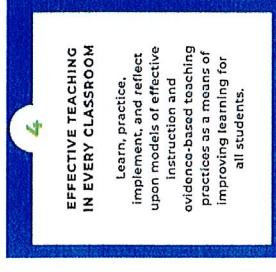
New York State - 48% Proficiency  
2022 Similar School Ranking 1st out of 16

# Grade 4 Math - 41% Proficiency

New York State - 43% Proficiency  
2022 Similar School Ranking 2nd out of 16



# Data Driven Decision Making

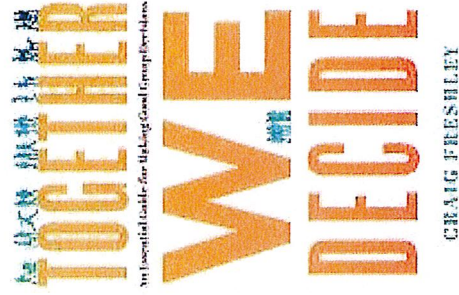
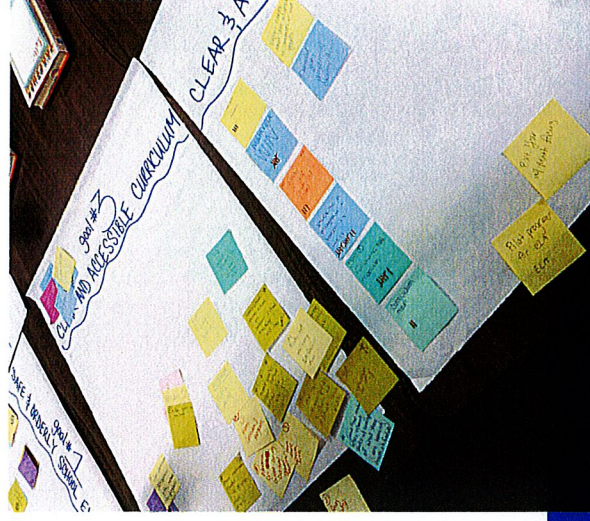
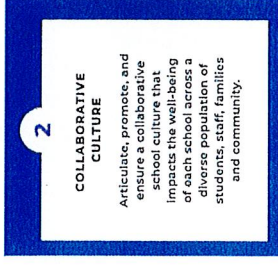


- Data Meetings
  - Monthly 1:1 Data Meetings where we discuss student performance on assessments and eDoctrina released questions to monitor their progress
  - Discuss pacing of Math and ELA lessons
  - Reading intervention teachers join classroom teachers during the ELA part of the data meeting since they pull their students
  - Review progress towards IEP goals with self-contained teachers
  - Create action plans for students not reaching a mastery level on Math and ELA assessments
- Grade Level Meetings
  - During the day teachers meet once a month to review pacing guide, discuss WIN groups, and analyze student work
  - After school meetings are used for teachers to share strategies, discuss the learning focus (anticipatory set, learning targets, etc.) from Mike Schmoker's book Focus.
  - Teachers that demonstrated highly effective instruction based on last year's state test for each priority standard share their approach
- Faculty Meetings
  - Teachers reflected on what we already do at JK to work towards our building goals and gave new ideas for the Shared Decision Making team to review and potentially implement.



# Shared Decision Making Team

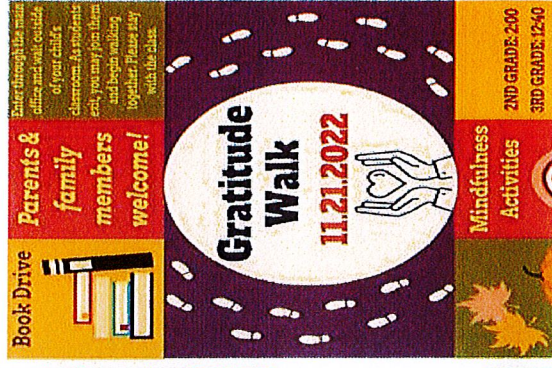
- Book study Together We Decide by Craig Freshley
- The team created and aligned our JK building goals with the District's Strategic Plan then generated lists of what we currently do and can possibly implement in the future to work towards meeting the goals.





# Social Emotional Learning

- First Friday of every month we have our Circle Up which focuses on characteristics and values that represent the JK Way.
  - Values and Expectations, I feel statements, Gratitude, Worry, Working Hard, Coping Skills, Motivation, Kindness, Empathy, and the Future
- Get Spotted Challenge
- Tilly Tickets
- Caught Being Best Elf
- Thanksgiving Food Donation



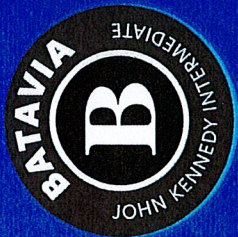


# Social Emotional Learning

- Toy Drive
- Installed a sensory room for breaks when students need it
- JK Family Meetings
- Operation Kindness
- Careers & Candy, Spirit Weeks, Color Run, Mud Run, and a Dance!
- Welcome Back to School Night, Gratitude Walk, Family Nights







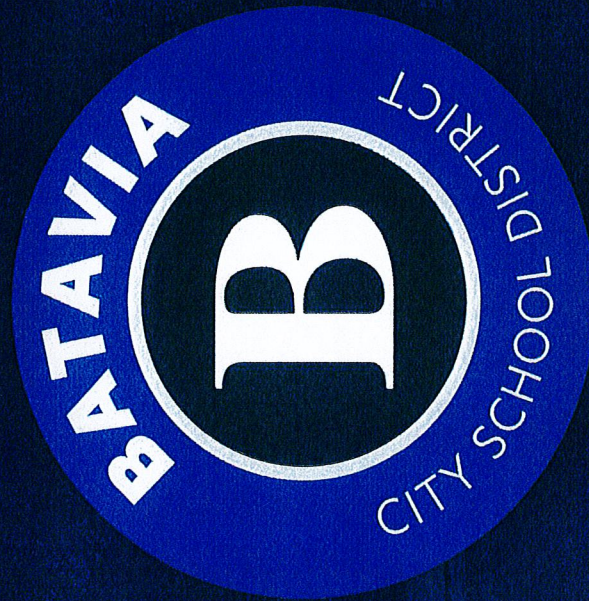
# Thank you, BCSD Board of Education



We appreciate your unwavering support and dedication to the students, staff, and our Batavia community.

**Thank you for all that you do!**

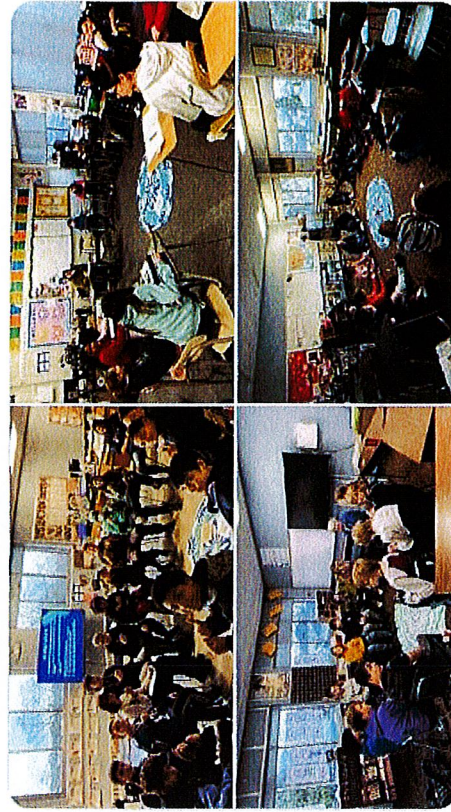
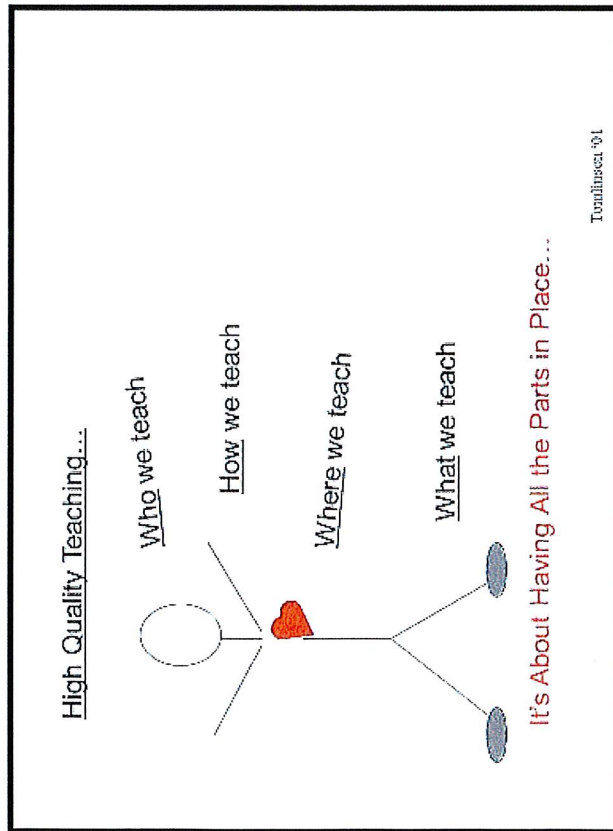




NYS Assessment Data Updates  
Grades 3-8 Testing  
By Dr. Molly Corey  
December  
2022



# Our commitment....





English Language Arts (ELA)										
Percent of Students Level 3 and 4 in Grades 3 - 8										
Grade Level	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Grade 3	22%	23%	24%	42%	38%	46%	40%		50%	47%
Grade 4	34%	19%	26%	37%	42%	39%	35%		48%	31%
Grade 5	28%	24%	25%	27%	31%	32%	29%	CO VID	36%	19%
Grade 6	32%	25%	28%	21%	31%	47%	44%	Clos ure	61%	55%
Grade 7	26%	20%	27%	34%	21%	35%	39%		34%	38%
Grade 8	38%	31%	35%	29%	44%	45%	45%		64%	50%



2021-22 NYS Test data  
Similar School Comparison  
Percent Passing: Level 3&4

English Language Arts (ELA)							
School	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	
Batavia	47%	31%	19%	55%	38%	50%	
	35%	30%	22%	47%	33%	32%	
	23%	20%	28%	50%	42%	31%	
	19%	18%	20%	39%	17%	25%	
	32%	37%	18%	36%	32%	34%	
	29%	28%	17%	40%	35%	36%	
	35%	23%	20%	47%	34%	42%	
	18%	10%	23%	20%	10%	25%	
	26%	35%	23%	47%	31%	29%	
	36%	29%	24%	53%	31%	42%	
	30%	34%	14%	40%	23%	31%	
	37%	27%	24%	46%	24%	39%	
	29%	28%	18%	41%	25%	27%	
	46%	45%	30%	54%	26%	39%	
	28%	21%	26%	45%	31%	37%	
	21%	21%	17%	35%	18%	31%	
Batavia's Rank out of 16 in 2022	1st	5th	11th	1st	2nd	1st	
In 2018-19	6th (tied)	4th	2nd	2nd	2nd	1st	
In 2017-18	2nd (tied)	4th (3 way tie)	2nd	2nd	1st	1st	
In 2016-17	2nd	1st	3rd	1st	14th	1st	
In 2015-16	1st	3rd	3rd	10th	2nd	7th	

District Average Comparison  
Percent Passing: Level 3&4

English Language Arts (ELA)								
School	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-2021	2021-22
Batavia	24	27	32	34	40	38	No Test Data (2019-20) and Released Questions Only (2020-21)	39
	26	25	28	29	33	33		33
	21	21	26	25	27	26		23
	19	20	20	20	20	20		23
	18	21	23	21	31	35		31
	20	20	24	23	29	29		31
	22	22	23	27	31	29		33
	13	9	15	10	16	15		17
	26	23	25	28	32	32		32
	25	23	29	28	32	36		36
	17	17	20	20	20	20		29
	23	21	27	26	35	38		33
	25	24	36	30	32	31		28
	26	34	39	40	37	34		40
	23	24	30	29	34	33		32
	20	20	25	23	29	25		23
Batavia's Rank out of 16	3rd	2nd	3rd	2nd	1st	1st (2 way tie)		2nd



# Mathematics

Percent of Students Level 3 and 4 in Grades 3 – 8

Grade Level	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Grade 3	22%	23%	24%	42%	38%	46%	40%		Released questions only 50%	47%
Grade 4	34%	19%	26%	37%	42%	39%	35%	CO	48%	31%
Grade 5	28%	24%	25%	27%	31%	32%	29%	VID	36%	19%
Grade 6	32%	25%	28%	21%	31%	47%	44%	Clo	61%	55%
Grade 7	26%	20%	27%	34%	21%	35%	39%	sur	34%	38%
Grade 8	38%	31%	35%	29%	44%	45%	45%	e	64%	50%



2021-22 NYS Test data  
Similar School Comparison  
Percent Passing: Level 3&4

Mathematics							
School	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	
Batavia	51%	41%	19%	37%	23%	34%	
Albion	36%	25%	20%	29%	32%	35%	
Cortland	33%	33%	22%	39%	23%	18%	
Geneva	19%	19%	20%	19%	16%	28%	
Hornell	35%	23%	8%	16%	16%	24%	
Jamestown	33%	29%	16%	25%	24%	24%	
Kingston	36%	27%	14%	26%	21%	31%	
Lackawanna	22%	13%	16%	13%	13%	3%	
Little Falls	39%	46%	27%	9%	6%	24%	
Lockport	43%	35%	25%	30%	27%	26%	
Newark	30%	30%	17%	19%	11%	14%	
Olean	50%	33%	19%	22%	30%	37%	
Oneida	28%	29%	30%	29%	21%	30%	
Oneonta	50%	38%	25%	26%	24%	26%	
Oswego	29%	30%	26%	30%	23%	19%	
Rome	23%	20%	17%	20%	14%	33%	
Batavia's Rank out of 16 in 2021-22	1st	2nd	9th	2nd	6th	3rd	
In 2018-19	3rd	1st	2nd	1st (tied)	4th	7th (tied)	
In 2017-18	2nd	1st	4th	3rd (tie)	5th	12th	
In 2016-17	1st	1st	5th (tied)	6th	9th (tied)	11th (tied)	
In 2015-16	2nd	2nd (tie)	9th	11th	7th (tied)	14th (tied)	



District Average Comparison  
Percent 3&4

Math								
School	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-2021	2021-22
Batavia	29	34	36	38	43	43	 No Test Data (2019-20)  and  Released Questions Only (2020-21)	35
	31	31	27	32	36	41		29
	26	31	32	32	34	32		28
	21	22	20	18	20	17		-
	18	24	20	21	22	28		22
	22	22	21	23	24	26		25
	24	28	31	31	31	30		26
	16	19	9	11	13	18		12
	24	35	32	36	38	37		26
	27	32	33	34	41	43		
	17	17	23	23	16	19		20
	20	27	28	29	34	40		32
	36	39	46	44	48	43		
	33	39	39	37	38	36		32
	29	33	35	32	39	39		26
	19	25	31	28	30	27		21
Batavia's Rank out of 16	4th	3rd	3rd	2nd	2nd	1st (3 way tie)		1st

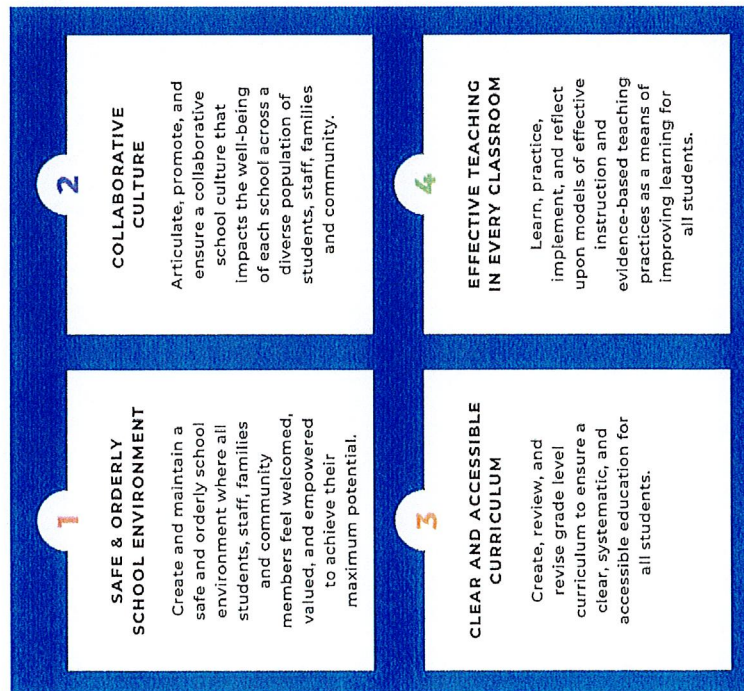


## In conclusion

Celebrations	Growth Opportunities
❖ District Ranking is strong in both ELA and Math when compared against similar schools	❖ Grade 5 – our coaches are working closely with this new team
❖ Grade 3 is first for both ELA and Math	❖ Grade 7 and 8 math – would love to find ways to motivate the students with choice or application in an applied setting
❖ ELA holds first place in three grade levels (3 <sup>rd</sup> , 6 <sup>th</sup> , and 8 <sup>th</sup> grades)	
❖ Math take 1 <sup>st</sup> or 2 <sup>nd</sup> in four of six grade levels making us number one for math as a district	



# What were are doing to improve...



- Our mindset – focus on **continuous school improvement**. **Slow and steady wins the race!**
- Continue to build capacity with Batavia's Instructional Leadership team to support data meetings, prioritizing standards, selecting key instructional strategies and creating purposeful practice opportunities
- Continue to **discuss** progress using multiple measures per content and grade level



# Questions



The **Regular Meeting** of the Batavia City School District Board of Education was called to order on **Monday, November 14, 2022 at 6:00 PM** by Mr. John Marucci, Board of Education President.

Call to Order

**Members Present:** John Marucci, Alice Ann Benedict, Barbara Bowman, Jennifer Lendvay, and Korinne Anderson and Julia Petry, Student Ex-officio

Roll Call

**Excused:** John Reigle, Chezeray Rolle

**Others Present:** Jason A. Smith, Superintendent; Brittany Witkop, District Clerk; Scott C. Rozanski, Business Administrator/Assistant District Clerk; Dr. Molly Corey, Executive Director of Curriculum and Instruction; Trisha Finnigan, Executive Director of Staff Development and Operations; Antonio Madau, Vice President of Batavia Teachers' Association; Nicholas Bestine, AV Coordinator; Nathan Korzelius, Batavia Middle School Principal; John-Martin Cannon, Batavia Middle School Assistant Principal; Lindsey Leone, Batavia Middle School Assistant Principal; Alex Veltz, Teacher; Melanie Case, Teacher; John Kirkwood, Teacher/Hockey Coach

Students with Mrs. Case: Aubrey Reinhardt and Grady Moore  
Parents: Samantha Reinhardt and Cassandra Moore

Mr. Marucci welcomed those present to the meeting and led the pledge to the flag.

Pledge to Flag

Public to be Heard – None

Public

### Good News!

Good News

Mr. Marucci shared information on recent events, thank you notes, and accomplishments from all of our schools, staff members, and administrators. These will be sent out to all staff and posted on our website and social media.

### Batavia Middle School Chorus Trip Proposal – Mrs. Case and students, Aubrey Reinhardt and Grady Moore

Chorus Trip

The trip will be to New York City for the Batavia Middle School mixed and treble chorus to perform. Dates are April 27-28, 2023 via First Choice Educational Tours with an estimated cost of \$419.00 per person. There are approximately 40 students and four chaperones.

**Motion made by** Mrs. Bowman, seconded by Mrs. Benedict to approve this trip.

**Yes – 5** [Marucci, Benedict, Bowman, Lendvay, Anderson] **No – 0** **Absent – 2** [Reigle, Rolle]

**Motion carried.** [5-0]

### Batavia High School Close-Up Trip Proposal – Mr. Alex Veltz

Close-up Trip

The trip will be to Washington D.C. for Batavia High School junior and senior students. Dates are March 19-25, 2023 via plane from the Rochester International Airport. There are 17 students interested in the trip with an estimated cost of approximately \$1,000.00 per person. There will be two chaperones. The cost covers travel, hotel, and meals each day.

**Motion made by** Mrs. Lendvay, seconded by Mrs. Benedict to approve this trip.

**Yes – 5** [Marucci, Benedict, Bowman, Lendvay, Anderson] **No – 0** **Absent – 2** [Reigle, Rolle]

**Motion carried.** [5-0]



**Batavia United Ice Hockey Trip Proposal – Mr. Staley and Mr. Kirkwood**

Hockey Trip

The trip will be to the Albany Academy Tournament from December 29-30, 2022. There will be approximately 22-24 students who will travel with and stay in the hotel with their parents. Two coaches and two volunteer coaches will be attending. There is no associated cost to the school for this trip since students are traveling and staying with their parents.

**Motion made by** Mrs. Bowman, seconded by Mrs. Lendvay to approve this trip.

**Yes – 5 [Marucci, Benedict, Bowman, Lendvay, Anderson] No – 0 Absent – 2 [Reigle, Rolle]**

**Motion carried. [5-0]**

**Batavia Middle School Update – Mr. Korzelius, Mrs. Leone, and Mr. Cannon**

BMS Update

Mr. Korzelius, Mrs. Leone, and Mr. Cannon presented to the Board work being done at the middle school to align with our Strategic Plan. They highlighted their goals for literacy, academic achievement, shared decision-making, and social-emotional learning and how they will work on these items as a team.

**Superintendent's Report – Mr. Smith**

Superintendent

Mr. Smith congratulated our All County Cross Country Team athletes and our Batavia Football Team and coaches. Great job!

We had two very nice music events with Rockband and Chorus recently. Our Veterans Day celebration went very well. Thank you to Mr. Grillo and Mrs. Haggett for your hard work.

The annual Make a Difference Day was well attended by our Batavia High students. Thank you to Mr. Kesler for coordinating a joint effort in this community event.

Batavia High and Middle School staff participated in Emergency Response training provided by the Batavia Police Department. Jackson and John Kennedy staff had the same training earlier in the year.

The Leadership Team has a renewed instructional focus this year. In September and October, they worked on anticipatory sets - how to start a lesson. In November and December, they will work on learning goals and then move to feedback and checking for understanding.

**Student Ex-Officio's Report – Miss Julia Petry**

Student

Miss Petry reported the following:

- Thank you to the Art Department for working so hard on the murals of the new logos.
- December 2-4, 2022, Drama Club is performing their play "The Trials of Robin Hood". Break a leg, Drama Club!
- Six of our high school students were accepted into Area All-State
  - Mixed chorus: Seniors Paul Daniszewski, and Dominic Grillo
  - Treble choir: Seniors - Clara Wood, Abi Hoerbelt, Casey Tatarka, and Junior - Melania Frias
  - They perform on November 19<sup>th</sup>.
- The winter concert will be on December 15th at 7 pm. Good luck to all our students performing.



**Motion made by Mrs. Lendvay, seconded by Mrs. Benedict, to amend the agenda, as altered.**  
**ADD - Consent**

**Agenda Alts.**

L. Resolution to Host Incomplete Teams for Wrestling and Indoor Track and Field for 2022-23 Winter Athletic Season; Pembroke and Notre Dame – Wrestling; Byron-Bergen – Indoor Track and Field  
RESOLUTION

**Incomplete Teams Approval**

Upon recommendation of the Superintendent of Schools, the following Incomplete Teams will be hosted by the Batavia City School District for the Winter Athletic Season 22-23:

- Pembroke wrestling - 3 students / Coach Rick Stewart
- Notre Dame wrestling - 3 students/ Coach Rick Stewart
- Byron-Bergen Indoor Track & Field - 5 students / Coach Nick Burk

**Yes – 5 [Marucci, Benedict, Bowman, Lendvay, Anderson] No – 0 Absent – 2 [Reigle, Rolle]**

**Motion carried. [5-0]**

**Motion made by Mrs. Benedict, seconded by Mrs. Anderson - Upon the recommendation of the Superintendent, BE IT RESOLVED** to approve the following Consent Items, A-L

**Consent Items**

- A. Board of Education Minutes: 10/17/22
- B. CSE Reports: 9/29/22 (1), 10/6/22 (2), 10/13/22 (2), 10/18/22 (5), 10/20/22 (5), 10/24/22 (1), 10/24/22 (2 – Amendment with no meeting held), 10/25/22 (8), 10/27/22 (1), 10/27/22 (1 – Amendment with no meeting held), 11/1/22 (3), 11/3/22 (1), 11/3/22 (3 – Amendments with no meeting held)  
CPSE Reports: 10/14/22 (2 – Amendments with no meeting held), 10/24/22 (17), 10/27/22 (1)
- C. Retirement
1. Susan Richenberg, Teacher Aide [JA], effective December 31, 2022
- D. Resignations
1. Russell Flaherty, Cleaner [BHS], October 8, 2022
2. Spencer Head, Social Studies Teacher [BHS], November 19, 2022
3. Lisa Scapillato, English Teacher [BMS], effective November 23, 2022
4. Courtney Wise, ENL Teacher [JA], effective December 10, 2022
- E. Appointments
1. Tenure [First Reading 10/17/22, Approval 11/14/22]

**BOE Minutes  
CSE/CPSE**

**Retirement  
S. Richenberg  
Resignations  
R. Flaherty  
S. Head  
L. Scapillato  
C. Wise  
Appointments  
Tenure**

Name	Date of Hire	Date of Tenure	Subject	Building
Jennifer Skurzewski	9/1/18	12/1/22	Special Education	BHS

2. Travis Byrnes, Long-term Substitute Assistant Principal [Leone, #9604], effective on or about December 5, 2022 through June 30, 2023; Salary according to the Batavia Administrators' Association Agreement, \$41,200.00 pro-rated from December 5, 2022, M-F
3. Annette Allis, Long-term Substitute Science Teacher [Veltz, #9581], effective September 6, 2022 through June 30, 2023 (updated dates); Salary according to the Batavia Teachers' Association Agreement, \$41,000.00 plus 39 cr. hrs. @ \$80.00/cr. hr. = \$3,120.00, M-F, 8 AM – 3:20 PM
4. Grace Cupples, Long-term Substitute Elementary Teacher [Gostomski, #9668], effective on or about November 14, 2022 through June 30, 2023; Salary according to the Batavia Teachers' Association Substitute Agreement, \$110.00/day, M-F, 8 AM-3 PM

**T. Byrnes**

**A. Allis**

**G. Cupples**



5. English as a New Language Community Instructor (ENL), effective retroactive to October 19, 2022 through June 30, 2023 as needed

ENL  
Community  
Instructor

Name	Date(s) To Be Worked	Regularly Assigned School/Department Position	Hours	\$/Hourly Rate
Cummings, Chelsea	10/19/2022- 6/30/2023	High School, ENL Teacher	Varies	\$30/hour

6. Instructional Leadership Team (ILT), Speech

ILT - Speech

Name and assignment for the 2022-2023 School Year	Date(s) To Be Worked	Regularly Assigned School/Department Position	Day	\$/Daily Rate
Heizmann, Kelly	Retroactive to October 3, 2022 through June 30, 2023	Jackson Primary Speech	Up to 41 hours	\$1,650 for the year per BTA Contract
Meek-Grimes, Molly	Retroactive to October 3, 2022 through June 30, 2023	Middle School Speech	Up to 41 hours	\$1,650 for the year per BTA Contract

7. Teacher Immersion Fellowship Program, retroactive to September 26, 2022 through December 16, 2022

Teacher  
Immersion  
Program

Name	Effective Date	Schedule	Rate of pay
Julia Albino Middle School	9/26/2022 Through 12/16/2022 Mondays, Wednesdays, Fridays	8:00-3:00	\$110/day \$14/hour for Professional Development
Carly Scott High School	9/26/2022 Through 12/16/2022 Wednesdays	8:00-3:00	\$110/day \$14/hour for Professional Development

8. 'E' List – John Kennedy, effective retroactive to November 1, 2022

'E' List - JK

Name	Date(s)	Regularly Assigned School/Assignment	Hours	\$/Hourly Rate
LeRoy, Alecia	Effective November 1, 2022	Teacher, John Kennedy	As needed	\$23/period
Moore, Nathan	Effective November 1, 2022	Teacher, John Kennedy	As needed	\$23/period

9. 'E' List – BMS, effective as listed below

'E' List -  
BMS

Name	Effective Date	Date(s) To Be Worked	Regularly Assigned School/Department Position	Salary
Allis, Annette	10-13-22	Varies	Teacher	\$23.00/per period
Ebert, Chelsea	10-14-22	Varies	Teacher	\$23.00/per period
Fahey, Gina	11-14-22	Varies	Teacher	\$23.00/per period
Steidle, Jaclyn	11-14-22	Varies	Teacher	\$23.00/per period

10. Extended Day – Academy for Success [BMS]

Extended Day

Name	Date(s) To Be Worked	Regularly Assigned School/Department Position	\$/Hourly Rate
Tederous, Meaghan	Varies	Teacher	\$30.00/per hour

11. SOAR – BMS, retroactive as listed below

SOAR - BMS

Name	Date(s) To Be Worked	Regularly Assigned School/Department Position	Hours	\$/Hourly Rate
Caryl, Jessica BG Running/Outdoor Activities Group	Varies starting Retroactively to 10/17/22	Teacher Aide Middle School	Varies	\$30.00/hr. running activity \$35.00/hr. for planning activity, up to 3 hours per activity



Drenkhahn, Rachel Mural Club	Varies starting retroactively to 11/1/2022	Teacher Middle School	Varies	\$30.00/hr. running activity \$35.00/hr. for planning activity, up to 3 hours per activity
Kinne, Carolyn Dungeons and Dragons	Varies starting retroactively to 11/1/2022	Teacher, Middle School	Varies	\$30.00/hr. running activity \$35.00/hr. for planning activity, up to 3 hours per activity
Saeva, Rachael Umoja	Varies starting 10/24/2022	Counselor Middle School	Varies	\$30.00/hr. running activity \$35.00/hr. for planning activity, up to 3 hours per activity
Tederous, Meaghan Umoja	Varies starting 10/24/2022	Teacher Middle School	Varies	\$30.00/hr. running activity \$35.00/hr. for planning activity, up to 3 hours per activity

12. Schedule 'C' – BMS Music

*Schedule 'C' -  
Music*

Schedule C Position	Appointee Name	Level	FTE	Budget Account Code	Payment	Paid in 2 Installments (Yes or No)
Budget Code: A 2110 130 11 0139 (BMS Music and Fine Arts)						
Advanced Elementary Orchestra 5/6	Chevillard, Gwenaelle	3	1.0	A 2110 130 11 0139	\$1,800.00	N

13. Schedule 'C' Revision

*Schedule 'C' -  
Revision*

Schedule C Position	Appointee Name	Level	FTE	Budget Account Code	Payment	Paid in 2 Installments (Yes or No)
Soccer – Boys JV	Reimer, Michael ***	E	1	A 2855 150 11 0000	\$2,500	No

\*\*\*Mr. Reimer was appointed at the August 8, 2022, BOE memo as a Level F with a payment of \$1875.  
This memo replaces the previously submitted memo.

14. Schedule 'C' – Winter Coaches (District Employees)

*Schedule 'C' –  
Winter Coaches*

Schedule C Position	Appointee Name	Level	FTE	Budget Account Code	Payment	Paid in 2 Installments (Yes or No)
Winter Boys and Girls Track & Field Varsity Assistant	Boyce, Richard	C	1.0	A 2855 150 11 0000	\$4,368.75	YES
Boys Basketball – Varsity	Brasky, Myron	A	1.0	A 2855 150 11 0000	\$7,512.50	YES
Ice Hockey – JV Head Coach	Briggs, Brennan	C	1.0	A 2855 150 11 0000	\$4,153.13	NO
Winter Boys and Girls Track & Field Varsity Assistant	Buckenmeyer, William	C	1.0	A 2855 150 11 0000	\$4,087.50	YES
Winter Boys and Girls Track & Field Varsity Head Coach	Burk, Nicholas	A	1.0	A 2855 150 11 0000	\$6,500.00	YES
Indoor Track Asst	Busch, Derrick	C	0.5	A 2855 150 11 0000	\$1,875.00	YES
Winter Boys and Girls Track & Field Varsity Assistant	Geiger, Daniel	C	1.0	A 2855 150 11 0000	\$4,481.25	NO
Girls Basketball – JV	George, Stephen	C	1.0	A 2855 150 11 0000	\$3,834.38	YES
Basketball Cheerleading – Varsity	Grazioplene, Codie	B	1.0	A 2855 150 11 0000	\$4,525.00	YES

Alpine Skiing Boys & Girls – Varsity/Modified	Holman, Matthew	C	1.0	A 2855 150 11 0000	\$4,087.50	YES
Winter Boys and Girls Track & Field – Modified Assistant	Hume, Abbey	C	0.5	A 2855 150 11 0000	\$1,903.13	NO
Ice Hockey – Varsity Co-Head Coach	Kirkwood, John	B	1.0	A 2855 150 11 0000	\$5,050.00	NO
Winter Boys and Girls Track & Field – Varsity Assistant	Mikiciuk, Amanda	C	0.5	A 2855 150 11 0000	\$1,903.13	YES
Unified Bowling	Morrill, Teresa	G	1.0	A 2855 150 11 0000	\$1,268.75	YES
Boys Basketball – Modified B	Mruczek, Gregory	F	1.0	A 2855 150 11 0000	\$1,931.25	YES
Ice Hockey – JV Assistant	Pedersen, Paul	E	1.0	A 2855 150 11 0000	\$3,456.25	YES
Tumbling Coach- Basketball Cheerleading	Sallome, Marianne	G	1.0	A 2855 150 11 0000	\$1,475.00	YES
Wrestling – JV Coach	Voorhees, Charles	C	1.0	A 2855 150 11 0000	\$3,806.25	YES

15. Schedule 'C' – Winter Coaches (Non-District Employees)

Schedule C Position	Appointee Name	Level	FTE	Budget Account Code	Payment	Paid in 2 Installments (Yes or No)
Mod A/JV Basketball Cheerleading	Bartz, Noelle	E	1.0	A 2855 150 11 0000	\$2,500.00	YES
Winter Boys and Girls Track & Field – Varsity Assistant	Clark, Breanna	C	0.5	A 2855 150 11 0000	\$1,931.25	YES
Wrestling – Modified B	Darch, Robert	F	1.0	A 2855 150 11 0000	\$1,959.38	YES
Girls Basketball – Modified B	Etienne, Jamesson	F	1.0	A 2855 150 11 0000	\$1,875.00	YES
Girls Basketball – Varsity Head Coach	McCulley, John	A	1.0	A 2855 150 11 0000	\$5103.13	YES
Ice Hockey – Varsity Co-Head Coach	Staley, Marc	B	1.0	A 2855 150 11 0000	\$4,440.63	NO
Wrestling – Varsity	Stewart, Richard	A	1.0	A 2855 150 11 0000	\$6,631.25	NO

*Schedule 'C' –  
Winter Coaches  
Non-District  
Employees*

16. Athletic Program Extra Duty Assignments, Retroactive to October 1, 2022

Name	Date(s) To Be Worked	Assigned Position	Pay per hour	Number of hours
Brown, Lisa	Effective October 1, 2022	Chaperone	\$20/hour	Varies
Brown, Lisa	Effective October 1, 2022	Ticket Seller	\$20/hour	Varies

*Athletic  
Program Extra  
Duty  
Assignments*

17. Anna Sprout, Updated title from LPN to RPN, Part-time (.40) at Robert Morris as needed [New, #9651], effective retroactive to October 19, 2022; Salary according to the Batavia Teachers' Association Agreement – No changes in salary *A. Sprout*
18. Robin Cook, Position Transfer from Teacher Aide Mandated to Teacher Aide CEIS [New, #9673], effective retroactive to November 7, 2022; No salary or hour change *R. Cook*
19. Jaime Lee, Preschool Teacher Aide [Ulander, #9595], effective retroactive to October 27, 2022, Salary according to the Batavia Clerical Association Agreement; \$13.90/hr., M-F, 7.25 hrs./day, 8 AM – 3:45 PM *J. Lee*



20. Alexandra Smith, Teacher Aide [Cook, #9577], effective retroactive to November 7, 2022, Salary according to the Batavia Clerical Association Agreement; \$13.90/hr., M-F, 6.5 hrs., 7:40 AM – 2:40 PM *A. Smith*
21. Trinity Thigpen, Teacher Aide [DiLaura, #9624], effective retroactive to October 27, 2022, Salary according to the Batavia Clerical Association Agreement; \$13.90/hr., M-F, 6.75 hrs./day, 7:45 AM – 3 PM *T. Thigpen*
22. Leigh Buckenmeyer, Custodial Worker [Tourville, #5065], effective November 15, 2022, Salary according to the Batavia Custodial Agreement; \$15.20/hr., M-F, 8 hrs./day, 2:30 PM - 11 PM *L. Buckenmeyer*
23. Michael Russell, from Cleaner to Custodial Worker (Promotional/Probationary, #9262), effective retroactive to October 5, 2022, Salary according to the Batavia Custodial Agreement; Current rate plus \$1.75/hr., M-F, 7.5 hrs./day, 2:45 PM – 11:15 PM *M. Russell*
24. Melinda Lawrence, Food Service Helper [Taggart, #6156] (previously a substitute), effective retroactive to October 17, 2022, Salary according to the Batavia Nutritional Services Agreement; \$13.45/hr., M-F, 9:45 AM – 2 PM (follows school year calendar) *M. Lawrence*
25. Linda Page, Food Service Helper, effective retroactive to October 31, 2022, Salary according to the Batavia Nutritional Services Agreement; \$16.79/hr., M-F, 9:30 AM – 2 PM (additional ½ per day from 10/31/22-6/13/23) *L. Page*
26. Substitute Teachers – effective retroactive as listed below *Substitute Teachers*

Name	Effective Date	Schedule	Rate of pay
Nowatchik, Danyel	Retroactive to October 17, 2022	8:00-3:00	\$90/day (through 10/23/2022) \$110 (effective 10/24/2022)
Johnson, Laura	November 15, 2022	8:00-3:00	\$145/day
Warren, Maggie	November 15, 2022	8:00-3:00	\$135/day

27. Substitute Teacher Aides – effective retroactive as listed below *Substitute Teacher Aides*

Name	Effective Date	Schedule	Rate of pay
Hallie Edic	Retroactive to October 19, 2022	8:00-3:00 (6.5 hours/day)	\$13.90/hour
Bonnie Edwards	Retroactive to October 19, 2022	8:00-3:00 (6.5 hours/day)	\$13.90/hour
Danyel Nowatchik	Retroactive to October 17, 2022	8:00-3:00 (6.5 hours/day)	\$13.90/hour

28. Substitute Cleaner – effective retroactive to October 26, 2022 *Substitute Cleaner*

Name	Date(s) To Be Worked	Hours	\$/Hourly Rate
Linda Bump	Effective October 26, 2022	As needed	\$13.20/hr.

29. Substitute Cleaner – effective retroactive to October 1, 2022 *Substitute Cleaner*

Name	Date(s) To Be Worked	Hours	\$/Hourly Rate
Matthew DiFilippo	Effective October 1, 2022	As needed	\$13.20/hr.

30. Substitute Food Service Worker – effective retroactive to October 17, 2022 *Substitute Food Service Worker*

Name	Date(s) To Be Worked	Regularly Assigned School/Department Position	Hours	Hourly Rate
Candace Walsh	Effective retroactive October 17, 2022	Districtwide	As needed	\$13.20/hour

31. Volunteers as listed below:

*Volunteers*

**Retroactive to 10/7/22:**

Lucelena Santiago

**Retroactive to 10/8/22:**

Jessica Beal                      Mark Giuliano

**Retroactive to 10/12/22:**

April Allison	Kyle Beaver	Misty Clark-Scott
Tyler Eighmey	Jessica Maskell	Earl McCarthy
Amanda Pietrak	Jeremy Pietrzykowski	Justin Poplawski
Eric Raymond	Mary Robinson	Lucian Sacheli
Peggy Sacheli	Amy Shaw	

**Retroactive to 10/13/22**

Marcanthony Bucci	Katie Cosimeno	Sara Jane Godfrey
Sharon Knaudt	Pamela McCarthy	Matthew Morasco

**Retroactive to 10/18/22**

Christopher Alexandrellis	Julie Blumer-Tyron	Bonnie Dedo
Geoffrey Jamele	Carrieann Lawrence	Jeremy Liles
Kristen Long	Morgan Mathis	Susan Spiotta
Kristyn Thomas		

**Retroactive to 10/28/22**

Brian Alvarado	Jose Arroyo	Muriel Austin
Tanni Bromley	Hailey Cullen	Carrie Dart
Tammy Draper	Rhorri Fix	Candice Gonzalez
Heather Hickman Draper	Jessica Juarez	Cathy Mack
Kathleen Maerten	Michael Marsh	Jason Mlyniec
Ashley Moran	Rayanne Owen	Jose Rodriguez-Montanez
Janice Sumeriski	Sherri Wahr	Danielle Wozniak

F. Financials

1. Clerk's Report – September 2022
2. Treasurer's Report – September 2022
3. Budget Transfers – September 2022
4. Warrants

G. Contracts

1. Propio On-Demand Interpretation Services via phone, video, virtual or in-person (as needed basis), effective November 15, 2022
2. Agreement between Wyoming County and Batavia City School District to provide related services to preschool children with disabilities (Section 4410 NYS Education Law); September 1, 2022 through June 30, 2024
3. Contract between Orleans County and Batavia City School District to provide related services to preschool children with disabilities (Section 4410 NYS Education Law); July 1, 2022 through June 30, 2025
4. Memorandum of Agreement between Ellie Shulman, Bilingual Speech Language Pathologist Consultant, effective September 7, 2022 through June 23, 2023; \$150.00/hour, up to a maximum of ten hours per student

**Financials**

*Clerk's Report  
Treasurer's Rpt.  
Budget Transfers  
Warrants*

**Contracts**

*Propio  
Interpretation  
Services  
Wyoming County  
& BCSD*

*Orleans County  
& BCSD*

*Ellie Shulman –  
Bilingual Speech  
Language  
Pathologist*



H. Change Orders

1. Change Order No. 100-001, Jackson Primary – Ingalls Site Development, Labor and materials to disconnect and remove unforeseen utility service, \$7,209.00
2. Change Order No. 100-002, Jackson Primary – Ingalls Site Development, Labor and materials associated with installing fence, posts and extend sidewalks to accommodate setting fence posts within walkway, \$9,592.00
3. Change Order No. 100-003, Jackson Primary – Ingalls Site Development, Credit for Labor and materials associated with installing curb work along Liberty and Blakely Place, -\$4,112.00
4. Change Order No. 100-004, Jackson Primary – Ingalls Site Development, Labor, materials and equipment to remove the unforeseen underground storage tank during excavating, \$3,311.00
5. Change Order No. 102-004, Batavia High – Steve General Contractor, Inc., Labor and materials to lower the ceiling grid system in room #167 as well as constructing a bulkhead and lowering 40 sq. ft. of ceiling to accommodate lighting, \$1,369.00
6. Change Order No. 102-005, Batavia High – Steve General Contractor, Inc., Labor and materials to install insulation to the exposed water lines, \$1,392.00
7. Change Order No. 102-006, Batavia High – Steve General Contractor, Inc., Labor and materials to install Plyron flooring in lieu of plywood sub-flooring at stage sacrificial floor, \$18,394.00
8. Change Order No. 103-002, Batavia High – Michael A. Ferrauilo Plumbing and Heating Inc., Labor and materials to replace the incoming gas line at the loading dock, \$19,266.00
9. Change Order No. 103-003, Batavia High – Michael A. Ferrauilo Plumbing and Heating Inc., Labor and materials to replace underground gas line feeder from the loading dock to the gas meter, \$24,443.00

Change Orders

Change Order

Change Order

Change Order

Change Order

Change Order

Change Order

Change Order

Change Order

Change Order

- I. 2022-23 Tax Bill Correction – 5115 Red Oak Lane, SWIS 182400, SBL 13.02-1-4.2

Tax Bill

J. Conferences

Conferences

1. National Athletic Director's Conference, Michael Bromley, December 10-14, 2022

Athletic Conference

K. Surplus

Surplus

1. Two-way Radios, Qty. 49 Motorola – various models (per attached list)
2. Belton Special Instruments, 119 Audiometer, Serial No. 11B2443, District ID 003877, 000304, 000106, 20130137

Two-way Radios

Audiometer

- L. Resolution to Host Incomplete Teams for Wrestling and Indoor Track and Field for 2022-23 Winter Athletic Season; Pembroke and Notre Dame – Wrestling; Byron-Bergen – Indoor Track and Field

Host Resolution for Athletics

Upon recommendation of the Superintendent of Schools, the following Incomplete Teams will be hosted by the Batavia City School District for the Winter Athletic Season 22-23:

- Pembroke wrestling - 3 students / Coach Rick Stewart
- Notre Dame wrestling - 3 students / Coach Rick Stewart
- Byron-Bergen Indoor Track & Field - 5 students / Coach Nick Burk

Yes – 5 [Marucci, Benedict, Bowman, Lendvay, Anderson] No – 0 Absent – 2 [Reigle, Rolle]

Motion carried. [5-0]

**Motion made by** Mrs. Lendvay, seconded by Mrs. Benedict, to Accept and Approve Freed Maxick CPAs P.C., Batavia City School District Single Audit Report ending June 30, 2022, as received.

Single Audit Report

Yes – 5 [Marucci, Benedict, Bowman, Lendvay, Anderson] No – 0 Absent – 2 [Reigle, Rolle]

**Motion carried. [5-0]**

**Motion made by** Mrs. Lendvay, seconded by Mrs. Bowman to Accept Single Audit Corrective Action Plan for Cybersecurity.

Corrective Action  
Plan –  
Cybersecurity

**Yes – 5 [Marucci, Benedict, Bowman, Lendvay, Anderson] No – 0 Absent – 2 [Reigle, Rolle]**

**Motion carried. [5-0]**

**Motion made by** Mrs. Benedict, seconded by Mrs. Anderson, to Approve the New York State School Board Association Membership Dues Renewal from January 1, 2023 to December 31, 2023 in the amount of \$10,392.00.

NYSSBA  
Membership  
Renewal

**Yes – 5 [Marucci, Benedict, Bowman, Lendvay, Anderson] No – 0 Absent – 2 [Reigle, Rolle]**

**Motion carried. [5-0]**

### **Discussion/Reports – School Trip Presentations**

Reports

The board discussed hearing all school trip presentations versus only hearing presentations for new trip proposals. All trips would still have to be approved by the board, but only new trips would be presented. The board unanimously agreed that they do like to hear about the trips. It was agreed that we would continue to have the presentations of all trips, not just new ones.

**Motion made by** Mrs. Benedict, seconded by Mrs. Bowman, to call for and enter Executive Session at **6:52 PM** to discuss matters relating to the medical, financial, credit or employment history or 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.

Executive  
Session

**Yes – 5 [Marucci, Benedict, Bowman, Lendvay, Anderson] No – 0 Absent – 2 [Reigle, Rolle]**

**Motion carried. [5-0]**

**Motion made by** Mrs. Benedict, seconded by Mrs. Anderson to exit executive session at **7:21 PM**.

Public  
Session

**Yes – 5 [Marucci, Benedict, Bowman, Lendvay, Anderson] No – 0 Absent – 2 [Reigle, Rolle]**

**Motion carried. [5-0]**

**Motion made by** Mrs. Lendvay, seconded by Mrs. Benedict to adjourn the meeting at **7:22 PM**.

Adjournment

**Yes – 5 [Marucci, Benedict, Bowman, Lendvay, Anderson] No – 0 Absent – 2 [Reigle, Rolle]**

**Motion carried. [5-0]**

Respectfully submitted,

Britany A. Witkop  
District Clerk





## Appointments

Name Instructional	Position	Current Position ID	New Position ID	Building/ Initial Placement	Action (if applicable)	Salary	Start Date	End Date	Hours	Budget Code	FTE
Jeffrey Schmidt	Health Teacher	Byrnes #9691	---	HS	Appoint as Long-Term Sub Health Teacher	30,879.80	December 6, 2022	June 30, 2023	As per BTA contract	A 2110 130 11 0000	FTE \$45,080
Kathryn Herniman	Special Education Teacher	No change	---	No change	Extend LTS end date from January 31, 2022 to March 31, 2023	No change	---	March 31, 2023 *change	No change	No change	
Virginia Walker	Special Education Teacher	No change	---	No change	Extend LTS end date from January 31, 2022 to June 23, 2023	No change	---	June 23, 2023 *change	No change	No change	
Lydia Geiger	Substitute Teacher	---	---	District	---	\$110/day	December 17, 2022	---	8:00-3:00 (6.5 hours)	A 2110 140 11 0000	
Jermaine Henderson	Substitute Teacher	---	---	District	---	\$110/day	November 15, 2022	---	8:00-3:00 (6.5 hours)	A 2110 140 11 0000	
Preston, Abigail	Substitute Teacher	---	---	District	---	\$110/day	December 6, 2022	---	8:00-3:00 (6.5 hours)	A 2110 140 11 0000	
Cambrie Wraight	Substitute Teacher	---	---	Jackson	---	\$110/day	November 28, 2022	---	8:00-3:00 (6.5 hours)	A 2110 120 11 0000	Total FTE \$46,520
Melanie Powers	Occupational Therapist	---	New #9659	Jackson	Appoint as Long-Term Occupational Therapist	\$32,098.80	December 5, 2022	June 30, 2023	As per BTA contract	F 2251 150 23 0066	Total FTE \$46,520
Marisa Samson	School Psychologist	---	---	---	6th assignment	\$7,608.46	December 1, 2022	June 30, 2023	---	A 2820 150 11 0000	Total FTE \$10,869.22
Rosemary Howard	School Psychologist	---	---	---	6th assignment	\$9,966.72	December 1, 2022	June 30, 2023	---	A 2820 150 11 0000	Total FTE \$12,809.60
Gregory Johnson	School Psychologist	---	---	---	6th assignment	\$5,698.92	December 1, 2022	June 30, 2023	---	A 2820 150 11 0000	Total FTE \$9,569.88
Kimberly Maerten	School Psychologist	---	---	---	6th assignment	\$9,037.99	December 1, 2022	June 30, 2023	---	A 2820 150 11 0000	Total FTE \$12,911.42
Collin Schreiner	English Language Arts Teacher	Scapiliato #64	---	MS	Appoint as 4 year probationary ELA Teacher	\$28,200	January 3, 2023	---	As per BTA contract	A 2110 130 11 0000	Total FTE \$47,000
Matthew McCracken	Social Studies Teacher	Head #53	---	HS	Appoint as 3 year probationary SS Teacher	\$34,880	January 19, 2023	---	As per BTA contract	A 2110 130 11 0000	Total FTE \$64,000
Tricia Levinstein	Certified Occupational Therapy Assistant	---	New #9703	RM	District will bill the County for services provided	\$21,600	January 3, 2023	June 30, 2023	As per BTA contract	A 2250 150 11 0001	Total FTE \$36,000
Kristie Searls	Elementary Teacher (Reading)	#9405	Dun #100	No change	Change of position	No change	November 28, 2022	June 30, 2023	No change	A 2110 120 11 0000	
Allison Dun	MTSS Coordinator	#100	New #9701	RM	MTSS Coordinator - Grant position funded through June 2027	No change	November 28, 2022	June 30, 2023	No change	F 2110 150 23 2632	
Julie Wasilewski	Mental Health Liaison	#7714	New #9702	JK	Mental Health Liaison - Grant position funded through June 2027	No change	November 28, 2022	June 30, 2023	No change	F 2110 150 23 2632	
Lexie Wahr	LT Elementary Teacher	#9578	Searls #9704	Jackson	Note: Year to year appointment may be through June 2027	No change	November 28, 2022	June 30, 2023	No change	No change	Total FTE \$11,024.66
Alexander Veltz	Social Studies Teacher	---	---	HS	6th assignment	\$1,102.40	December 13, 2022	January 18, 2023	No change	A 2110 130 11 0000	Total FTE \$15,796.36
Jeremy Mettler	Social Studies Teacher	---	---	HS	6th assignment	\$1,579.60	December 13, 2022	January 18, 2023	No change	A 2110 130 11 0000	Total FTE \$13,546.35
John McCarthy	Social Studies Teacher	---	---	HS	6th assignment	\$1,354.60	December 13, 2022	January 18, 2023	No change	A 2110 130 11 0000	Total FTE \$9,247.37
Michael Schreiner	Social Studies Teacher	---	---	HS	6th assignment	\$924.80	December 13, 2022	January 18, 2023	No change	A 2110 130 11 0000	Total FTE \$36,000
Sheri Crossett	Social Worker	---	Wasilewski #7714	MS-50% HS-50%	Note: Year to year appointment may be through 2027	\$28,783	January 23, 2023	June 30, 2023	As per BTA contract	A 2825 150 11 0020	Total FTE \$53,800



Appointments											
Name	Position	Current Position ID	New Position ID	Building/ Initial Placement	Action (if applicable)	Salary	Start Date	End Date	Hours	Budget Code	FTE
Non-Instructional											
Tyler Kilgore	Custodial Worker	---	New #9679	District	---	\$15.20/hour	November 14, 2022	---	2:30-11:00 (8 hours)	A 1620 160 11 0000	
Alyssa McMullen	Teacher Aide - Mandated	---	New #9689	JK	---	\$13.90/hour	November 21, 2022	---	6.5 hours (7:50-2:50)	A 2250 160 11 0000	
Emily Flint	Substitute Teacher Aide	---	---	District	---	\$13.90/hour	November 21, 2022	---	8:00-3:00 (6.5 hours)	A 2110 160 11 0000	
Abigail Preston	Substitute Teacher Aide	---	---	District	---	\$13.90/hour	November 15, 2022	---	8:00-3:00 (6.5 hours)	A 2110 160 11 0000	
Amy Hathaway	Substitute Clerk-Typist	---	---	District	---	\$13.90/hour	November 10, 2022	---	8:00-3:00 (6.5 hours)	A 2110 160 11 0000	
Doreen Shormann	Library Clerk	#2258	Oliver #363	NA	Transfer from MS to JK	No change	November 28, 2022	---	No change	No change	
Heather Licata	Library Clerk	#334	Shormann #2258	MS	Change from TA to Library Clerk - Provisional Appointment	No change	November 28, 2022	---	8:00-4:00 (7.5 hours)	A 2610 160 11 0000	
Sarah Gregori	Teacher Aide - Mandated	---	Licata #334	MS	---	\$13.90/hour	December 5, 2022	June 23, 2023	8:00-3:00 (6.5 hours)	A 2250 160 11 0000	
Leah Wroten	Teacher Aide - Mandated	---	New #9693	HS	---	\$13.90/hour	December 5, 2022	June 23, 2023	7:30-3:00 (7 hours)	A 2250 160 11 0000	
John Weis	Teacher Aide	---	New #9694	MS	---	\$13.90/hour	November 28, 2022	December 9, 2022	7:30-3:30 (7.5 hours)	A 2110 160 11 0000	
John Weis	Security Aide	#9694	New #6370	MS	Change from TA to Security Aide	\$14.22/hour	December 12, 2022	---	No change	No change	
Timothy Weis	Security Aide	#6370	New #9695	RM	Transfer from MS to RM	No change	November 28, 2022	---	No change	No change	
Mackenzie Harmon	Substitute Cleaner	---	---	District	---	\$13.20/hour	December 19, 2022	June 30, 2023	As needed	A 1620 160 11 0000	
Lisa Brown	Secretary	#1787	---	HS	Appointed Permanent/Probationary	No change	December 6, 2022	---	No change	A 2020 160 11 0000	
Patricia Diehl	Food Service Helper	#469	Taggart #4729	JK	Transfer from MS to JK	No change	November 15, 2022	---	5.75 hours (7:45-1:30)	C 2860 160 00 0000	
Virginia Ettinger	Food Service Helper	---	Conroy #9575	HS	---	\$13.45/hour	December 12, 2022	---	4 hours (10:00-2:00)	C 2860 160 00 0000	
Peppina Palmer	Substitute Food Service Helper	---	---	District	---	\$14.20/hour	January 3, 2023	June 30, 2023	As needed	C 2860 160 00 0000	
Erik Kesler	Substitute Cleaner	---	---	District	---	\$13.20/hour	December 20, 2022	June 30, 2023	As needed	A 1620 160 11 0000	

# Appointments

Name	Position	Current Position ID	New Position ID	Building/ Initial Placement	Action (if applicable)	Salary	Start Date	End Date	Hours	Budget Code	FTE
<b>Schedule C - Hourly</b>											
John McCarthy											
Alexander Veltz		HS	---	---	Curriculum Work - Social Studies	\$35/hour	November 16, 2022	---	Up to 10 hours each	A 2110 130 11 0000	
Brianna Cooper											
Wendy Federico	Extended Day	JK	---	---		\$30/hour	October 22, 2022	December 22, 2022	Up to 10 hours each	A 2110 130 11 0128	
Debra Loftus	---	MS	---	---	Curriculum Work - English Language Arts	\$35/hour	November 18, 2022	December 22, 2022	Up to 20 hours	A 2110 130 11 0000	
Toni Platten	Extended Day	MS	---	---		\$30/hour	December 19, 2022	June 30, 2023	As needed	A 2110 130 11 0128	
Courtney Webster	Chaperone	---	---	---		\$20/hour	November 14, 2022	June 30, 2023	As needed	A-2855 150 11 0000	
Consiglio, Anthony	Chaperone	---	---	---		\$20/hour	November 14, 2022	June 30, 2023	As needed	A-2855 150 11 0000	
Harmon, Michele	Chaperone	---	---	---		\$20/hour	November 14, 2022	June 30, 2023	As needed	A-2855 150 11 0000	
Lamkin, Michelle	Chaperone	---	---	---		\$20/hour	November 14, 2022	June 30, 2023	As needed	A-2855 150 11 0000	
Fazio, James	Game Management	---	---	---		\$20/hour	November 14, 2022	June 30, 2023	As needed	A-2855 150 11 0000	
Redband, Tom	Game Management	---	---	---		\$20/hour	November 14, 2022	June 30, 2023	As needed	A-2855 150 11 0000	
Collin Murtaugh	Bus Duty	MS	---	---		\$20/hour	December 1, 2022	June 30, 2023	As needed	A 2110 120 11 0123	
Stephanie Genco	E-List	MS	---	---		\$23/period	December 6, 2022	June 30, 2023	As needed	A 2110 130 11 0128	
Emmeline Pratt	SOAR	MS	---	---	After school activities with student	\$30/hour	November 28, 2022	June 30, 2023	As needed	F 2114 150 23 0604	
Alyssa Smith											
Jacyln Steidle	SOAR - Planning	MS			Planning for after school activities	\$35/hour	November 28, 2022	June 30, 2023	As needed	F 2114 150 23 0604	
Rebecca Mattison											
Emmeline Pratt											
Nancy Mitchell											
Andrew Suydam											
Lisa Robinson											
Mark Warren											
Sara Gelter											
Thomas Ingalsbe											
Natalie Chojnacki											
Jennifer Corbelli											
Kimberly Przybysz	SOAR	HS	---	---	After school activities with student	\$30/hour	November 28, 2022	June 30, 2023	As needed	F 2115 150 23 0604	
Nancy Mitchell											
Andrew Suydam											
Lisa Robinson											
Mark Warren											
Sara Gelter											
Thomas Ingalsbe											
Natalie Chojnacki											
Jennifer Corbelli											
Kimberly Przybysz	SOAR - Planning	HS			Planning for after school activities	\$35/hour	November 28, 2022	June 30, 2023	As needed	F 2115 150 23 0604	
Jermaine Henderson	Bus Duty	HS	---	---		\$20/hour	December 1, 2022	June 30, 2023	As needed	A 2110 120 11 0123	
Allison Chua											
Kelly Fix											
Mary George											
Alta Miodzeniec											
Marianne Sallome											
Mary Beth Suozzi	Detention	HS	---	---		\$20/hour	December 20, 2022	June 30, 2023	As needed	A 2110 130 11 0126	



Fall Sports - Schedule C									
Name	Schedule C Position	Level	FTE	Payment	District or Non-District Employee	Member of TRS or ERS (Indicate)	Paid in 2 installments (Yes or No)	Budget Code	Longevity Years
Stephen George	Volleyball - Girls Mod B	F	1	\$ 1,875.00	District	Yes	No	A 2855 150 11 0000	0

⑧ 12/19/2022  
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**CITY SCHOOL DISTRICT OF BATAVIA**  
GENERAL FUND  
July 1, 2022 to October 31, 2022

**MONTHLY SUMMARY OF REVENUES AND APPROPRIATIONS**

<b>REVENUES:</b>	2022-2023	2022-2023	2022-2023	2022-2023
ACCOUNT	ESTIMATED REVENUES	REVENUES TO DATE	BALANCE UNEARNED	EXCESS REVENUE
REAL PROPERTY TAX ITEMS	973,802	775,053	198,749	
NON PROPERTY TAX ITEMS	675,000	225,367	449,633	
CHARGES FOR SERVICES	193,000	2,517	190,483	
USE OF MONEY/PROPERTY (GENERAL FUND)	59,000	36,662	22,338	
USE OF MONEY/PROPERTY (RESERVES)	0	12,839		12,839
SALE OF PROPERTY	10,750	4,463	6,287	
MISCELLANEOUS	350,000	28,547	321,453	
STATE & FEDERAL AID	29,116,937	5,438,980	23,677,957	
REAL PROPERTY TAX LEVY	19,688,898	19,688,898	0	
INTERFUND REVENUE	86,425	939	85,486	
FUND BALANCE	3,735,206			
	54,889,018	26,214,265	24,952,386	12,839

<b>APPROPRIATIONS:</b>	2022-2023	2022-2023	2022-2023	2022-2023
ACCOUNT	TOTAL APPROPRIATIONS	OUTSTANDING ENCUMBRANCE	EXPENSES TO DATE	UNENCUMBERED BALANCE
GENERAL SUPPORT				
BOARD OF EDUCATION	21,523	1,062	16,662	3,799
CENTRAL ADMIN.	300,928	189,995	99,569	11,364
FINANCE	737,446	419,357	98,056	220,033
STAFF	586,471	420,904	126,993	38,574
CENTRAL SERVICES	4,296,884	1,358,370	1,062,052	1,876,461
SPECIAL ITEMS	880,463	564,532	298,438	17,493
INSTRUCTION				
ADMINISTRATION IMPROVEMENT	2,180,967	1,136,846	543,149	500,972
TEACHING	16,305,737	10,065,266	2,922,407	3,318,065
SPECIAL SCHOOLS	8,173,678	5,152,512	1,337,435	1,683,731
INSTRUCTIONAL MEDIA	3,140,213	1,810,010	537,141	793,062
PUPIL SERVICES	2,653,220	681,866	534,539	1,436,815
TRANSPORTATION	2,543,181	2,161,262	188,181	193,738
COMMUNITY SERVICES	0	0	0	0
UNDISTRIBUTED				
EMPLOYEE BENEFITS	11,025,442	4,669,380	2,919,564	3,436,498
RESERVE: UNEMPLOYMENT EXPENSE	50,000	15,000	2,248	32,752
RESERVE: RETIREE HEALTH EXPENSE	781,021	622,358	158,662	0
DEBT SERVICE	1,954,096	0	0	1,954,096
INTERFUND TRANSFERS	135,000	0	0	135,000
LESS: 6/30/2022 ENCUMBRANCE	(877,252)			
CARRY-OVER	54,889,018	29,268,721	10,845,097	15,652,452



⑨ 12/19/2022  
BOE

**CITY SCHOOL DISTRICT OF BATAVIA**  
GENERAL FUND  
COMPARISON FIGURES 2021-2022 VS 2022-2023

October 31, 2022

**REVENUES:**

	2021-2022 ESTIMATED REVENUES	2022-2023 ESTIMATED REVENUES	2021-2022 REVENUES TO DATE	2022-2023 REVENUES TO DATE
REAL PROPERTY TAX ITEMS	1,013,994	973,802	832,724	775,053
NON PROPERTY TAX ITEMS	675,000	675,000	192,460	225,367
CHARGES FOR SERVICES	193,000	193,000	1,056	2,517
USE OF MONEY/PROPERTY (GENERAL FUND)	44,000	59,000	29,517	36,662
USE OF MONEY/PROPERTY (RESERVES)	0	0	6,393	12,839
SALE OF PROPERTY	35,750	10,750	61,083	4,463
MISCELLANEOUS	300,000	350,000	11,502	28,547
STATE & FEDERAL AID	27,008,199	29,116,937	4,421,304	5,438,980
REAL PROPERTY TAX LEVY	19,493,958	19,688,898	19,493,958	19,688,898
INTERFUND REVENUE	4,345	86,425	(359)	939
FUND BALANCE	3,328,415	3,735,206		
	52,096,661	54,889,018	25,049,638	26,214,265

**APPROPRIATIONS:**

	2021-2022 ESTIMATED APPROPRIATION	2022-2023 ESTIMATED APPROPRIATION	2021-2022 EXPENSES TO DATE	2022-2023 EXPENSES TO DATE
GENERAL SUPPORT				
BOARD OF EDUCATION	18,573	21,523	12,211	16,662
CENTRAL ADMIN.	262,554	300,928	68,167	99,569
FINANCE	734,133	737,446	109,347	98,056
STAFF	434,159	586,471	102,937	126,993
CENTRAL SERVICES	4,160,402	4,296,884	748,377	1,062,052
SPECIAL ITEMS	833,272	880,463	301,577	298,438
INSTRUCTION				
ADMINISTRATION IMPROVE.	1,928,498	2,180,967	552,466	543,149
TEACHING	16,730,826	16,305,737	2,355,028	2,922,407
SPECIAL SCHOOLS	7,466,901	8,173,678	1,088,710	1,337,435
INSTRUCTIONAL MEDIA	1,933,335	3,140,213	731,308	537,141
PUPIL SERVICES	2,351,072	2,653,220	400,466	534,539
TRANSPORTATION	2,015,621	2,543,181	182,105	188,181
COMMUNITY SERVICES	0	0	0	0
UNDISTRIBUTED				
EMPLOYEE BENEFITS	10,234,778	11,025,442	2,600,226	2,919,564
RESERVE: UNEMPLOYMENT EXPENSE	50,000	50,000	0	2,248
RESERVE: RETIREE HEALTH EXPENSE	600,891	781,021	205,446	158,662
DEBT SERVICE	3,104,725	1,954,096	0	0
INTERFUND TRANSFERS	135,000	135,000	0	0
LESS: ENCUMBRANCE CARRY-OVER	(898,080)	(877,252)		
	52,096,661	54,889,018	9,458,370	10,845,097

CITY SCHOOL DISTRICT OF BATAVIA  
TREASURER'S REPORT  
OCTOBER 2022  
RECONCILIATION OF CASH AND BANK BALANCES

@ 12/19/2022  
BOE

	BALANCE AS OF 9/30/2022	RECEIPTS	EXPENDITURES	BALANCE AS OF 10/31/2022
<b>Multi-Fund Checking:</b>				
General Fund	\$ 1,327,257.06	\$ 17,820,091.56	\$ (7,559,757.04)	\$ 11,587,591.58
School Lunch Fund	\$ 146,340.67	\$ 1,103,979.97	\$ (152,611.09)	\$ 1,097,709.55
Special Revenue Fund	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Extra Classroom Fund	\$ (655.00)	\$ 19,552.95	\$ (18,897.95)	\$ -
Special Aid Fund	\$ (23,855.34)	\$ 710,968.21	\$ (315,667.21)	\$ 371,445.66
Capital Fund	\$ 69,016.46	\$ 2,324,084.02	\$ (138,020.07)	\$ 2,255,080.41
Trust and Agency Fund	\$ 3,383.03	\$ 2,474,302.32	\$ (2,474,246.01)	\$ 3,439.34
Custodial Fund	\$ 24,582.00	\$ 24,646.04	\$ (24,646.04)	\$ 24,582.00
<b>Total Multi-Fund Checking:</b>	<b>\$ 1,551,068.88</b>	<b>\$ 24,477,625.07</b>	<b>\$ (10,683,845.41)</b>	<b>\$ 15,344,848.54</b>
<b>Multi-Fund Savings Bank of Castile:</b>				
General Fund	\$ -	\$ 4,334,073.39	\$ (4,334,073.39)	\$ -
School Lunch Fund	\$ -	\$ 1,104,892.00	\$ (1,104,892.00)	\$ -
Special Aid Fund	\$ -	\$ 753,125.00	\$ (753,125.00)	\$ -
Capital Fund	\$ -	\$ 800,000.00	\$ (800,000.00)	\$ -
Trust and Agency Fund	\$ -	\$ -	\$ -	\$ -
<b>Total Multi-Fund Savings:</b>	<b>\$ -</b>	<b>\$ 6,992,090.39</b>	<b>\$ (6,992,090.39)</b>	<b>\$ -</b>
<b>Multi-Fund Savings ICS:</b>				
General Fund - Insured Cash Sweep (ICS)	\$ 4,106,125.93	\$ 334,962.11	\$ (4,000,000.00)	\$ 441,088.04
School Lunch Fund - Insured Cash Sweep (ICS)	\$ 1,201,605.55	\$ 5,152.07	\$ (1,100,000.00)	\$ 106,757.62
Special Revenue - Insured Cash Sweep (ICS)	\$ 16,778.23	\$ 3.63	\$ -	\$ 16,781.86
Special Aid Fund - Insured Cash Sweep (ICS)	\$ 754,611.65	\$ 53,288.33	\$ (700,000.00)	\$ 107,899.98
Capital Fund - Insured Cash Sweep (ICS)	\$ 811,931.37	\$ 175.73	\$ (800,000.00)	\$ 12,107.10
<b>Total Multi-Fund Savings:</b>	<b>\$ 6,891,052.73</b>	<b>\$ 393,581.87</b>	<b>\$ (6,600,000.00)</b>	<b>\$ 684,634.60</b>
<b>General Fund Reserves Money Market:</b>				
Capital Reserve	\$ 4,765,591.36	\$ 1,011.87		\$ 4,766,603.23
Employee Retirement Reserve	\$ 3,840,148.94	\$ 815.37		\$ 3,840,964.31
Repair Reserve	\$ 330,695.82	\$ 70.22		\$ 330,766.04
Retiree Health Insurance Reserve	\$ 6,006,203.08	\$ 1,275.29		\$ 6,007,478.37
Unemployment Insurance Reserve	\$ 1,672,444.29	\$ 355.11		\$ 1,672,799.40
TRS Sub-Fund Reserve	\$ 349,913.42	\$ 74.30		\$ 349,987.72
<b>Total General Fund Reserves Money Market:</b>	<b>\$ 16,964,996.91</b>	<b>\$ 3,602.16</b>	<b>\$ -</b>	<b>\$ 16,968,599.07</b>
Payroll Checking	\$ -	\$ 1,641,601.45	\$ (1,641,601.45)	\$ -
HRA Reserve Savings	\$ 753,387.76	\$ 461,883.92	\$ (24,646.04)	\$ 1,190,625.64
School Lunch Savings	\$ 11,937.63	\$ 8,579.90	\$ -	\$ 20,517.53
Extra Classroom Money Market Savings	\$ 116,173.82	\$ 25,480.66	\$ (19,616.95)	\$ 122,037.53
<b>Bank Account</b>				
	BANK BALANCE 10/31/2022	DEPOSITS IN-TRANSIT	OUTSTANDING CHECKS	ADJUSTED BALANCES
Multi Fund Checking	\$ 17,083,217.27	\$ 97.00	\$ (1,738,465.73)	\$ 15,344,848.54
Multi Fund Savings Bank of Castile	\$ -			\$ -
Multi Fund Savings ICS	\$ 683,143.12	\$ 1,491.48		\$ 684,634.60
General Reserves Money Market	\$ 16,968,599.07			\$ 16,968,599.07
Payroll Checking	\$ 5,703.28		\$ (5,703.28)	\$ -
HRA Reserve Checking	\$ 1,190,625.64			\$ 1,190,625.64
School Lunch Savings	\$ 20,517.53			\$ 20,517.53
Extra Classroom Money Market Savings	\$ 122,037.53			\$ 122,037.53

\*Details for Receipts, Expenditures, Funds in Transit and Outstanding Checks are found in the Treasurer's files.



## City School Dist. Of Batavia

## Budget Transfer Schedule Report For A - 4: A October 2022 Budget Transfer



12/19/2022 BOE

Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
<u>2792</u>		10/04/2022	NOCO STA Diesel			Not Required		
	A 5540.400-40-0410		REGULAR PUPIL TRANSP				67,035.00	
	A 5540.400-40-0411		REGULAR SCHOOLS: FUEL ADJUSTMENT					67,035.00
<u>2793</u>		10/04/2022	Mengel, Metzger, Barr			Not Required		
	A 1320.400-00-0000		CONTRACTUAL EXPENSE					5,785.00
	A 9020.800-70-0000		NYS TEACHER RETIREMENT				5,785.00	
<u>2794</u>		10/05/2022	ABS Postcards			Not Required		
	A 1240.150-11-0000		SALARY SUPERINTENDENT				2,000.00	
	A 1240.450-00-0000		SUPPLIES & MATERIALS					2,000.00
<u>2796</u>		10/11/2022	Robert Morris Art Supplies PO 230663			Not Required		
	A 2110.450-15-0237		ART SUPPLIES: JACKSON					257.36
	A 9020.800-70-0000		NYS TEACHER RETIREMENT				257.36	
<u>2797</u>		10/19/2022	Jackson/RM Mileage			Not Required		
	A 2020.150-11-0000		SALARIES PRINCIPAL/ASST DIR				658.80	
	A 2020.405-01-0000		MILEAGE					658.80
	A 2110.120-11-0000		TEACHER SALARIES K - 3				4,320.00	
	A 2110.405-01-0000		MILEAGE					4,320.00
<u>2798</u>		10/19/2022	Math Team Transportation			Not Required		
	A 2110.450-05-0160		SUPPLIES HIGH SCHOOL MATH				23.00	
	A 5540.400-05-0160		HIGH SCHOOL MATH TRANSPORTATION					23.00
<u>2799</u>		10/19/2022	11 Copies of School Law			Not Required		
	A 1240.450-00-0000		SUPPLIES & MATERIALS					1,600.00
	A 9020.800-70-0000		NYS TEACHER RETIREMENT				1,600.00	
<u>2801</u>		10/19/2022	2022-23 Internal Audit			Not Required		
	A 1320.400-00-0000		CONTRACTUAL EXPENSE					17,500.00
	A 9020.800-70-0000		NYS TEACHER RETIREMENT				17,500.00	



# City School Dist. Of Batavia

## Budget Transfer Schedule Report For A - 4: A October 2022 Budget Transfer



Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
<a href="#">2802</a>		10/20/2022	B&G Contractual Reimbursement for UPK Carpeting			Not Required		
	A 1621.400-50-0000		CONTRACTUAL					30,000.00
	A 9020.800-70-0000		NYS TEACHER RETIREMENT				30,000.00	
<a href="#">2803</a>		10/21/2022	OMNI Non-Elective Deferral Payments 2022/2023			Not Required		
	A 1240.400-00-0002		SUPERINTENDENT: NON-ELECT DEFERRAL					3,750.00
	A 1310.400-00-0002		BUS ADMIN: NON-ELECTIVE DEFERRAL					7,500.00
	A 1430.400-00-0002		PERSONNEL: NON-ELECTIVE DEFERRAL					7,500.00
	A 2020.400-00-0002		ADMIN TSA NON-ELECTIVE DEFERRALS					36,666.67
	A 9020.800-70-0000		NYS TEACHER RETIREMENT				55,416.67	
<a href="#">2804</a>		10/21/2022	STA - Interscholastic Sports Transportation			Not Required		
	A 5540.400-14-0285		INTERSCHOLASTIC SPORTS					85,500.00
	A 5540.400-40-0410		REGULAR PUPIL TRANSP				85,500.00	
<a href="#">2805</a>		10/21/2022	Attica Bus Transportation Routes Budget Transfer: Bus + Monitor			Not Required		
	A 5540.400-40-0407		TRANSPORTATION-ATTICA BUS				524,736.69	
	A 5540.400-40-0408		AIDES - ATTICA BUS TRANSPORTS				144,635.84	
	A 5540.400-40-0410		REGULAR PUPIL TRANSP				138,114.20	
	A 5540.400-40-0469		B1 OAKFIELD HS; BHS AND BOCES 5 HOUR W/C VAN					42,654.60
	A 5540.400-40-0470		B2 BMS/JAX 4 HOUR 22 PASSANGER BUS					41,498.82
	A 5540.400-40-0471		B3 KG FOSTER JAX AND JK 4 HOUR 22 PASSANGER BUS					36,581.22
	A 5540.400-40-0472		B4 CRESTWOOD 3 HOUR 6 PASSANGER BUS					40,645.80
	A 5540.400-40-0473		B5 CANTALICIAN CENTER/ERIE CO ARC 5 HOUR 6 PASS VAN					41,007.06
	A 5540.400-40-0474		B6 STANLEY FALK 4 HOUR 6 PASS VAN					36,468.31
	A 5540.400-40-0475		B7 MARY CARIOLA 5 HOUR W/C VAN					42,654.60
	A 5540.400-40-0476		B8 SPENCERPORT & HALPERN 4 HOUR 6 PASS VAN					37,484.46
	A 5540.400-40-0477		B9 HOPE HALL & BIRD/MORGAN 5 HOUR 6 PASS VAN					41,386.75
	A 5540.400-40-0478		B10 ESTIMATE 4 HOUR 22 PASS BUS					38,410.27
	A 5540.400-40-0479		B11 TG FOSTER CARE 3 HOUR 6 PASS VAN					36,581.40
	A 5540.400-40-0480		B12 ESTIMATE 4 HOUR 22 PASS BUS					40,645.80



# City School Dist. Of Batavia

## Budget Transfer Schedule Report For A - 4: A October 2022 Budget Transfer



Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
	A 5540.400-40-0481		B13 ESTIMATE 4 HOUR 22 PASS BUS					40,645.80
	A 5540.400-40-0482		B14 ESTIMATE 4 HOUR 22 PASS BUS					40,645.80
	A 5540.400-40-0483		B15 ESTIMATE 4 HOUR 22 PASS BUS					40,645.80
	A 5540.401-40-0469		B1 OAKFIELD HS; BHS AND BOCES 5 HOUR W/C VAN MONITOR					11,851.92
	A 5540.401-40-0470		B2 BMS/JAX 4 HOUR 22 PASSANGER BUS MONITOR					36,653.16
	A 5540.401-40-0471		B3 KG FOSTER JAX AND JK 4 HOUR 22 PASSANGER BUS MONITOR					24,106.22
	A 5540.401-40-0472		B4 CRESTWOOD 3 HOUR 6 PASSANGER BUS MONITOR					13,168.80
	A 5540.401-40-0473		B5 CANTALICIAN CENTER/ERIE CO ARC 5 HOUR 6 PASS VAN MONITOR					14,814.90
	A 5540.401-40-0474		B6 STANLEY FALK 4 HOUR 6 PASS VAN MONITOR					11,815.34
	A 5540.401-40-0475		B7 MARY CARIOLA 5 HOUR W/C VAN MONITOR					31,275.90
	A 5540.401-40-0478		B10 ESTIMATE 4 HOUR 22 PASS BUS MONITOR					13,168.80
	A 5540.401-40-0480		B12 ESTIMATE 4 HOUR 22 PASS BUS MONITOR					13,168.80
	A 5540.401-40-0481		B13 ESTIMATE 4 HOUR 22 PASS BUS MONITOR					13,168.80
	A 5540.401-40-0482		B14 ESTIMATE 4 HOUR 22 PASS BUS MONITOR					13,168.80
	A 5540.401-40-0483		B15 ESTIMATE 4 HOUR 22 PASS BUS MONITOR					13,168.80
<u>2806</u>		10/21/2022	STA - Interscholastic Sports Transportation			Not Required		
	A 5540.400-14-0285		INTERSCHOLASTIC SPORTS					1,600.00
	A 5540.400-40-0410		REGULAR PUPIL TRANSP				1,600.00	
<u>2807</u>		10/21/2022	STA Student Transportation			Not Required		
	A 5540.400-40-0410		REGULAR PUPIL TRANSP					114,802.63
	A 9020.800-70-0000		NYS TEACHER RETIREMENT				114,802.63	
<u>2808</u>		10/24/2022	Attica Bus Transportation - ck. 141906 Transfer			Not Required		
	A 5540.400-40-0407		TRANSPORTATION-ATTICA BUS				35,915.31	
	A 5540.400-40-0408		AIDES - ATTICA BUS TRANSPORTS				4,447.03	
	A 5540.400-40-0469		B1 OAKFIELD HS; BHS AND BOCES 5 HOUR W/C VAN					4,739.40
	A 5540.400-40-0470		B2 BMS/JAX 4 HOUR 22 PASSANGER BUS					3,572.82
	A 5540.400-40-0471		B3 KG FOSTER JAX AND JK 4 HOUR 22 PASSANGER BUS					4,064.58



# City School Dist. Of Batavia



## Budget Transfer Schedule Report For A - 4: A October 2022 Budget Transfer

Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
<a href="#">2809</a>	A 5540.400-40-0473	10/26/2022	B5 CANTALICIAN CENTER/ERIE CO ARC 5 HOUR 6 PASS VAN					4,556.34
	A 5540.400-40-0474		B6 STANLEY FALK 4 HOUR 6 PASS VAN					4,290.40
	A 5540.400-40-0475		B7 MARY CARIOLA 5 HOUR W/C VAN					4,739.40
	A 5540.400-40-0476		B8 SPENCERPORT & HALPERN 4 HOUR 6 PASS VAN					2,258.10
	A 5540.400-40-0477		B9 HOPE HALL & BIRD/MORGAN 5 HOUR 6 PASS VAN					3,796.96
	A 5540.400-40-0478		B10 ESTIMATE 4 HOUR 22 PASS BUS					406.48
	A 5540.401-40-0469		B1 OAKFIELD HS: BHS AND BOCES 5 HOUR W/C VAN MONITOR					1,316.88
	A 5540.401-40-0470		B2 BMS/JAX 4 HOUR 22 PASSANGER BUS MONITOR					1,755.84
	A 5540.401-40-0471		B3 KG FOSTER JAX AND JK 4 HOUR 22 PASSANGER BUS MONITOR					1,829.00
	A 5540.401-40-0473		B5 CANTALICIAN CENTER/ERIE CO ARC 5 HOUR 6 PASS VAN MONITOR					1,646.10
<a href="#">2812</a>	A 5540.401-40-0474		B6 STANLEY FALK 4 HOUR 6 PASS VAN MONITOR					1,390.04
		10/26/2022	2022-23 Legal Services - Sept.- June Est.			Not Required		
	A 1420.400-00-0000		CONTRACTUAL EXPENSE					
	A 9020.800-70-0000		NYS TEACHER RETIREMENT				40,000.00	40,000.00
<a href="#">2817</a>		10/31/2022	Unexpected Price Increase			Not Required		
	A 2110.210-04-0140		CAPITAL EQUIPMENT MIDDLE SCHOOL TECHNOLOGY				80.00	
	A 2110.450-04-0140		SUPPLIES MIDDLE SCHOOL TECHNOLOGY					80.00
		10/31/2022	October 2022 Negative Balance Transfer			Not Required		
<a href="#">85</a>	A 1310.160-11-0000		SALARIES BUSINESS OFFICE				9.27	
	A 1310.160-11-0165		SALARIES BUSINESS OFC OVERTIME					9.27
	A 2110.120-11-0000		TEACHER SALARIES K - 3				55.14	
	A 2110.130-11-0130		MS ELA Expeditionary Learning					55.14
	A 2110.140-11-0000		SUBSTITUTE TEACHERS				5,820.00	
	A 2110.140-11-0141		SUB TEACHER W/O RETIREMEN					
	A 2110.140-11-9999		SUBSTITUTE TEACHERS RETIRED					675.00
	A 2110.160-11-0000		NON-INSTRUCTIONAL SALARIES TEACHER AID				866.16	5,145.00
	A 2110.160-11-9999		NON-INSTRUCT SALARIES RETIRED					866.16



Ref Number	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
A 2850.150-11-0000		CO-CURRICULAR SALARIES					300.00
A 2855.150-11-0000		SALARY COACHES				840.15	
A 2855.151-11-0000		SALARY OFFICIALS					540.15
Grand Totals:							1,282,018.25
Net Amount:							0.00
Number of Budget Transfers: 18							
Account Distribution Totals							
Account	Description	Debits	Credits				
A 1240.150-11-0000	SALARY SUPERINTENDENT	2,000.00	0.00				
A 1240.400-00-0002	SUPERINTENDENT: NON-ELECT DEFERRAL	0.00	3,750.00				
A 1240.450-00-0000	SUPPLIES & MATERIALS	0.00	3,600.00				
A 1310.160-11-0000	SALARIES BUSINESS OFFICE	9.27	0.00				
A 1310.160-11-0165	SALARIES BUSINESS OFC OVERTIME	0.00	9.27				
A 1310.400-00-0002	BUS ADMIN: NON-ELECTIVE DEFERRAL	0.00	7,500.00				
A 1320.400-00-0000	CONTRACTUAL EXPENSE	0.00	23,285.00				
A 1420.400-00-0000	CONTRACTUAL EXPENSE	0.00	40,000.00				
A 1430.400-00-0002	PERSONNEL: NON-ELECTIVE DEFERRAL	0.00	7,500.00				
A 1621.400-50-0000	CONTRACTUAL	0.00	30,000.00				
A 2020.150-11-0000	SALARIES PRINCIPAL/ASST DIR	658.80	0.00				
A 2020.400-00-0002	ADMIN TSA NON-ELECTIVE DEFERRALS	0.00	36,666.67				
A 2020.405-01-0000	MILEAGE	0.00	658.80				
A 2110.120-11-0000	TEACHER SALARIES K - 3	4,375.14	0.00				
A 2110.130-11-0130	MS ELA Expeditionary Learning	0.00	55.14				
A 2110.140-11-0000	SUBSTITUTE TEACHERS	5,820.00	0.00				
A 2110.140-11-0141	SUB TEACHER W/O RETIREMEN	0.00	675.00				
A 2110.140-11-9999	SUBSTITUTE TEACHERS RETIRED	0.00	5,145.00				
A 2110.160-11-0000	NON-INSTRUCTIONAL SALARIES TEACHER AID	866.16	0.00				
A 2110.160-11-9999	NON-INSTRUCT SALARIES RETIRED	0.00	866.16				
A 2110.210-04-0140	CAPITAL EQUIPMENT MIDDLE SCHOOL TECHNOLOGY	80.00	0.00				
A 2110.405-01-0000	MILEAGE	0.00	4,320.00				
A 2110.450-04-0140	SUPPLIES MIDDLE SCHOOL TECHNOLOGY	0.00	80.00				
A 2110.450-05-0160	SUPPLIES HIGH SCHOOL MATH	23.00	0.00				



# City School Dist. Of Batavia

## Budget Transfer Schedule Report For A - 4: A October 2022 Budget Transfer



Ref Number	Date	Budget Transfer Description	Approval Status	Transfer Out	Transfer In
Account	Account Description	Description	Detail Description		
Account	Description		Debits	Credits	
A 2110.450-15-0237	ART SUPPLIES: JACKSON		0.00	257.36	
A 2850.150-11-0000	CO-CURRICULAR SALARIES		0.00	300.00	
A 2855.150-11-0000	SALARY COACHES		840.15	0.00	
A 2855.151-11-0000	SALARY OFFICIALS		0.00	540.15	
A 5540.400-05-0160	HIGH SCHOOL MATH TRANSPORTATION		0.00	23.00	
A 5540.400-14-0285	INTERSCHOLASTIC SPORTS		0.00	87,100.00	
A 5540.400-40-0407	TRANSPORTATION-ATTICA BUS		560,652.00	0.00	
A 5540.400-40-0408	AIDES - ATTICA BUS TRANSPORTS		149,082.87	0.00	
A 5540.400-40-0410	REGULAR PUPIL TRANSP		292,249.20	114,802.63	
A 5540.400-40-0411	REGULAR SCHOOLS: FUEL ADJUSTMENT		0.00	67,035.00	
A 5540.400-40-0469	B1 OAKFIELD HS; BHS AND BOCES 5 HOUR W/C VAN		0.00	47,394.00	
A 5540.400-40-0470	B2 BMS/JAX 4 HOUR 22 PASSANGER BUS		0.00	45,071.64	
A 5540.400-40-0471	B3 KG FOSTER JAX AND JK 4 HOUR 22 PASSANGER BUS		0.00	40,645.80	
A 5540.400-40-0472	B4 CRESTWOOD 3 HOUR 6 PASSANGER BUS		0.00	40,645.80	
A 5540.400-40-0473	B5 CANTALICIAN CENTER/ERIE CO ARC 5 HOUR 6 PASS VAN		0.00	45,563.40	
A 5540.400-40-0474	B6 STANLEY FALK 4 HOUR 6 PASS VAN		0.00	40,758.71	
A 5540.400-40-0475	B7 MARY CARIOLA 5 HOUR W/C VAN		0.00	47,394.00	
A 5540.400-40-0476	B8 SPENCERPORT & HALPERN 4 HOUR 6 PASS VAN		0.00	39,742.56	
A 5540.400-40-0477	B9 HOPE HALL & BIRD/MORGAN 5 HOUR 6 PASS VAN		0.00	45,183.71	
A 5540.400-40-0478	B10 ESTIMATE 4 HOUR 22 PASS BUS		0.00	38,816.75	
A 5540.400-40-0479	B11 TG FOSTER CARE 3 HOUR 6 PASS VAN		0.00	36,581.40	
A 5540.400-40-0480	B12 ESTIMATE 4 HOUR 22 PASS BUS		0.00	40,645.80	
A 5540.400-40-0481	B13 ESTIMATE 4 HOUR 22 PASS BUS		0.00	40,645.80	
A 5540.400-40-0482	B14 ESTIMATE 4 HOUR 22 PASS BUS		0.00	40,645.80	
A 5540.400-40-0483	B15 ESTIMATE 4 HOUR 22 PASS BUS		0.00	40,645.80	
A 5540.401-40-0469	B1 OAKFIELD HS; BHS AND BOCES 5 HOUR W/C VAN MONITOR		0.00	13,168.80	
A 5540.401-40-0470	B2 BMS/JAX 4 HOUR 22 PASSANGER BUS MONITOR		0.00	38,409.00	
A 5540.401-40-0471	B3 KG FOSTER JAX AND JK 4 HOUR 22 PASSANGER BUS MONITOR		0.00	25,935.22	
A 5540.401-40-0472	B4 CRESTWOOD 3 HOUR 6 PASSANGER BUS MONITOR		0.00	13,168.80	



# City School Dist. Of Batavia

## Budget Transfer Schedule Report For A - 4: A October 2022 Budget Transfer



Ref Number	Date	Budget Transfer Description	Approval Status	Transfer Out	Transfer In
Account	Account Description	Detail Description			
Account	Description	Debits	Credits		
A 5540.401-40-0473	B5 CANTALICIAN CENTER/ERIE CO ARC 5 HOUR 6 PASS VAN MONITOR	0.00	16,461.00		
A 5540.401-40-0474	B6 STANLEY FALK 4 HOUR 6 PASS VAN MONITOR	0.00	13,205.38		
A 5540.401-40-0475	B7 MARY CARIOLA 5 HOUR W/C VAN MONITOR	0.00	31,275.90		
A 5540.401-40-0478	B10 ESTIMATE 4 HOUR 22 PASS BUS MONITOR	0.00	13,168.80		
A 5540.401-40-0480	B12 ESTIMATE 4 HOUR 22 PASS BUS MONITOR	0.00	13,168.80		
A 5540.401-40-0481	B13 ESTIMATE 4 HOUR 22 PASS BUS MONITOR	0.00	13,168.80		
A 5540.401-40-0482	B14 ESTIMATE 4 HOUR 22 PASS BUS MONITOR	0.00	13,168.80		
A 5540.401-40-0483	B15 ESTIMATE 4 HOUR 22 PASS BUS MONITOR	0.00	13,168.80		
A 9020.800-70-0000	NYS TEACHER RETIREMENT	265,361.66	0.00		
<b>Fund A Totals:</b>		<b>1,282,018.25</b>	<b>1,282,018.25</b>		
<b>Grand Totals:</b>		<b>1,282,018.25</b>	<b>1,282,018.25</b>		



## Department of Health

KATHY HOCHUL  
Governor

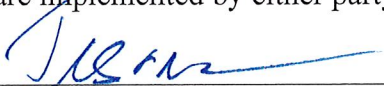
MARY T. BASSETT, M.D., M.P.H.  
Commissioner

KRISTIN M. PROUD  
Acting Executive Deputy Commissioner

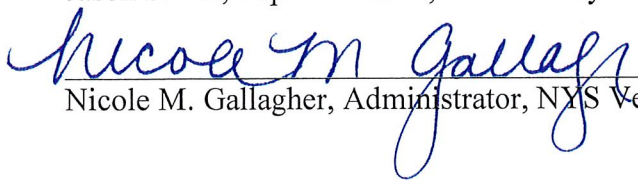
**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE NEW YORK STATE VETERANS HOME AT BATAVIA  
AND  
THE CITY OF BATAVIA HIGH SCHOOL**

It is our understanding that in the event of an emergency evacuation of residents of the New York State Veterans Home at Batavia, the Batavia High School, 260 State Street Road, Batavia, NY 14020, would provide temporary shelter in the Second Gym of the high school. This emergency sheltering would be requested through 911 under the direction of the City of Batavia Fire Department and/or the Genesee County Emergency Management Services. The NYS Veterans Home at Batavia will provide as many clinical staff as possible to provide direct resident care.

This Memorandum is hereby reviewed, accepted, and executed as an open-ended agreement reviewed yearly and will continue to be in place and effect until changes or termination procedures are implemented by either party to this agreement.

  
\_\_\_\_\_  
Jason Smith, Superintendent, Batavia City Schools

11/17/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Nicole M. Gallagher, Administrator, NYS Veterans Home at Batavia

11.7.22  
\_\_\_\_\_  
Date

XC: Genesee County Office of Emergency Management, City of Batavia Fire Department,  
Batavia City Schools Superintendent of Building and Grounds

Please return signed MOU to: NYS Veterans Home at Batavia  
220 Richmond Avenue  
Batavia, NY 14020  
Sally Phelix 585-345-2076

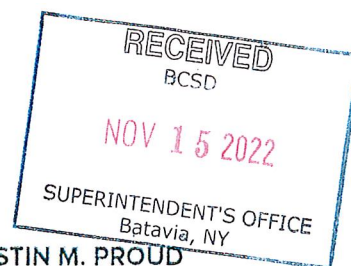




KATHY HOCHUL  
Governor

## Department of Health

MARY T. BASSETT, M.D., M.P.H.  
Commissioner



KRISTIN M. PROUD  
Acting Executive Deputy Commissioner

November 8, 2022

Mr. Jason Smith  
Superintendent of Schools  
260 State Street  
Batavia, New York 14021

Dear Superintendent Smith:

The New York State Veterans Home at Batavia is a skilled nursing home for 126 elderly residents. We are in the process of updating our 2022-2023 Evacuation Plan. The NYS Department of Health requires a directive to ensure that our plan includes more than one "stop-over" site in case of an emergency evacuation of our facility. An evacuation would be the very last resort for us during an emergency. According to our Emergency Preparedness plan, a stop-over site houses our residents until we can either return to our facility or place our residents in suitable housing until the time we can return. The planned time in a stop-over site is 12-24 hours. Our first designated stop-over site is Building 4 of the VAWNY Health Care System at Batavia on our campus. However, if this site is not available due to a city or county-wide emergency, we need to have alternate sites both within and outside the city. We would then be guided by the City Fire Department and/or Genesee County Emergency Management Services under their emergency plans.

If an emergency evacuation was declared and Building 4 of the VA Batavia was not available, we would then ask for emergency sheltering for residents in your Second Gym. The majority of our residents are non-ambulatory and the gym offers a safe, secure site that has easy access from the State Street side of the building. We will be providing clinical care for our residents and will send as many staff as possible to assist our residents. As your facility has been designated a Red Cross Shelter, we would have access to a number of critical emergency services through city and county resources. We have also selected the New York State School for the Blind and the Bryon Bergen High School as alternate locations.

The Directive also requires Memorandums of Understanding in place for additional stop-over sites. Please sign, make a copy for your records and return one for ours. If you have any questions or concerns, please contact me at 585-345-2076.

Sincerely,

  
Nicole M. Gallagher  
Administrator

Enclosure

# **Agreement**

Between

**WYOMING COUNTY YOUTH BUREAU**

and

**BATAVIA CITY SCHOOL**

80 Union Street

Batavia, New York 14020

**FOR THE PERIOD SEPTEMBER 1, 2022 THROUGH JUNE 30, 2024**

**PRESCHOOL SPECIAL EDUCATION**

**PROVIDED TO PRESCHOOLERS WITH DISABILITIES**



THIS AGREEMENT, which shall be deemed to be dated as of the date the last party executed this Agreement, by and between **WYOMING COUNTY**, a municipal corporation with offices at 143 North Main Street, Warsaw, New York 14569, hereinafter referred to as "COUNTY", and **BATAVIA CITY SCHOOL**, having an office at **80 Union St, Batavia, NY 14020**, hereinafter referred to as the "CONTRACTOR", is for the provision of services to Preschool Children with Disabilities pursuant to section 4410 of the New York State Education Law.

WITNESSETH:

WHEREAS, "BOARD" shall mean:

- 1) a board of education as defined in section two (2) of the New York State Education Law; or,
- 2) trustees of a common school district as defined in section 1601 of the New York State Education Law; and,

WHEREAS, "COMMISSIONER" shall mean the Commissioner of Education of the State of New York; and

WHEREAS, the CONTRACTOR warrants that it can meet the needs of children with disabilities placed in its approved program under section 4410 of the New York State Education Law and in compliance with Part 200 of the Regulations of the COMMISSIONER, and shall comply with all applicable federal, state, and local laws; and

WHEREAS, the CONTRACTOR has been approved by the COMMISSIONER to provide special education services in accordance with section 4410 of the New York State Education Law and Part 200 of the Regulations of the COMMISSIONER; and

WHEREAS, the COUNTY shall provide either directly or by contract for suitable transportation to and from the CONTRACTOR'S program, in accordance with section 4410 of the New York State Education Law and the Part 200 Regulations of the COMMISSIONER; and

WHEREAS, section 4410 of the New York State Education Law requires a contract, in a form approved by the COMMISSIONER, between the COUNTY and the CONTRACTOR of the approved program selected by the BOARD.

WHEREAS, the Wyoming County Board of Supervisors, by Resolution Number \_\_\_\_\_, adopted \_\_\_\_\_, 2018, authorized the execution of an Agreement with the CONTRACTOR for these services.

NOW, THEREFORE, in order to make available those services to children with disabilities placed under section 4410 of the New York State Education Law as determined by the BOARD, the parties hereto mutually agree as follows:

## 1. TERM

The term of this Agreement shall commence on **9/01/2022** and shall end on **6/30/2024** unless terminated earlier as provided herein.

## 2. SERVICES

The CONTRACTOR shall agree to provide all services listed on the Individual Education Plan (IEP) for children with disabilities placed by the BOARD to attend the CONTRACTOR'S program as specified in **Appendix A**. The school year is hereby defined as a two (2) month session from July 1 through August 31 and a ten (10) month session from September 1 through June 30. The CONTRACTOR shall provide such services for that part of the school year for which children are placed by the BOARD.

### 3. FINANCIAL ARRANGEMENTS

All financial arrangements for services under this Agreement shall be between the COUNTY and CONTRACTOR in accordance with the provisions of paragraph 4 of this Contract. The CONTRACTOR shall be responsible for the delivery of appropriate services, including the training and/or retraining of direct service staff employed by the CONTRACTOR.

### 4. REIMBURSEMENT OF EXPENDITURES BY THE COUNTY

The COUNTY, in accordance with the provisions of this Contract, shall reimburse the CONTRACTOR for expenditures made for contracted services as follows:

- (a) Rates—Such payments shall be at the rates approved for tuition and, if applicable, evaluations and maintenance for residential placements. The rate for tuition, evaluations and maintenance shall be the amount established for such purpose by the COMMISSIONER and certified by the Director of the Budget of the State of New York. The COUNTY shall pay the CONTRACTOR only those rates which are set by the COMMISSIONER and transmitted in writing by the COMMISSIONER for only such period as the CONTRACTOR has the approval of the COMMISSIONER. Where the enrollment for a child is for periods of less than the full July/August session or September/June session, the payment shall be prorated by the COMMISSIONER pursuant to Part 200 of the Regulations of the COMMISSIONER.

The CONTRACTOR will send to the COUNTY the letter of rate determination from SED within ten (10) business days of its receipt and furthermore the CONTRACTOR will submit to the COUNTY the letters and documentation in support of any appeal of the rate determination within ten (10) business days of submission to the New York State Education Department.

- (b) Submission of Vouchers—To receive payment by the COUNTY, the CONTRACTOR shall prepare and submit properly completed and executed Wyoming County claims and supporting documentation setting forth in detail the services provided by the CONTRACTOR. All billings must be accompanied by a county voucher such as **Appendix B** or a similar invoice used by the CONTRACTOR. Supporting documents shall include an original, completed and signed Program Log Sheet (see **Appendix C**) for each special education service the child is receiving. Vouchers received prior to the fourth day of the month will be processed and paid within forty-five (45) days. Any voucher received after the fourth day of the month will not be processed until the next billing cycle.
- (c) Audit—Claims must be approved by the Director of the Wyoming County Youth Bureau, or by his/her duly authorized representative and audited by the Wyoming County Financial Services. The CONTRACTOR shall, upon the request of the COUNTY, provide the COUNTY such documentation, records, information and data and response to such inquiries as the COUNTY may deem necessary or appropriate and shall fully cooperate with internal and/or independent auditors designated by the COUNTY and permit such auditors to have access to, examine and copy all records, documents, reports and financial statements as the COUNTY deems necessary to assure or monitor payments to the CONTRACTOR under this Agreement. Such records shall include a prescription for all speech, occupational and physical therapy services rendered to the child.
- (d) In the event of notification by the COMMISSIONER of an official rate change, the CONTRACTOR shall submit a claim to the COUNTY for any additional payment due to a rate increase or shall notify the COUNTY of any refund owed due to a rate decrease.
- (e) No payment shall be required to be made by the COUNTY for tuition prior to receipt of Notification of Determination of Placement (STAC-1) or for evaluations prior to receipt of authorization to conduct the evaluation or reevaluation (STAC-5). The COUNTY shall pay tuition pursuant to such notification



commencing with the date of enrollment prescribed therein. In the case of evaluations or reevaluations the COUNTY shall pay for such evaluations or reevaluations upon receipt of the properly completed authorization.

- (f) No parent or any other person shall be required or requested to make any payment for tuition, maintenance, or transportation, in addition to the payments made by the COUNTY pursuant to this Contract.
- (g) All claims for payment made to the COUNTY by the CONTRACTOR shall identify and allocate costs for services rendered in such a manner as shall be acceptable to the COUNTY.
- (h) The CONTRACTOR shall be held liable for any and all claims, judgments, costs, awards, liability, loss, damage, suit or expense of any kind that the COUNTY may incur, suffer or be required to pay by reason of the CONTRACTOR, its agents, officers, members, directors or employees' failure to comply with its responsibilities under this contract. In addition, the COUNTY may offset its payment to the CONTRACTOR in an amount equal to the above-referenced liabilities.
- (i) The CONTRACTOR shall prepare and make available such statistical, financial, and other records, pursuant to section 4410 of the New York State Education Law, as are necessary for reporting and accountability. All documents and records shall be consistent with New York State financial requirements for audit and rate establishment procedures. The financial records and other financial documents relevant to this Agreement shall be retained by the CONTRACTOR for nine (9) years after the school year in which services were rendered.
- (j) These records pursuant to section 4410 of the New York State Education Law shall be subject at all reasonable times to inspection, review, or audit by the BOARD, the municipality where the CONTRACTOR is located, the State of New York, acting through the Education Department or the Office of the State Comptroller, federal and other personnel duly authorized by such municipality. In addition, such municipality shall make available any and all copies of such documents to such other MUNICIPALITIES as may contract with the CONTRACTOR.

## **5. STANDARDS OF SECTION 200.2 OF THE REGULATIONS OF THE COMMISSIONER**

The CONTRACTOR will maintain the standards set forth under section 200.20 of the Regulations of the COMMISSIONER to preserve its status as an approved school for the education of children with disabilities. It is understood and agreed by the parties that failure to do so shall render this Agreement void, in which case the CONTRACTOR shall be entitled to no compensation for the portion of the school year in which such approval ceases to be maintained and shall reimburse the COUNTY any amounts already received for that portion of such school year.

## **6. COMPLIANCE TO FEDERAL AND NEW YORK STATE LAWS OR REGULATIONS**

This Agreement is subject to and shall comply with all applicable provisions of federal and New York State laws or regulations. This Agreement shall be governed by the Laws of the State of New York.

## **7. CONTRACTOR QUALIFIED, LICENSED, ETC.**

The CONTRACTOR represents and warrants to the COUNTY that it and its employees are duly and fully qualified under the laws of the state of its incorporation and of the State of New York, to undertake the

activities and obligations set forth in this Agreement, that it possesses as of the date of its execution of this Agreement, and it shall maintain throughout the term hereof, all necessary approvals, consents and licenses and/or certifications from all applicable government agencies and authority and that it has taken and secured all necessary board of directors and shareholders actions

**8. INDEPENDENT CONTRACTOR**

For the purpose of this Agreement, the CONTRACTOR is and shall in all respects be considered an independent Contractor. The CONTRACTOR, its individual members, directors, officers, employees and agents are not and shall not hold itself out or claim to be an officer or employee of Wyoming County or make claim to any rights accruing thereto, including, but not limited to, Worker's Compensation, unemployment benefits, Social Security or retirement plan membership or credit.

**9. EMPLOYMENT COMPENSATION, PAYROLL TAXES, INSURANCES, ETC.**

The CONTRACTOR shall have the direct and sole responsibility for the following: payment of wages and other compensation; reimbursement of the CONTRACTOR'S employees' expenses; compliance with Federal, State and Local tax withholding requirements pertaining to income taxes, Worker's Compensation, Social Security, unemployment and other insurance or other statutory withholding requirements; and all obligations imposed on the employer of personnel. The COUNTY shall have no responsibility for any of the incidences of employment.

**10. FEDERAL, STATE AND LOCAL LAW AND REGULATIONS COMPLIANCE**

Notwithstanding any other provision in this Agreement, the CONTRACTOR remains responsible for ensuring that all services provided pursuant to this Agreement shall comply with all pertinent provisions of Federal, State and local statutes, rules and regulations. The CONTRACTOR agrees to abide by and comply with all applicable federal, state and local laws, rules, regulations and orders, including but not limited to those provisions relating to confidentiality, fraud, abuse and anti-kickback laws, and to fully cooperate with the COUNTY in this regard, and to execute any amendments necessary to comply with such laws, rules, regulations, orders and programs.

**11. NON-DISCRIMINATION**

The CONTRACTOR agrees that in carrying out its activities under the terms of this Agreement it shall not discriminate against any person due to such person's race, color, creed, disability, sex, marital status, age or national origin and that at all times it will abide by the applicable provisions of the Human Rights Law of the State of New York as presently set forth in Sections 290-301 of the Executive Law of the State of New York.

**12. FEDERAL SINGLE AUDIT**

In the event the CONTRACTOR is a recipient through this Agreement, directly, or indirectly, of any funds of or from the United States government, the CONTRACTOR agrees to comply fully with the terms and requirements of the Federal Single Audit Act [Title 31 United States Code, Chapter 75], as amended from time to time. The CONTRACTOR shall comply with all requirements stated in Federal Office of Management and Budget Circulars A-102, A-110 and A-133, and such other circulars, interpretations, opinions, rules and regulations that may be issued in connection with the Federal Single Audit Act.



**13. FINANCIAL, STATISTICAL SERVICE RECORDS AVAILABILITY**

The CONTRACTOR shall prepare and make available such statistical, financial, service and other records pursuant to regulations promulgated by the New York State Department of Health (NYSDOH), New York State Education Department (NYSED), New York State Office of Children and Family Services (NYSOCFS) or requested by the COUNTY as applicable. These records shall be subject at all reasonable times to inspection, review or audit by the COUNTY, the State of New York, acting through the Department of Health or the Office of the State Comptroller, federal and other personnel duly authorized by the COUNTY. These records shall be maintained for the period set forth in the State Regulations.

**14. AUDITS**

The CONTRACTOR shall submit a copy of any audit findings relating to services funded under this Agreement to the Wyoming County Youth Bureau.

**15. NON-ASSIGNMENT**

The CONTRACTOR shall not, in whole or part, assign, convey, transfer, sublet, mortgage, pledge, hypothecate, or grant any security interest in or otherwise dispose of this Agreement, or any of its right, title, or interest herein or its power to execute this Agreement, to any other person or entity without the prior written consent of the BOARD and COUNTY which such consent shall be attached to this Agreement as an amendment.

**16. SUBCONTRACT**

All agreements between CONTRACTOR and Sub-Contractors shall be by written contract and a copy shall be provided to the County. All subcontracts entered into by the CONTRACTOR relative to the purchase of services pursuant to this Agreement shall be written in accordance with all applicable federal and State laws, regulations and guidelines and shall be as disclosed on the application to the COMMISSIONER for program approval. No provision of any such subcontract shall be deemed to require any obligation, financial or otherwise, on the part of the COUNTY in addition to the established tuition, evaluation, and maintenance rates. Any arrangements entered into by a CONTRACTOR with a Sub-Contractor shall be governed by all applicable provisions relating to conflict of interest pursuant to the Laws of New York State. The CONTRACTOR shall not be relieved of any responsibility under this Agreement by any subcontract.

**17. INTENT TO SUBCONTRACT**

The CONTRACTOR shall give the COUNTY thirty (30) days written notice of its intent to subcontract and the COUNTY reserves the right to approve or disapprove of Sub-Contractors. The COUNTY reimbursement for services may be withheld in the event of noncompliance with this section. The CONTRACTOR will provide to the COUNTY any information requested regarding the proposed Sub-Contractor(s).

**18. INSURANCE**

The CONTRACTOR will, at its own expense, procure and maintain a policy or policies of insurance during the term of this Agreement. The policy or policies of insurance required are standard Worker's Compensation Insurance, if required by law; general and professional liability insurance (including, without limitation,

contractual liability) with minimum limits of liability in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate; and, automobile liability insurance in the amount of \$1,000,000 each occurrence for bodily injury and property damage. Original certificates evidencing such coverage and indicating that such coverage will not be cancelled or amended without thirty (30) days prior written notice to the COUNTY, shall be delivered to the COUNTY before final execution of this Agreement. Original renewal certificates conforming to the requirements of this section shall be delivered to the COUNTY at least sixty (60) days prior to the expiration of such policy or policies of insurance. The CONTRACTOR'S general liability and professional liability insurance shall provide for and name Wyoming County as an additional insured. All policies of insurance shall be issued by companies in good financial standing duly and fully qualified and licensed to do business in New York State or otherwise acceptable to the COUNTY.

If any required insurance coverage contains aggregate limits or applies to other operations of the CONTRACTOR, outside of those required by this Agreement, the CONTRACTOR shall provide Wyoming County with prompt written notice of any incident, claims settlement, or judgment against that insurance which diminishes the protection such insurance affords Wyoming County. The CONTRACTOR shall further take immediate steps to restore such aggregate limits or shall provide other insurance protection for such aggregate limits.

#### **19. INDEMNIFICATION**

Notwithstanding the limits of any policy of insurance provided by the CONTRACTOR pursuant to this Agreement, the CONTRACTOR agrees to defend, indemnify and save harmless the COUNTY, its officers, agents, servants and employees from and against any and all liability, damages, costs, or expenses, causes of actions, suites, judgments, losses and claims of every names not described including attorney's fees and disbursements, brought against the COUNTY which may arise, be sustained, or occasioned directly or indirectly by any person, firm, or corporation arising out of or resulting from the performance of the services by the CONTRACTOR, arising from any act, omission or negligence of the CONTRACTOR, its agents and employees, or arising from any breach or default by the CONTRACTOR under this Agreement. Nothing herein is intended to relieve the COUNTY from its own negligence or misfeasance, or to assume any such liability for the COUNTY by the CONTRACTOR. If a conflict arises between the indemnification contained in this Agreement and the insurance certificate provided by the CONTRACTOR pursuant to this Agreement, the indemnification under this paragraph controls.

#### **20. AMENDMENT IN WRITING ONLY**

This Agreement may be modified or amended only in writing, duly executed by all parties, and shall be attached to and become a part of this Agreement.

#### **21. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the COUNTY and the CONTRACTOR and supersedes any and all prior agreements between the parties hereto for the services herein to be provided. The Agreement shall be governed by and construed in accordance with the laws of New York State without regard or reference to its conflict of law principles.

#### **22. TERMINATION BY COMMISSIONER OR CONTRACTOR**

This Agreement shall be deemed to be terminated at any time as the COMMISSIONER withdraws approval for the CONTRACTOR to provide services or programs for children with disabilities. However, should the



CONTRACTOR request termination of this Agreement based on the CONTRACTOR'S intent to cease operation, all specific close down procedures shall be followed by the CONTRACTOR in accordance with Part 200 of the Regulations of the COMMISSIONER. Written notice of any such termination shall be provided to the COUNTY and the BOARD(S) by the CONTRACTOR not less than sixty (60) days prior to the intended effective date of such action. In the event of such termination, the parties shall adjust the accounts due and the CONTRACTOR shall undertake no additional expenditures not already required. Upon any such termination, the parties shall endeavor in an orderly manner to close down activities hereunder.

## **23. TERMINATION BY THE COUNTY**

This Agreement may be terminated at any time upon sixty (60) days written notice by either party to the other party, without incurring any penalty on account of such termination. Notwithstanding the provisions of this paragraph, the COUNTY may terminate this Agreement immediately upon written notice to the CONTRACTOR upon the happening of any of the following:

- a) Funding for the services to be performed under this Agreement is terminated or curtailed.
- b) The CONTRACTOR becomes bankrupt, insolvent or makes an assignment for the benefit of creditors.
- c) The State of New York determines that the services performed by the CONTRACTOR do not adequately meet the standards as prescribed by State and Federal requirements.

## **24. CONFIDENTIALITY**

The COUNTY and the CONTRACTOR shall observe and require the observance by all Sub-Contractors and their employees of all applicable federal and New York State requirements relating to confidentiality of records and information. The CONTRACTOR shall sign a Confidentiality Agreement as part of this Agreement (**Appendix D**).

## **25. THIRD PARTY HEALTH INSURANCE**

- a) The CONTRACTOR shall secure, maintain and send to the COUNTY, upon request, clinical documentation as required by the terms of the Agreement and any and all policies and procedures issued by the COUNTY.
- b) The CONTRACTOR has the responsibility to provide clinical documentation, when requested, to enable the COUNTY or its Contractors to bill third party health insurance(s).
- c) If the COUNTY, or its designee, bills third party health insurance (including Medicaid) and the claim is rejected or denied because of inadequate documentation, the COUNTY reserves the right to withhold payment from the CONTRACTOR equal to the amount rejected or denied by the third party health insurer.
- d) If the third party health insurer recovers monies from the COUNTY because of inadequate documentation provided by the CONTRACTOR, the COUNTY reserves the right to recover the amount from the CONTRACTOR.

## **26. ZERO COST TO FAMILIES**

No parent or other person shall be required by the CONTRACTOR to make any payment for services provided pursuant to this Agreement unless otherwise prescribed by law.

## 27. MEDICAID AGREEMENT AND STATEMENT

The CONTRACTOR will complete and sign the Medicaid Agreement (**Appendix E**) and the Statement of Reassignment of Medicaid Benefits (**Appendix F**). The CONTRACTOR shall include with the submission of their monthly Program Log Sheets a completed daily session notes form such as (**Appendix G**). Each daily session note must include: Whether the service was provided individually or in a group (specify actual group size); the setting in which the service was rendered (school, home, other); date and time the service was rendered (record session start time and end time as well as length in minutes); brief description of the student's progress made by receiving the service during the session; printed name and title as well as the signature and credentials of the servicing provider and signature/credentials of supervising clinician as appropriate; CPT code(s) must be included for EACH Medicaid billable session. The following must also be included on the session notes, but can be written just once at the top of the page: student's name and specific type of service provided. The CONTRACTOR shall adhere to all requirements of the State Plan Amendment (SPA). Additional guidance documents can be found at: [http://www.oms.nysed.gov/medicaid/billing\\_claiming\\_guidance](http://www.oms.nysed.gov/medicaid/billing_claiming_guidance)

## 28. WRITTEN ORDERS/REFERRALS

The COUNTY will not be responsible for payment of any evaluation or service provided without a required written order/referral such as (**Appendix H**). The written order/referral must include: the name of the child for whom the order is written; the complete date the order was written and signed; the service that is being ordered; provider's contact information (office stamp or preprinted address and telephone number); signature of a NYS licensed and registered physician, a physician assistant, or a licensed nurse practitioner acting within his or her scope of practice (for psychological counseling services this also includes an appropriate school official and for speech therapy services, a speech-language pathologist); the ordering practitioner's National Provider Identifier (NPI) or license number; and a valid ICD-10-CM diagnosis code. To provide consistency and clear direction in written orders/referrals, the preferred format for dates is mm/dd/yyyy and the CONTRACTOR has the responsibility to convey such to the ordering provider. Please note that the date of the written order/referral must be prior to delivery of the evaluation and/or services. Related services may all be on one written order/referral provided the child's need for each service is specifically documented.

## 29. CHILD ABUSE REGISTRY

- a) The CONTRACTOR shall screen all *current* employees and subcontractors whom it determines have the potential for regular and substantial contact with a child through the Justice Center Vulnerable Persons Central Register (VPCR) that will include a Staff Exclusion List (SEL). The CONTRACTOR shall comply with Section 424-a of NYS Social Service Law to ensure form LDSS-3370 is completed and submitted to the State Central Register (SCR). Any provider who has the potential for regular and substantial contact with a child and who has not been checked through the SEL and SCR can only provide services in a supervised setting with another professional acting as supervisor. The CONTRACTOR will notify the COUNTY in writing, for each employee and subcontractor, that the screening has been completed and the result of the screening. The COUNTY reserves the right to terminate the contract if it learns that any employee or subcontractor is the subject of an indicated report.
- b) The CONTRACTOR shall screen all *prospective* employees and subcontractors whom it is actively considering for employment and who will have the potential for regular and substantial contact with a child through the Justice Center Vulnerable Persons Central Register (VPCR) that will include a Staff Exclusion List (SEL) and the State Central Register (SCR). The clearance must be completed and acceptable responses received from the Staff Exclusion List (SEL) and the State Central Register (SCR)



prior to any unsupervised contact with children receiving services. The CONTRACTOR will notify the COUNTY in writing for any employee or subcontractor that is hired, that the screening has been completed and the result of the screening. The COUNTY reserves the right to terminate this contract if it learns that any employee or subcontractor is the subject of an indicated report.

**30. MANDATED CHILD ABUSE REPORTING**

Pursuant to Title 6, Article 6, Chapter 55 of the New York State Social Service Law, the CONTRACTOR and his/her/their employees/subcontractors are mandated child abuse reporters, and as such, must comply with all statutes and regulations pertaining to the same.

**31. QUALITY ASSURANCE PARTICIPATION**

The CONTRACTOR shall participate in quality assurance activities that may include unannounced and announced site visits by the COUNTY, record reviews, family satisfaction surveys and other quality assurance activities as deemed necessary by the COUNTY.

**32. BASIC HEALTH REGULATION**

All individuals providing direct services to children shall be required to maintain basic immunization: tetanus every 10 years; tuberculosis (PPD intradermal) every 2 years. All new agency employees and independent contractors hired after July 1, 1999 who provide direct service to children shall be required to have a physical and updated immunizations. The CONTRACTOR shall maintain documentation and be available to provide same as requested by the COUNTY.

**33. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND RESPONSIBILITY**

The CONTRACTOR shall sign a certification regarding debarment, suspension and responsibility as part of this Agreement (**Appendix I**).

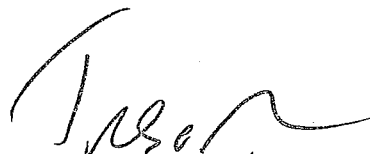
IN WITNESS WHEREOF, the parties hereunto have executed this Agreement.

WYOMING COUNTY

Rebecca Ryan, Chairman, Wyoming County Board of Supervisors

Date

CONTRACTOR



12/1/12

Name of Provider

Date

Barlowia City School District  
Jason A. Smith, Superintendent



## APPENDIX A

### SERVICES LISTING

☒ NYSED Approved Centerbased Preschool Special Education Program\* \*\*

☐ NYSED Approved Special Education Itinerant Teacher

☐ NYSED Approved Preschool Evaluation Team

\* **Supervision of Teachers of the Speech and Hearing Handicapped.** All children receiving speech-language services may receive these services from a teacher of the speech and hearing handicapped under the direction of a New York State Licensed or ASHA Certified Speech-Language Pathologist (SLP). At the time of contract renewal, the agency providing the service will fill out the "Under the Direction of" form in **Appendix J**. This form will be updated and sent to the municipality by the agency providing the service as changes are made. The SLP providing direction to the teacher of the speech and hearing handicapped must:

- Assure the delivery of speech-language pathology services as per the student's IEP.
- Assure the services are medically appropriate
- Provide face to face contact with the child receiving speech services at the beginning of treatment (before the first actual speech therapy session) and periodically thereafter.
- Clearly document the first meeting between the qualified SLP and the child.
- Be readily available, as needed, to the teacher of the speech and hearing handicapped for assistance and consultation (but need not be on the premises); and
- Review periodic progress notes prepared by the teacher of the speech and hearing handicapped, consult with the teacher and make recommendations, as appropriate.

\*\* **Licensed occupational and physical therapy assistants** may provide treatment according to a plan developed by or in collaboration with a licensed occupational therapist / licensed physical therapist. They must work under the supervision of a licensed occupational therapist.

APPENDIX B

Wyoming County Youth Bureau  
Preschool Special Education Program  
Provider Billing Cover Sheet

Provider's Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

Billing Period (month/year) \_\_\_\_\_

Program \_\_\_\_\_

Child's Name	Type of Service	# Sessions	Bill Rate	Total

TOTAL AMOUNT BILLED: \_\_\_\_\_

Providers Signature: \_\_\_\_\_

date



## APPENDIX C

[illegible]

APPENDIX C-1  
APPENDIX D

WYOMING COUNTY YOUTH BUREAU

PRESCHOOL SPECIAL EDUCATION AND EVALUATIONS

CONFIDENTIALITY AGREEMENT

BATAVIA CITY SCHOOL, provider of services to children eligible under this contract, agrees to adhere to the confidentiality and access to information requirements pursuant to all relevant law and regulation, including the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA) laws and New York State Education Department (NYSED) rules and regulations, including but not limited to the clinical records. This requirement applies to all employees, officers, agents and volunteers.

Date: 12/1/22 Signed: Jason A. Smith  
Agency: Batavia City School District



## APPENDIX E

## MEDICAID PROVIDER AGREEMENT

BETWEEN THE NEW YORK STATE DEPARTMENT OF HEALTH  
AND SERVICE PROVIDERS

Contingent upon approval by the New York State Department of Health and Wyoming County to participate in Preschool (Section 4410) Program and the satisfactory completion of a Medicaid provider agreement and statement of reassignment for the purpose of establishing eligibility to participate in the New York State Medicaid Program under title XIX of the Social Security Act, **BATAVIA CITY SCHOOL**, hereinafter called the Provider, agrees as follows to:

- A. (1) Keep any records necessary to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medical Assistance.
- (2) On request, furnish the New York State Department of Health, or its designee, and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any information regarding any Medicaid claims reassigned by the Provider to the Preschool County Agency.
- (3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B. Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and marital status.
- C. Abide by all applicable federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes Rules and Regulations of the State of New York.
- D. Provide services in accordance with Section 4410 of the New York State Education Department as amended and Part 200 of the Commission Regulations (SED).

Authorized Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Date signed: \_\_\_\_\_

APPENDIX F  
STATEMENT OF REASSIGNMENT

BATAVIA CITY SCHOOL

By this reassignment, the above-named program/provider of Preschool Services agrees:

1. - to permit the County to retain any MEDICAID revenues received for Preschool services provided to Medicaid eligible children.
2. - to accept as payment in full the contracted reimbursement rates for preschool related covered services.
3. - to agree not to bill Medicaid directly for any service billed by the County under this contract.
4. - to comply with all the rules and policies as described in the Agreement with Wyoming County for Preschool related services.

Note: Nothing in this statement of assignment would prohibit a Medicaid Provider from claiming reimbursement for Medicaid eligible services rendered outside the scope this agreement.

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

  
\_\_\_\_\_  
DATE

12/1/22



APPENDIX G  
 WYOMING COUNTY YOUTH BUREAU  
 Daily Session Notes

Child's Name: \_\_\_\_\_ Therapy: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Date: _____ CPT Code(s): _____  Group/Ind: _____ Group Size: _____ Start time: _____ End time: _____ Length/sess: _____ Svc Location: _____	Goals Addressed / Performance: _____   Provider Signature/License/Title: _____ Provider Printed Name/License/Title: _____ UDO/USO Signature (if applicable): _____ UDO/USO Printed Name/License/Title (if applicable): _____
Date: _____ CPT Code(s): _____  Group/Ind: _____ Group Size: _____ Start time: _____ End time: _____ Length/sess: _____ Svc Location: _____	Goals Addressed / Performance: _____   Provider Signature/License/Title: _____ Provider Printed Name/License/Title: _____ UDO/USO Signature (if applicable): _____ UDO/USO Printed Name/License/Title (if applicable): _____
Date: _____ CPT Code(s): _____  Group/Ind: _____ Group Size: _____ Start time: _____ End time: _____ Length/sess: _____ Svc Location: _____	Goals Addressed / Performance: _____   Provider Signature/License/Title: _____ Provider Printed Name/License/Title: _____ UDO/USO Signature (if applicable): _____ UDO/USO Printed Name/License/Title (if applicable): _____
Date: _____ CPT Code(s): _____  Group/Ind: _____ Group Size: _____ Start time: _____ End time: _____ Length/sess: _____ Svc Location: _____	Goals Addressed / Performance: _____   Provider Signature/License/Title: _____ Provider Printed Name/License/Title: _____ UDO/USO Signature (if applicable): _____ UDO/USO Printed Name/License/Title (if applicable): _____
Date: _____ CPT Code(s): _____  Group/Ind: _____ Group Size: _____ Start time: _____ End time: _____ Length/sess: _____ Svc Location: _____	Goals Addressed / Performance: _____   Provider Signature/License/Title: _____ Provider Printed Name/License/Title: _____ UDO/USO Signature (if applicable): _____ UDO/USO Printed Name/License/Title (if applicable): _____

**APPENDIX H**  
**Wyoming County Youth Bureau**  
**Preschool Special Education Program**

**Recommendation for Evaluations and all Health Related Support Services  
as Indicated on a Student's Individualized Education Program**

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**School District:** \_\_\_\_\_

It is necessary to obtain prescriptions for the therapies as indicated by the above child's IEP (Individualized Education Plan). Provider please note Speech, Physical and Occupational *therapy* includes evaluation **and** services if warranted.

Service	Frequency & Duration	Reason Recommended:
_____ Physical Therapy	_____	_____
_____ Occupational Therapy	_____	_____
_____ Speech Therapy	_____	_____
_____ Psychological Counseling	_____	_____
_____ Audiological Evaluation	_____	_____
_____ Other Evaluation (please specify _____)	_____	_____

**Medical Diagnosis Code (ICD-10):** \_\_\_\_\_

**Start date of Referral:** \_\_\_\_\_

**End Date of Referral:** \_\_\_\_\_

**Recommendation by (Print Name & Title):** \_\_\_\_\_  
(Physician, PA, Nurse Practitioner, NYS Licensed Speech/Language Pathologist)

**Signature:** \_\_\_\_\_  
(Physician, PA, or Nurse Practitioner)

**License #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
(NYS Licensed Speech/Language Pathologist)

**License #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ASHA #:** \_\_\_\_\_

**NPI #:** \_\_\_\_\_  
(If Applicable)

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

*This script is required in accordance with Therapists' Practice Acts and therapy **CANNOT** begin until receipt of a **signed** and **dated** prescription is received.*



# APPENDIX I


## CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND RESPONSIBILITY

### BATAVIA CITY SCHOOL / BATAVIA CITY SCHOOL EMPLOYEES

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by Federal department or agency;
2. Have not within a three-year period preceding this transaction/application/proposal/contract/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph 2 of this certification; and,
4. Have not within a three-year period preceding this transaction/application/proposal/contract/agreement had one or more public transactions (Federal, State or local) terminated for cause of default.

Date: 12/1/12

Batavia City School District  
[Print Name of Contractor]

By:   
[Signature]  
Jason A. Smith

**APPENDIX J**  
**CERTIFICATION**  
**OF**  
**UNDER THE DIRECTION AND ACCESSIBILITY**

I, \_\_\_\_\_, CCC-SLP, Licensed Speech-Language Pathologist, with current license number \_\_\_\_\_, certify that I am providing "Under the Direction" (attached) services to the following Certified Teachers of the Speech and Hearing Handicapped (Therapist):

Name of Therapist	

I am providing accessibility to the Teachers of the Speech and Hearing Handicapped in the following manner:

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\_\_\_\_\_  
Signature of Licensed Speech/Language Pathologist

\_\_\_\_\_  
Date



**Memorandum of Agreement  
between the**

***BATAVIA CITY SCHOOL DISTRICT BOARD OF EDUCATION***  
**and**  
***PEMBROKE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION***  
**and**  
***BYRON BERGEN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION***

**for the sharing of opportunities and resources  
for Winterguard**

**1. Objective**

Provide students at the Batavia City School District, Byron Bergen Central School District and the Pembroke Central School District increased opportunities for participation in Winterguard at the high school level.

**2. Proposed Participation Date**

This agreement will commence November 1, 2022.

**3. Responsibilities**

Batavia City School District will have full responsibility for hiring and paying advisors, arranging practice facilities, providing supervision during practices and competitions, providing uniforms and providing transportation to and from away competitions.

Batavia will determine a per student cost for participating in Winterguard, taking into consideration all of the costs and fees associated with being a part of the team reduced by any donations received for the program.

Byron Bergen Central School District and Pembroke Central School District will be responsible for paying a per student cost to the Batavia City School District and will encourage the parents of Byron Bergen Central School District and Pembroke Central School District students to voluntarily participate in the Batavia Music Booster Club.

Parents of the Byron Bergen Central School District and Pembroke Central School District students will provide their children transportation to all practices and home competitions in Batavia.

#### **4. District Commitment**

Districts are committed to providing students at the Batavia City School District, the Byron Bergen Central School District and the Pembroke Central School District participation in Winterguard for an undefined period of time. However, any District can terminate the agreement any time after the season concludes through August 31 of the following school year.

#### **5. Transportation**

The student's parents will provide transportation to Batavia for all practices and competitions. Batavia City School District will provide transportation from the Batavia High School to and from all away competitions. It will be the responsibility of the students' parents to provide transportation home from the Batavia High School after practices and competitions. In the event that a parent wishes to transport his/her child home from an away activity he/she will provide the advisor with a written note indicating that he/she will be transporting their child home.

#### **6. Cancellations**

In the event of a weather cancellation at any of the schools, competitions will be cancelled. In the event of a school cancellation by only one school, practice for the students from that school will be cancelled.

#### **7. Team Name**

The team will be known as the Batavia SA Winterguard and wear the current uniforms of Batavia City School District.

#### **8. Code of Conduct**

Students will follow the Code of Conduct and the Attendance policy of their home school. High School Principals of all Districts will explore aligning the policies in order to create a congruency regarding behaviors and consequences in the plan.

#### **9. Eligibility**

A student will be held to the Participation Policy of his/her home school District.

#### **10. Advisors**

Advisors shall be employees of the Batavia City School District and receive compensation per the Batavia City School District Teachers Association contract.



#### **11. Volunteers**

Community volunteers for the Batavia/Byron Bergen/Pembroke Winterguard Program must complete an application. The application form for volunteers from the Byron Bergen Central School District and Pembroke Central School District must include a recommendation from each Board of Education. High School Principals for each District will determine the needed number of volunteers. Consideration will be made to provide for participation of volunteers from all Districts. All volunteers will ultimately be approved by the Batavia Board of Education.

#### **12. Modification of Memorandum of Understanding**

This Memorandum of Understanding may be modified by mutual agreement through resolutions by the Batavia City School District Board of Education, the Byron Bergen Central School District Board of Education and the Pembroke Central School District Board of Education.

#### **13. Program and Memorandum of Understanding Review**

The Memorandum of Understanding and shared Winterguard program shall be reviewed by the District's High School Principals by May 1, 2023. The review will be presented to the Batavia City School District Board of Education, the Byron Bergen Central School District Board of Education and the Pembroke Central School District Board of Education by May 30, 2023.

#### **14. Indemnification and Defense**

Byron Bergen Central School District hereby agrees to defend and indemnify Batavia City School District and Pembroke Central School District against any and all claims, suits and liability, including attorney fees, which Batavia City School District or Pembroke Central School District may incur in consequence of the intentional wrongful act or negligent act or omission of the Byron Bergen Central School District, or its officers, employees, subcontractors, agents, students, volunteers, or representatives. If a claim or suit is brought against the Batavia City School District or Pembroke Central School District for which the Byron Bergen Central School District may be responsible, in whole or in part, then the Byron Bergen Central School District shall be notified and shall handle or participate in the handling of the defense of such matter.

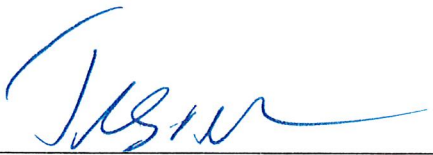
Pembroke Central School District hereby agrees to defend and indemnify Batavia City School District and Byron Bergen Central School District against any and all claims, suits and liability, including attorney fees, which Batavia City School District or Byron Bergen Central School District may incur in consequence of the intentional wrongful act or negligent act or omission of the Pembroke Central School District, or its officers, employees, subcontractors, agents, students, volunteers, or representatives. If a claim or suit is brought against the Batavia City School District or Byron Bergen Central School

District for which the Pembroke Central School District may be responsible, in whole or in part, then the Pembroke Central School District shall be notified and shall handle or participate in the handling of the defense of such matter.

Batavia City School District hereby agrees to defend and indemnify Byron Bergen Central School District and Pembroke Central School District and their officers and employees against any and all claims, suits and liability including attorney fees which Byron Bergen Central School District or Pembroke Central School District, their officers or employees may incur in consequence of the intentional wrongful act or negligent act or omission of Batavia City School District, or its officers, employees, subcontractors, agents, students, volunteers, or representatives. If a claim or suit is brought against the Byron Bergen Central School District or Pembroke Central School District for which the Batavia City School District may be responsible, in whole or in part, then the Batavia City School District shall be notified and shall handle or participate in the handling of the defense of such matter.

#### **15. Entire Agreement**

This Agreement constitutes the entire agreement between the Districts, and it supersedes any and all previous agreements, understandings, and representations, whether written or oral. The Districts have not relied upon any oral statements or representations that are not set forth in this Agreement. All mutually agreed upon understandings, agreements, prior drafts, representations, and warranties, oral or written are merged into this Agreement.



**Jason Smith**  
Superintendent of Schools  
Batavia City School District



**Paul Kesler**  
High School Principal  
Batavia City School District

**Matthew E. Calderón**  
Superintendent of Schools  
Pembroke Central School District

**Dr. Nathan Work**  
High School Principal  
Pembroke Central School District

**Patrick McGee**  
Superintendent of Schools  
Byron Bergen Central School District

**Ashley Grillo**  
High School Principal  
Byron Bergen Central School  
District





# ROBERTS

## WESLEYAN UNIVERSITY

A Memorandum of Understanding Specially Prepared for:

Batavia City School District

December 20, 2022

**Memorandum of Understanding between  
Roberts Wesleyan University  
and  
Batavia City School District**

This Memorandum of Understanding (MOU) is written to articulate the various components of an agreement between Roberts Wesleyan University and Batavia City School District as an academic Corporate Partner. Either party may terminate this agreement without cause upon thirty (30) days of written notice to the other party, provided that any termination notice sent during or within thirty (30) days of a semester does not take effect until after that semester.

**The RWU Corporate Partnership:**

As a Corporate Partner with Batavia City School District, Roberts Wesleyan University (RWU) will offer a 25% discount on tuition to all eligible employees of Batavia City School District, as well as their spouses and legal dependents. Discounts will not apply to fees, books, supplies, or special charges. This 25% tuition scholarship cannot be combined with any other institutional aid; however, an otherwise eligible applicant may apply for and receive federal and/or state financial aid in accordance with applicable regulations and guidelines. Each student has the opportunity to choose the preferred eligible offer of financial aid.

The Roberts Wesleyan University corporate partnership will apply to all bachelor's and master's degree programs for the employee and their spouse. The dependent benefit will apply to traditional undergraduate programs only. The tuition discounts are applied to both online and on-campus degree programs. This discount is available for newly enrolled students once the agreement is fully executed and will not be applied to students who were enrolled prior to the agreement.

The tuition discount will apply to bachelor's and master's degree programs in the following Schools at Roberts Wesleyan University:

- School of Business
- School of Arts & Humanities
- School of Education & Social Work
- School of Nursing
- School of Natural & Social Sciences

**Eligibility Clause:**

To receive this tuition discount the student must remain an eligible employee of Batavia City School District for at least one-half of each billing term for which he/she receives this benefit, or



the tuition discount may be forfeited for the entire term. At the time of forfeiture, the tuition discount may be reversed and become a balance due on the student account. The student will need to qualify this arrangement with the University and degree program that they are enrolled in.

Legal dependents are defined by this article as those that can legally be claimed as a dependent on the employees' current year tax return.

It is understood that this Memorandum of Understanding does not guarantee admission and that acceptance to the University and any academic program offered by Roberts Wesleyan University requires that the prospective student apply and meet the full admission requirements as established by the specific degree programs of interest. Meeting minimum requirements does not guarantee admission. Roberts Wesleyan University admits academically qualified students in accordance with all state and federal non-discrimination laws. In addition, all students shall be required to comply with all rules, regulations, policies, and standards of Roberts Wesleyan University. Students shall be responsible for all tuition and other charges of Roberts Wesleyan University. Enrollment capacity may be limited. Accepted students will be required to contact their respective admissions office to verify space and an official starting date.

Batavia City School District shall ensure that all employees who utilize a tuition discount set forth in this Agreement are employees of Batavia City School District or its affiliates at the time of enrollment. Batavia City School District shall provide employment verification to RWU to confirm tuition discount eligibility of all Batavia City School District students twice annually for the duration of the applicable program.

**Exclusions:** Traditional undergraduate summer coursework, Pathway, and other non-degree courses, associate's degrees, and doctoral programs are excluded from the 25% tuition discount.

**Communication:**

Both Roberts Wesleyan University and Batavia City School District affirm the right to promote the benefits of this Memorandum of Understanding as it serves the interest of each. This would include but not be limited to promotions, events, websites, alumni, and district communications such as bulletins and corporate newsletters. Each organization will make available the corporate logo for promotional use in relevant materials relating to this collaboration. Both organizations will designate a corporate contact through whom all communications will be coordinated.

A unique landing site [www.roberts.edu/BataviaCSD](http://www.roberts.edu/BataviaCSD) will be provided to Batavia City School District to support qualified employees and their interest in learning more about this corporate partnership and tuition discount.

If Roberts Wesleyan University can enroll a minimum of 5-6 additional/new students per year from Batavia City School District during the course of this contractual agreement, Roberts Wesleyan University will renew this agreement for another three years upon mutual review and approval by both parties.

**Indemnification:** Both parties will defend, indemnify and hold harmless the other party against all actions, suits, claims, losses, liabilities, and demands whatsoever, including costs, expenses, and attorney fees, resulting from or claimed to have resulted from any intentional or negligent acts or omissions of the indemnifying party or its employees, agents, or independent contractors engaged in the work under this Memorandum of Understanding at the time of event or occurrence upon such actions, claims or demands are based. The provisions of this section will survive the termination of this agreement. Each party will promptly notify the other of any claim asserted against it for which such indemnification is sought.

**Modifications and Amendments:** Any modification or amendment to this agreement must be made in writing and executed by both parties.

**Assignability:** Neither party shall assign any of its rights or obligations under this Agreement without the prior consent of the other party. Any such assignment is expressly prohibited and shall be deemed null and void.

**Discrimination:** Both parties agree to comply with all applicable non-discrimination laws and are committed to the enhancement of human dignity and workplace diversity. The parties agree to abide by Title IX (educational opportunities for men and women) of the Educational Amendments Act of 1972 and Section 504 (opportunities for the handicapped) of the Rehabilitation Act of 1973. The University is committed to providing leadership in taking affirmative action against equal educational and employment rights for all persons without regard to sex, handicap, or other legally protected classes.

**Confidentiality:** For the purposes of this Agreement, "Confidential Information" means: A) this agreement; B) all non-public information (whether in writing or retained as mental impressions) which one party discloses to the other, directly, indirectly, in writing or orally; and C) any records relating to the student's participation is considered confidential information and protected under federal law and protected by FERPA. To the extent that the Corporate Partner



is in possession of any such records, the Corporate Partner will turn those records over to the University upon completion of the agreement.

**Notices:** Any notice required by this agreement shall be made directly with the designated contacts for each organization. Notices shall be sent to:

**Roberts Wesleyan University**

Attn: Lisa DeVinney, Associate Director, Corporate Partners & Transfer Pathways  
2301 Westside Drive  
Rochester, NY 14624

**Batavia City School District**

Attn: Trisha L. Finnigan, Executive Director of Staff Development & Operations  
260 State Street  
Batavia, NY 14020

This Agreement will become effective upon the last signature of the duly designated representatives of Roberts Wesleyan University and Batavia City School District, and will remain in effect for three years from the date noted on this Memorandum of Understanding.

This agreement is governed by the laws of New York State.

We look forward to an exciting partnership and will work in tandem with you to ensure collaboration toward the academic success and support of your organization.

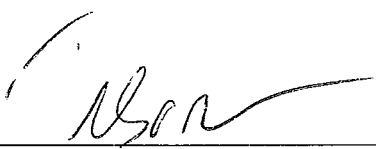
Signed and witnessed this day, \_\_\_\_\_

**Roberts Wesleyan University**

Signed by: \_\_\_\_\_

Dr. Deana L. Porterfield  
President


**Batavia City School District**

Signed by: \_\_\_\_\_ 

Jason Smith  
Superintendent

## MEMO

TO: Members of the Board of Education  
Jason Smith

FROM: Scott C. Rozanski   
Business Administrator

RE: Bid – Monroe #2 BOCES Cooperative AV Equipment

DATE: December 12, 2022

The District participated in the Monroe #2 BOCES Cooperative AV Equipment bid. There were two no bids items in the bid results. We will seek to purchase the AV items off NYS Contract.



Bid Award Summary Report

Bid: AV EQUIPMENT 2022

AV EQUIP RFB-2016-22 1/1/23 - 12/31/23

By Vendor/Item

Opening Date: 11/3/2022 2:00:00PM


Award Date:

Expiration Date:

Item Group	Items	Total Bid
Requestor: BIDBAT - BATAVIA CITY SD COOP BID		
No Bid	2 Items	
Requestor Total for BIDBAT - BATAVIA CITY SD COOP BID	2 Items	0.00

## MEMO

TO: Members of the Board of Education  
Jason Smith

FROM: Scott C. Rozanski  
Business Administrator 

RE: Surplus Pianos – Auctions International

DATE: December 12, 2022

The attached pianos were auctioned on Auctions International and no bids were received. We will seek to provide to a need within the community or dispose of if no one in the community is interested.




[Skip to main content](#)

Questions? Problem? Help?

Bidding support is available M-F from 9 AM-5PM EST.  
[Contact us](#) or call (800) 536-1401 x131.

**For customer service after 5PM EST and Saturdays  
 10AM-5PM call 800-536-1401 option 1 from the menu.**


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## Account Main Page for Business Admin Scott Rozanski

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Page 1 of 1

Batch Actions ▼

## Summary of Consigned Items

Period	Number of Items	Total Bid Amount	Total Commission Estimate	Total Net to Consignor Estimate
Total	7	\$0.00	\$0.00	\$0.00

<input type="checkbox"/>	Lot Number	Title	Current Bid	High Bidder	Sales Status	Counter Offer	Commission	Net Estimate	Auction ID
	0001	Baldwin Hamilton Piano			No Sale		0.00%		30992
	0002	Baldwin Hamilton Piano			No Sale		0.00%		30992
	0003	Baldwin Hamilton Piano			No Sale		0.00%		30992
	0004	Krakaver Bros Piano			No Sale		0.00%		30992
	0005	Baldwin Hamilton Piano			No Sale		0.00%		30992
	0006	Baldwin Hamilton Piano			No Sale		0.00%		30992
	0007	Baldwin Hamilton Piano			No Sale		0.00%		30992

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## Auction Information

## Batavia CSD-NY #30992

ONLINE-ONLY AUCTION with 7 lots

## Auction Bid Gallery

Bidding Starts: Monday, November  
 21, 2022 at 02:59:00 pm ET

Bidding Ends: Monday, December  
 5, 2022 between 08:45:00 pm and  
 08:51:00 pm ET

See individual items for exact closing  
 times.

Location: **80 Union Street,  
 Batavia, Genesee County, NY  
 14020**

Questions & Inspection: Please  
 Sign In For Details

**Payment Terms:** Payment will be due immediately upon notification of seller approval by email invoice, after the Seller approves the bids. After you receive the invoice, you will have five (5) business days to get your payment mailed to our office, or your account will be suspended, and the item will be awarded to the backup-bidder, or re-listed. Please mail payment in certified funds or money order to: Auctions International, 11167 Big Tree Road, East Aurora, NY 14052. Payment questions? Please Call: 1-800-536-1401 x 201. GENERAL QUESTIONS: email [service@auctionsinternational.com](mailto:service@auctionsinternational.com)

**Payment Methods:** We accept cash, cashier's check, wire/bank transfer and credit cards.

**Out-of-State Buyers:** Buyers outside of New York State need to send us a completed **NY State DTF Form** before we can remove sales tax from their invoices.

**Successful High Bidders:** Please note when you are provided an invoice to pay, there are two different payment amounts.

- 1) A non-discounted rate for payments made with credit/debit cards, and,
- 2) A discounted rate for payments made with certified funds; cash, bank transfer, guaranteed funds or money order.

Please make sure your payment amount reflects your choice of payment method.

Individuals who pay the non-discounted rate with cash or guaranteed funds will have a one-time, courtesy refund issued for the overpayment. Subsequent overpayments will have a \$35 administrative fee deducted from the remittance amount (or charged against) the invoiced buyer. Please make sure you are paying the

## Batavia CSD-NY #30992

All items closed

Page 1 of 1

Sort by [Lot](#)

Lot #0001	Lot #0002	Lot #0003	Lot #0004	Lot #0005	Lot #0006
					
<b>Baldwin Hamilton Piano</b>	<b>Baldwin Hamilton Piano</b>	<b>Baldwin Hamilton Piano</b>	<b>Krakaver Bros Piano</b>	<b>Baldwin Hamilton Piano</b>	<b>Baldwin Hamilton Piano</b>
#1 NA	#1 NA	#1 NA	#1 NA	#1 NA	#1 NA
Current \$0.00	Current \$0.00	Current \$0.00	Current \$0.00	Current \$0.00	Current \$0.00
Min. Bid \$25.00	Min. Bid \$25.00	Min. Bid \$25.00	Min. Bid \$25.00	Min. Bid \$25.00	Min. Bid \$25.00
closed	closed	closed	closed	closed	closed
<a href="#">More Info...</a>	<a href="#">More Info...</a>	<a href="#">More Info...</a>	<a href="#">More Info...</a>	<a href="#">More Info...</a>	<a href="#">More Info...</a>

Lot #0007

**Baldwin  
Hamilton Piano**

#1 NA

Current \$0.00

Min. Bid \$25.00

closed

[More Info...](#)


Page 1 of 1

Sort by [Lot](#)



## MEMO

TO: Members of the Board of Education  
Jason Smith

FROM: Scott C. Rozanski   
Business Administrator

RE: Ingalls Site Development - Change Order #100-005

DATE: December 5, 2022

Attached you will find three change order from Ingalls Site Development. for an increase in the contract of \$1,224.00

Change Order #100-005: Jackson Primary School – additional fencing for parking lot - \$1,224.00

This change order was discussed at the Buildings and Grounds committee meeting on November 8, 2022.

Initial Contract	\$265,870.00	4/21/22 BOE
Change Order #100-001	\$ 7,209.00	11/14/22 BOE
Change Order #100-002	\$ 9,592.00	11/14/22 BOE
Change Order #100-003	(\$ 4,112.00)	11/14/22 BOE
Change Order #100-004	\$ 3,311.00	11/14/22 BOE
Change Order #100-005	\$ 1,224.00	12/19/22 BOE
Revised Contract	\$283,094.00	



December 2, 2022

Mr. Scott Rozanski  
Business Administrator  
Batavia City School District  
260 State Street  
Batavia, New York 14020

**RE: Batavia CSD 2020 Vision Capital Improvement Project Phase 2  
Change Orders and Change Order Certifications**

Dear Mr. Rozanski,

Enclosed are the following change orders and change order certifications for District signature:

- 100-005, Ingalls Site Development: Labor and materials to add approximately 17 linear feet of chain link fence along the property line of the parking lot.  
Total: \$1,224
- 102-007, Steve General Contractor, Inc.: Labor and materials to associated with the reconfiguration of three (3) Team Room Ceilings to accommodate new lighting trim rings and layout. Total: \$8,017
- 102-008, Steve General Contractor, Inc.: Labor and materials to install twenty-five (25) diffusers and accessories as per SIB 1. Total: \$12,986

Please contact me if you have any questions or concerns with the above. As always, please advise if Campus Construction Management Group can be of any further assistance.

Sincerely,

Kelly Gworek

Digitally signed by Kelly Gworek  
DN: C=US, E=kgworek@campuscmg.com,  
CN=Kelly Gworek  
Date: 2022.12.02 11:54:22-05'00'

Campus Construction Management Group, Inc.  
Kelly Gworek, Administrative Assistant

Enclosures – (2)100-005  
(2)102-007  
(2)102-008



Campus Construction Management Group Inc.  
**Building on Knowledge**

6225 Sheridan Drive, Suite 100, Williamsville, NY 14221 • 716.239.4884 • info@campuscmg.com • www.campuscmg.com



An Employee  
Owned Company



# **AIA® Document G731™ – 2019**

## **Change Order, Construction Manager as Adviser Edition**

<b>PROJECT: (name and address)</b> Batavia CSD 2020 Vision CIP Phase 2 260 State Street Batavia, New York 14020 <b>OWNER: (name and address)</b> Batavia City School District 260 State Street Batavia, New York 14020 <b>CONTRACTOR: (name and address)</b> Ingalls Site Development 297 Meyer Road West Seneca, New York 14224	<b>CONTRACT INFORMATION:</b> Contract For: 100 Site Date: April 22, 2022  <b>ARCHITECT: (name and address)</b> SEI Design Group 224 Mill Street Rochester, New York 14614	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 100-005 Date: November 7, 2022  <b>CONSTRUCTION MANAGER: (name and address)</b> Campus Construction Management Group 6225 Sheridan Drive, Suite 100 Williamsville, New York 14221
---	--	--

### **THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Jackson Primary School SED No.: 18-03-00-01-0-007-010

Field Order #00030 The Site Contractor shall provide labor and material to add approximately 17 linear feet of chain link fence along the property line of the parking lot. Total Change Order Amount: \$1,224

The consideration stipulated for performance of this change represents total and complete compensation for such performance including impacts, if any, on the unchanged work.

The original Contract Sum was	\$	265,870.00
Net change by previously authorized Change Orders	\$	16,000.00
The Contract Sum prior to this Change Order was	\$	281,870.00
The Contract Sum will be increased by this Change Order in the amount of	\$	1,224.00
The new Contract Sum including this Change Order will be	\$	283,094.00

The Contract Time will be unchanged by Zero (0) days.

The Contractor's Work shall be substantially complete on

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

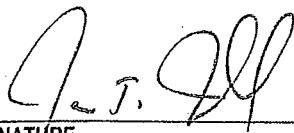
**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

SEI Design Group <b>ARCHITECT (Firm name)</b>  <b>SIGNATURE</b> Gian-Paul Plane, Principal <b>PRINTED NAME AND TITLE</b> 11/02/22 <b>DATE:</b>	Campus Construction Management Group, Inc. <b>CONSTRUCTION MANAGER (Firm name)</b>  <b>SIGNATURE</b> John Robinson, Project Executive <b>PRINTED NAME AND TITLE</b> 11/8/22 <b>DATE:</b>
Ingalls Site Development, Inc. <b>CONTRACTOR (Firm name)</b>	Batavia City School District <b>OWNER (Firm name)</b>

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User Notes:

(3B9ADA46)



SIGNATURE

James T. Ingalls, President

PRINTED NAME AND TITLE

DATE: 11/7/22

SIGNATURE

Jason Smith, Superintendent of Schools

PRINTED NAME AND TITLE

DATE:





2016-612 - Batavia CSD 2020 Vision CIP Phase 2  
Field Order (RFP) #00030 (Change Order Request)

FO-00030

CREATED ON: 9/27/2022

DUE BY: 9/27/2022

Issued By: Chris Weiskerger  
Campus Construction Management  
1241 Pittsford-Victor Road  
Pittsford, NY 14534

Issued To: Jim Ingalls  
Ingalls Site Development  
297 Meyer Road  
West Seneca, NY 14224  
(716)675-7051  
(716)675-7051

Regarding:	Jackson Parking Lot Fencing (RFP)	Status:	Completed
Owner Authorization:	Campus Construction Management - Chris Weiskerger	Contract:	#100 Site Work - Ingalls Site Development, Inc. - Ingalls Site Development (#006)
Estimated Value:	\$1,224.00	Justification:	Omission
Issue (CIC):		Due By Notes:	
Proposal:	Prop-00016 - Parking Lot Fencing		
Activity:			

**PROPOSAL REQUEST:** Submit an itemized quotation for changes in the Contract Sum and/or time required to implement the proposed modifications to the Contract Documents. This is not authorization to proceed with the work.

**DETAILS**

Spec. Section:

Drawing Reference:

**DESCRIPTION OF INTERPRETATION OR CHANGE**




An itemized proposal must be submitted for any modification or change in the Contract Sum of the Contract Documents described herein. Within seven (7) days of the date of this Request for Proposal, the Contractor must either (i) submit an itemized proposal or (ii) notify the undersigned in writing of the anticipated date on which the itemized proposal will be submitted.

**THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS:**

Please provide a detailed cost proposal defining labor and materials with adding approximately 17 lf. of chain link fence via unit pricing, along the property line of the parking lot.

**COMPLETION NOTES**

**COMMENTS**

ARCHITECT Signature: 	CM Signature: 	OWNER Signature: 
By: CAROLYN LYONS Date: 10/25/22	By: JOHN ROBINSON Date: 10/24/22	By: JASON DECRAFT Date: 10/25/22

**ATTACHMENTS**

Attachment Name	Date Uploaded
Fencing Mark Up L103 9.27.22.pdf	09/27/2022 11:18 AM

**E-MAIL RECIPIENTS**

Company	Person	Phone	Email
Campus Construction Management	Kelly Gworek		kgworek@campuscmg.com
Campus Construction Management	John Robinson, Jr.	(716)331-2123	jrobinson@campuscmg.com
Campus Construction Management	Chris Weiskerger		cweiskerger@campuscmg.com

Ingalls Site Development  
SEI Design Group

Jim Ingalls  
SEI Design Group

(716)675-7051

jingalls@ingallsite.com  
submittals@seidesigngroup.com

Status History: Draft: 09/27/2022 10:42 AM, Issued: 09/27/2022 01:35 PM, Acknowledged: 09/27/2022 05:01 PM, Closed: 09/27/2022 05:01 PM,  
Completed: 09/27/2022 05:03 PM





## CHANGE PROPOSAL

September 26, 2022

Mr. Christopher Weiskerger  
Campus Construction Company  
1241 Pittsford Victor Road  
Pittsford, NY 14534

Project: Batavia CSD – Field Order # 30

We are pleased to provide a cost breakdown for the following additional work.

**Additional Chain Link Fencing:**

Unit Price 17 lf @ \$ 72 per lf = \$ 1,224.00

**Total Cost                      \$ 1,224.00**

Please provide us with a change order for this work.

Sincerely,

James T. Ingalls  
President

CP 7 -- Field Order # \_\_


**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234  
 Tel. (518) 474-3906  
 Tel. (518) 474-3906  
 www.p12.nysed.gov/facplan/

## CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

Instructions: This CERTIFICATION is required for all change orders submitted to SED  
 Fill out all three parts completely.

Change Order Number:

100-005

### Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number

1	8	0	3	0	0	0	1	0	0	0	7	0	1	0
District BEDS Code							Building Identification Number					Project number		

District & Building Name

Batavia City School District - Jackson Primary School

Type of Project

☒ Reconstruction / Alteration ☐ Addition & Alteration ☐ New Building ☐ Other

Project Description

2020 Vision Capital Improvement Project - Phase 2

Architect / Engineer firm

SEI Design Group Architects, DPC

224 Mill Street Rochester, NY 14614

name

address

Contact Person

Carolyn Lyons, Project Manager

585-442-7010 / clyons@seidesigngroup.com

name & title

phone number & e-mail

Construction Manager firm

Campus Construction Management Group

6225 Sheridan Drive, Williamsville, NY 14221

name

address

Contact Person

John Robinson, Project Manager

716-331-2123/ JRobinson@campuscmg.com

name & title

phone number & e-mail

District Contact Person

Jason Smith, Superintendent

585-343-2480/ jasonsmith@bataviacs.org

name & title

phone number & e-mail

### Part Two

Provide the following information for each individual item in the change order:

(Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

1. A. Requested by: Field

B. Relationship to Project Scope: Addition to the base scope of work.

C. Basis of Need: Unforeseen field condition required work above and beyond to achieve original project scope of work.

D. Description of Work: Provide labor, material, and equipment to add approximately 17 linear feet of chain link fence along the property line as measured in the field.

Add: \$1,224.00



# CHANGE ORDER CERTIFICATION

## Part Three

1

### Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

### Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

\_\_\_\_\_  
Date

Jason Smith, Superintendent

\_\_\_\_\_  
Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

3

### Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

SEI Design Group Architects, DPC

\_\_\_\_\_  
Architectural / Engineering Firm Name


11/02/22  
Date

Gian-Paul Plane

\_\_\_\_\_  
Signature and printed name of the Architect or Engineer

## MEMO

TO: Members of the Board of Education  
Jason Smith

FROM: Scott C. Rozanski   
Business Administrator

RE: Steve General Contractor - Change Orders #102-007 and #102-008

DATE: December 5, 2022

Attached you will find three change orders from Steve General Contractor, Inc. for an increase in the contract of \$21,003.00

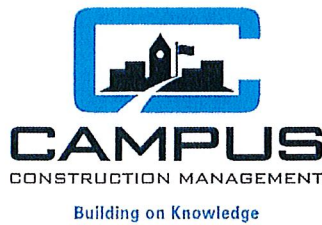
Change Order #102-007: High School alterations: Reconfigure Team Room ceilings for \$8,017.00

Change Order #102-008: High School labor and materials to install twenty-five (25) diffusers and accessories for \$12,986.00

These change orders were discussed at the Buildings and Grounds committee meeting on November 8, 2022.

Initial Contract	\$422,000.00	4/21/22 BOE
Change Order #102-001	\$ 5,155.00	8/29/22 BOE
Change Order #102-002	\$ 699.00	10/17/22 BOE
Change Order #102-003	\$ 2,053.00	10/17/22 BOE
Change Order #102-004	\$ 1,369.00	11/14/22 BOE
Change Order #102-005	\$ 1,392.00	11/14/22 BOE
Change Order #102-006	\$ 18,394.00	11/14/22 BOE
Change Order #102-007	\$ 8,017.00	12/19/22 BOE
Change Order #102-008	\$ 12,986.00	12/19/22 BOE
Revised Contract	\$472,065.00	





December 2, 2022

Mr. Scott Rozanski  
Business Administrator  
Batavia City School District  
260 State Street  
Batavia, New York 14020

**RE: Batavia CSD 2020 Vision Capital Improvement Project Phase 2  
Change Orders and Change Order Certifications**

Dear Mr. Rozanski,

Enclosed are the following change orders and change order certifications for District signature:

- 100-005, Ingalls Site Development: Labor and materials to add approximately 17 linear feet of chain link fence along the property line of the parking lot. Total: \$1,224
- 102-007, Steve General Contractor, Inc.: Labor and materials to associated with the reconfiguration of three (3) Team Room Ceilings to accommodate new lighting trim rings and layout. Total: \$8,017
- 102-008, Steve General Contractor, Inc.: Labor and materials to install twenty-five (25) diffusers and accessories as per SIB 1. Total: \$12,986

Please contact me if you have any questions or concerns with the above. As always, please advise if Campus Construction Management Group can be of any further assistance.

Sincerely,

Kelly Gworek

Digitally signed by Kelly Gworek  
DN: C=US, E=kgworek@campuscmg.com,  
CN=Kelly Gworek  
Date: 2022.12.02 11:54:22-05'00'

Campus Construction Management Group, Inc.  
Kelly Gworek, Administrative Assistant

Enclosures – (2)100-005  
(2)102-007  
(2)102-008



Campus Construction Management Group Inc.  
Building on Knowledge

6225 Sheridan Drive, Suite 100, Williamsville, NY 14221 • 716.239.4884 • info@campuscmg.com • www.campuscmg.com



An Employee  
Owned Company



# AIA<sup>®</sup>

## Document G731™ – 2019

### Change Order, Construction Manager as Adviser Edition

<b>PROJECT: (name and address)</b> Batavia CSD 2020 Vision CIP Phase 2 260 State Street Batavia, New York 14020	<b>CONTRACT INFORMATION:</b> Contract For: 102 General Trade Date: April 22, 2022	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 102-007 Date: November 7, 2022
<b>OWNER: (name and address)</b> Batavia City School District 260 State Street Batavia, New York 14020	<b>ARCHITECT: (name and address)</b> SEI Design Group 224 Mill Street Rochester, New York 14614	<b>CONSTRUCTION MANAGER: (name and address)</b> Campus Construction Management Group 6225 Sheridan Drive, Suite 100 Williamsville, New York 14221
<b>CONTRACTOR: (name and address)</b> Steve General Contractor, Inc. 3774 Telephone Road Caledonia, New York 14482		

#### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Batavia High School SED No.: 18-03-00-01-0-015-017

Field Order #00003 The General Trades Contractor shall provide labor and materials associated with the reconfiguration of three (3) Team Room ceilings to accommodate the new lighting trim rings and layout. Total Change Order Amount: \$8,017

The consideration stipulated for performance of this change represents total and complete compensation for such performance including impacts, if any, on the unchanged work.

The original Contract Sum was  
Net change by previously authorized Change Orders  
The Contract Sum prior to this Change Order was  
The Contract Sum will be increased by this Change Order in the amount of  
The new Contract Sum including this Change Order will be

\$	422,000.00
\$	29,062.00
\$	451,062.00
\$	8,017.00
\$	459,079.00

The Contract Time will be unchanged by Zero (0) days.  
The Contractor's Work shall be substantially complete on

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

SEI Design Group  
ARCHITECT (Firm name)

SIGNATURE  
Gian-Paul Piane, Principal  
PRINTED NAME AND TITLE

DATE:

Steve General Contractor, Inc.  
CONTRACTOR (Firm name)

Campus Construction Management Group, Inc.  
CONSTRUCTION MANAGER (Firm name)

SIGNATURE  
John Robinson, Project Executive  
PRINTED NAME AND TITLE

DATE:

Batavia City School District  
OWNER (Firm name)



*David Vasciannie*  
SIGNATURE  
David Vasciannie, President  
PRINTED NAME AND TITLE  
11/8/22  
DATE:

SIGNATURE  
Jason Smith, Superintendent of Schools  
PRINTED NAME AND TITLE  
DATE:



2016-612 - Batavia CSD 2020 Vision CIP Phase 2  
Field Order (RFP) #00003 (Change Order Request)

FO-00003

CREATED ON: 7/14/2022

DUE BY: 7/21/2022

Issued By: Chris Bindemann  
Campus Construction Management  
1241 Pittsford-Victor Road  
Pittsford, NY 14534  
(585)236-7709  
(585)236-7709

Issued To: Tracy McVicker  
Steve General Contractors, Inc.  
3774 Telephone Road  
Caledonia, NY 14423  
(585)226-2784  
(585)226-2784

Regarding: Batavia HS - Reconfigure of team room ceilings (RFP) Status: Completed  
Owner Authorization: Contract: #102 General Trades - Steve General Contractor, Inc.  
- Steve General Contractors, Inc. (#002)  
Estimated Value: \$8,017.00 Justification: Unforeseen Field Condition  
Issue (CIC): Due By Notes:  
Proposal: Prop-00008 - Reconfigure Team Room ceilings  
Activity:

PROPOSAL REQUEST: Submit an itemized quotation for changes in the Contract Sum and/or time required to implement the proposed modifications to the Contract Documents. This is not authorization to proceed with the work.

DETAILS

Spec, Section:

Drawing Reference:

DESCRIPTION OF INTERPRETATION OR CHANGE

Batavia High School

An itemized proposal must be submitted for any modification or change in the Contract Sum of the Contract Documents described herein. Within seven (7) days of the date of this Request for Proposal, the Contractor must either (i) submit an itemized proposal or (ii) notify the undersigned in writing of the anticipated date on which the itemized proposal will be submitted.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK

DESCRIBED IN THE PROPOSED MODIFICATIONS.

DESCRIPTION:

Please provide a detailed cost proposal defining labor and materials associated with the reconfiguration of 3 team room ceilings to accommodate the new lighting trim rings and layout.

COMPLETION NOTES

COMMENTS

ARCHITECT

Signature:

CM

Signature:

OWNER

Signature:

By: CAROLYN LYONS

Date: 11/7/22

By: JOHN ROBINSON

Date: 11/4/22

By: JASON DEGRAFF

Date: 11/7/22

ATTACHMENTS

Attachment Name

Date Uploaded

E-MAIL RECIPIENTS

Company

Person

Phone

Email

Campus Construction Management  
Campus Construction Management  
SEI Design Group  
Steve General Contractors, Inc.  
Steve General Contractors, Inc.

Chris Bindemann  
Chris Weiskerger  
Carolyn Lyons  
Tracy McVicker  
David Vasclannie

(585)236-7709  
  
  
(585)226-2784  
(585)226-2784

cbindemann@campuscmg.com  
cweiskerger@campuscmg.com  
clyons@seidesigngroup.com  
tracy@steveg.com  
dave@steveg.com

Status History: Draft: 07/14/2022 11:43 AM, Issued: 07/14/2022 11:44 AM, Acknowledged: 08/16/2022 04:26 PM, Closed: 08/16/2022 04:26 PM,  
Completed: 08/16/2022 04:28 PM



**Steve General Contractor, Inc.**
**Batavia CSD**
**CONTRACTOR PROPOSAL**

Field Order    \*    Change Order Request

Contractor Name: <u>Steve General Contractor, Inc.</u>	Date: <u>27-May-22</u>
Address: <u>3774 Telephone Road</u>	Proposal No.: _____
<u>Caledonia, NY 14423</u>	FO No.: <u>2</u>
Telephone No.: <u>(585) 226-2784</u>	

**SECTION A: CONTRACTOR WORK**

1. Total Contractor Labor
2. Total Contractor Material
3. Total Contractor Equipment
4. Total Unit Price Costs
5. SUBTOTAL (total of lines 1, 2, 3 & 4)
6. Contractor's Override Combined O & P (15% of line 5)
7. CONTRACTOR TOTAL (total of lines 5 & 6)

 5.  
6.  
7.

**SECTION B: SUBCONTRACTOR WORK**

8. Names Of Subcontractors:

- A. Upstate Interiors
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

9. TOTAL SUBCONTRACTOR'S PROPOSALS (total of lines A thru D)
10. Contractor's Override on Sub's Proposals:
- 10a. (5% OH&P of line 9)

11. SUBCONTRACTOR TOTAL

Round Off Totals to nearest dollar

\$7,560.14

\$7,560.14

\$378.01

\$7,938.15

**SECTION C: TOTAL CONTRACTED UNIT PRICE COSTS**
**SECTION D: CONTRACTOR'S REQUESTED TOTAL**

13. AMOUNT REQUESTED (total of lines 7, 11, & 12)

14. Bond 1%

- 15.

**TOTAL**

Round Off Totals to nearest dollar

\$7,938.00

\$79.38

\$8,017.38

Contractor's Signature

Date:

Print Name of Authorized Representative

Print name of contact person if different

Print Title

Phone No. (If different from above)

**SECTION E: REVIEW AND CERTIFICATION**

 I hereby certify that the above proposal has been checked and that the amounts allowed have been verified and I recommend approval in the amount of **\$8,017** Addition.

Reviewer:

Signed by:

Date:

Estimator

Estimator's Signature

Date:	03-Aug-22
Proposal No.:	01
CB No.:	

W/ 10% OH&P	
-------------	--

**\$5,765.93**

W/ 10% OH&P	
-------------	--

**\$1,794.21**

142


**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234  
 Tel. (518) 474-3906  
 Tel. (518) 474-3906  
 www.p12.nysed.gov/lacplan/

## CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

**Instructions:** This CERTIFICATION is required for all change orders submitted to SED  
 Fill out all three parts completely.

**Change Order Number:**

102-007

**Part One - General Information**

Provide separate Change Orders for each Project Number

SED Project Number

1	8	0	3	0	0	0	1	0	0	1	5	0	1	7
<small>District BEDS Code</small>							<small>Building Identification Number</small>				<small>Project number</small>			

District & Building Name

Batavia City School District - High School

Type of Project

☒ Reconstruction / Alteration    ☐ Addition & Alteration    ☐ New Building    ☐ Other

Project Description

2020 Vision Capital Improvement Project - Phase 2

Architect / Engineer firm

SEI Design Group Architects, DPC

224 Mill Street Rochester, NY 14614

name

address

Contact Person

Carolyn Lyons, Project Manager

585-442-7010 / clyons@seidesigngroup.com

name & title

phone number & e-mail

Construction Manager firm

Campus Construction Management Group

6225 Sheridan Drive, Williamsville, NY 14221

name

address

Contact Person

John Robinson, Project Executive

716-331-2123 / jrobinson@campuscmg.com

name & title

phone number & e-mail

District Contact Person

Jason Smith, Superintendent

585-343-2480 / jasonsmith@bataviacsd.org

name & title

phone number & e-mail

**Part Two**

**Provide the following information for each individual item in the change order:**

(Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

1. A. Requested by: Architect

B. Relationship to Project Scope: Addition to the base scope of work.

C. Basis of Need: The implementation of this change became necessary as a direct result of executing the project scope.

D. Description of Work: Provide labor and materials associated the reconfiguration of three (3) Team Room ceilings to accommodate the lighting trim rings and layout.

Add: \$8,017.00



# CHANGE ORDER CERTIFICATION

## Part Three

1

### Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

### Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

\_\_\_\_\_  
Date

Jason Smith, Superintendent

\_\_\_\_\_  
Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

3

### Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

SEI Design Group Architects, DPC

\_\_\_\_\_  
Architectural / Engineering Firm Name

1/10/22  
Date

Gian-Paul Piane

\_\_\_\_\_  
Signature and printed name of the Architect or Engineer

**AIA**<sup>®</sup>**Document G731™ – 2019****Change Order, Construction Manager as Adviser Edition****PROJECT: (name and address)**

Batavia CSD 2020 Vision CIP Phase 2  
260 State Street  
Batavia, New York 14020

**OWNER: (name and address)**

Batavia City School District  
260 State Street  
Batavia, New York 14020

**CONTRACTOR: (name and address)**

Steve General Contractor, Inc.  
3774 Telephone Road  
Caledonia, New York 14482

**CONTRACT INFORMATION:**

Contract For: 102 General Trade  
Date: April 22, 2022

**ARCHITECT: (name and address)**

SEI Design Group  
224 Mill Street  
Rochester, New York 14614

**CHANGE ORDER INFORMATION:**

Change Order Number: 102-008  
Date: November 11, 2022

**CONSTRUCTION MANAGER: (name and address)**

Campus Construction Management Group  
6225 Sheridan Drive, Suite 100  
Williamsville, New York 14221

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Batavia High School SED No.: 18-03-00-01-0-015-017

Field Order #00034 The General Trades Contractor shall provide labor and materials associated with installing twenty-five (25) diffusers and accessories as per SIB #001. Total Change Order Amount: \$12,986

The consideration stipulated for performance of this change represents total and complete compensation for such performance including impacts, if any, on the unchanged work.

The original Contract Sum was

\$ 422,000.00

Net change by previously authorized Change Orders

\$ 37,079.00

The Contract Sum prior to this Change Order was

\$ 459,079.00

The Contract Sum will be increased by this Change Order in the amount of

\$ 12,986.00

The new Contract Sum including this Change Order will be

\$ 472,065.00

The Contract Time will be unchanged by Zero (0) days.

The Contractor's Work shall be substantially complete on

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

SEI Design Group

ARCHITECT (Firm name)

SIGNATURE

Gian-Paul Piane, Principal

PRINTED NAME AND TITLE

11/2/22

DATE:

Steve General Contractor, Inc.

CONTRACTOR (Firm name)

Campus Construction Management Group, Inc.

CONSTRUCTION MANAGER (Firm name)

SIGNATURE

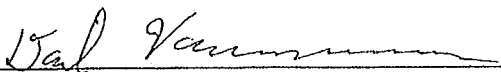
John Robinson, Project Executive

PRINTED NAME AND TITLE

DATE:

Batavia City School District

OWNER (Firm name)

 <hr/> <b>SIGNATURE</b> David Vasciannie, President <hr/> <b>PRINTED NAME AND TITLE</b> 11/11/22 <hr/> <b>DATE:</b>	<hr/> <b>SIGNATURE</b> Jason Smith, Superintendent of Schools <hr/> <b>PRINTED NAME AND TITLE</b> <hr/> <b>DATE:</b>
---	---





2016-612 - Batavia CSD 2020 Vision CIP Phase 2  
Request for Proposal #00034 (Change Order  
Request)

FO-00034

CREATED ON: 10/31/2022

DUE BY: 10/31/2022

Issued By: John Robinson, Jr.  
Campus Construction Management  
1241 Pittsford-Victor Road  
Pittsford, NY 14534  
(716)331-2123  
(716)331-2123

Issued To: David Vasclannle  
Steve General Contractors, Inc.  
3774 Telephone Road  
Caledonia, NY 14423  
(585)226-2784  
(585)226-2784

---

Regarding: HS - Provide cost associated with ASI #1 Status: Completed

Owner Authorization: Contract: #102 General Trades - Steve General Contractor, Inc.  
- Steve General Contractors, Inc. (#022)

Estimated Value: \$12,986.00 Justification: Unforeseen Field Condition

Issue (CIC): Due By Notes:

Proposal: Prop-00018 - HS - Provide cost associated with ASI #1

Activity:

You are hereby directed to execute promptly this Request for Proposal which interprets the Contract Documents or orders minor changes in the Work without changes in Contract Sum or Contract Time. If you consider that a change in Contract Sum or Contract Time is required, please submit a Proposal immediately and prior to proceeding with this work.

DETAILS

Spec. Section:

Drawing Reference:

DESCRIPTION OF INTERPRETATION OR CHANGE

Provide labor and material cost associated with ASI #1.

(25) Supply diffusers not shown bid documents

COMPLETION NOTES

COMMENTS

ARCHITECT

Signature:

CM

Signature:

OWNER

Signature:

By: CAROLYN LYONS

Date: 11/7/22

By: JOHN ROBINSON

Date: 10/31/22

By: JASON DEGRAFF

Date: 11/8/22

ATTACHMENTS

Attachment Name	Date Uploaded
2022-04-18_SIB-001_RCP.pdf	10/31/2022 10:21 AM

E-MAIL RECIPIENTS

Company	Person	Phone	Email
Batavia City School District	Jason DeGraff		jdegraff@bataviacsd.org
Campus Construction Management	Kelly Gworek		kgworek@campuscmg.com
Campus Construction Management	John Robinson, Jr.	(716)331-2123	jrobinson@campuscmg.com
SEI Design Group	Carolyn Lyons		clyons@seidesigngroup.com
Steve General Contractors, Inc.	David Vasclannle	(585)226-2784	dave@steveg.com

3

Steve General Contractor, Inc.  
3774 Telephone Rd  
Caledonia, NY 14423  
585-226-2784/f#: 585-226-6654

# Proposal

**To:** Kelly Gworek **From:** Tracy McVicker

**Co.:** Campus CMG **Pages:** 8

**CC:** **Date:** 5/27/22

**Re:** Batavia CSD-2020 CIP Phase 2 **RFP:** SIB-001

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

## • Comments:

Steve General Cont., Inc. is pleased to provide a proposal for SIB-01-Cost to Furnish and install (25) Supply diffusers and accessories that were mislabeled on drawings CA-A001, CA-A002, CA-A003 & CA-A004 in the amount of:

Total Amount of proposal for SIB-01      \$12,985.62  
=====



**Steve General Contractor, Inc.**  
Dansville CSD

**CONTRACTOR PROPOSAL**  
Field Order    ☒ Change Order Request

Contractor Name: <u>Steve General Contractor, Inc.</u>	Date: <u>27-May-22</u>
Address: <u>3774 Telephone Road</u>	Proposal No.: _____
<u>Caledonia, NY 14423</u>	SIB No.: <u>1</u>
Telephone No.: <u>(585) 226-2784</u>	

<b>SECTION A: CONTRACTOR WORK</b>		
1. Total Contractor Labor		
2. Total Contractor Material		
3. Total Contractor Equipment		
4. Total Unit Price Costs		
5. SUBTOTAL (total of lines 1, 2, 3 & 4)	5.	
6. Contractor's Override Combined O & P (15% of line 5)		
7. CONTRACTOR TOTAL (total of lines 5 & 6)	7.	

<b>SECTION B: SUBCONTRACTOR WORK</b>		
8. Names Of Subcontractors:		
A. <u>Pipitone Enterprises</u>	Round Off Totals to nearest dollar	
B. _____	\$12,125.00	
C. _____		
D. _____		
9. TOTAL SUBCONTRACTOR'S PROPOSALS (total of lines A thru D)	\$12,125.00	
10. Contractor's Override on Sub's Proposals:		
10a. (5% OH&P of line 9)	\$606.25	
11. SUBCONTRACTOR TOTAL	11.	\$12,731.25

<b>SECTION C: TOTAL CONTRACTED UNIT PRICE COSTS</b>	12.	
---	-----	--

<b>SECTION D: CONTRACTOR'S REQUESTED TOTAL</b>		
13. AMOUNT REQUESTED (total of lines 7, 11, & 12)	13.	Round Off Totals to nearest dollar
14. Bond 2%		\$254.62
15. TOTAL		\$12,985.62

Contractor's Signature _____	Date: _____
Print Name of Authorized Representative _____	Print name of contact person if different _____
Print Title _____	Phone No. ( If different from above ) _____

<b>SECTION E: REVIEW AND CERTIFICATION</b>		
I hereby certify that the above proposal has been checked and that the amounts allowed have been verified and I recommend approval in the amount of <b>\$12,986</b> Addition.		
Reviewer: _____	Signed by: _____	Date: _____
Estimator	Estimator's Signature	

tracy@stevegc.com

---

**From:** David Vasciannie <dave@stevegc.com>  
**Sent:** Tuesday, May 3, 2022 2:10 PM  
**To:** tracy@stevegc.com  
**Subject:** FW: Batavia Unit Pricing

**From:** Tony Pipitone [mailto:tony@pipitoneenterprises.com]  
**Sent:** Tuesday, May 3, 2022 1:36 PM  
**To:** David Vasciannie <dave@stevegc.com>  
**Subject:** Batavia Unit Pricing

Dave,

The following is the unit pricing for the supply and return grills for the Batavia CSD project.  
It is as follows:

Supply Diffuser and accessories - \$485.00 per diffuser       $\times 25 = \$12,125$   
Return Grill and accessories - \$460.00 per grill.

Please get back to me with any questions.  
Thanks You,  
Tony

**Tony Pipitone**  
Estimator/Project Manager  
Pipitone Enterprises, LLC  
NYS Woman Owned Business Enterprise (WBE)  
25 East Buffalo Street  
Churchville NY 14428

(585) 293-0961 Office  
(585) 293-0976 Fax  
(585) 303-8080 Mobile - Tony Pipitone

**AS OF MAY 15, 2015 – PLEASE UPDATE YOUR RECORDS AS OUR ADDRESS AND FAX NUMBER HAS CHANGED**

**PRIVILEGED AND CONFIDENTIAL**

This e-mail contains CONFIDENTIAL INFORMATION, which may also be LEGALLY PRIVILEGED and which is intended only for the use of the individual or entity named above. If the reader of the e-mail is not the intended recipient or the employee or agent responsible for delivering it to the intended recipient, you are hereby on notice that you are in possession of confidential and privileged information. Any dissemination, distribution or copying of the e-mail is strictly prohibited. If you have received this e-mail in error, please immediately notify the sender by reply.

**From:** David Vasciannie <dave@stevegc.com>  
**Sent:** Monday, May 2, 2022 12:29 PM  
**To:** Tony Pipitone <tony@pipitoneenterprises.com>  
**Subject:** RE: Brighton CSD

# SUPPLEMENTAL INFORMATION BULLETIN

BATAVIA CITY SCHOOL DISTRICT

2020 VISION CIP - PHASE 2

SEI PROJECT NO.: 20-4050

DATE: 04/18/2022

SIB #: 001

CONTRACT(S): 102 General Trades Contract



## DESCRIPTION:

- Drawing A4101 PARTIAL FIRST FLOOR DEMOLITION AND RCP:
  - Revise Plans 2 & 4 as detailed on drawing CA-A001.
  - Revise Plans 6 & 8 as detailed on drawing CA-A002.
- Drawing A4102 PARTIAL DEMO, FLOOR AND RCP PLANS:
  - Revise Plans 5 & 7 as detailed on drawing CA-A003.
  - Revise Plan 4 as detailed on drawing CA-A004.

## ATTACHMENTS:

- CA-A001 REFLECTED CEILING PLANS, Dated 04/18/2022
- CA-A002 REFLECTED CEILING PLANS, Dated 04/18/2022
- CA-A003 REFLECTED CEILING PLANS, Dated 04/18/2022
- CA-A004 REFLECTED CEILING PLAN, Dated 04/18/2022

- ☒ The work shall be carried out in accordance with the above supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates acknowledgement that there will be no change in the Contract Sum or Contract Time.

☐ Please submit an itemized proposal for changes in the Contract for proposed modifications to the Contract Documents described herein.

☐ This work is to be performed on a Time & Material basis with no change in the contract time. All work performed will be tracked in the field and submitted once work is complete for total change in Contract Sum.

☐ This change is to be issued as a Construction Change Directive.

SIGNED: Carolyn M. Lyons

COPY: File



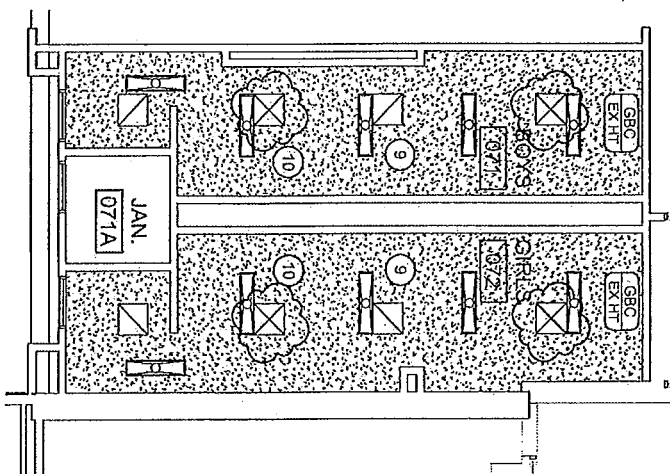
BID DOCUMENTS

Date	04/18/22	SEI Project No.	24-000
Revision	1	4/18/22	SIB-001

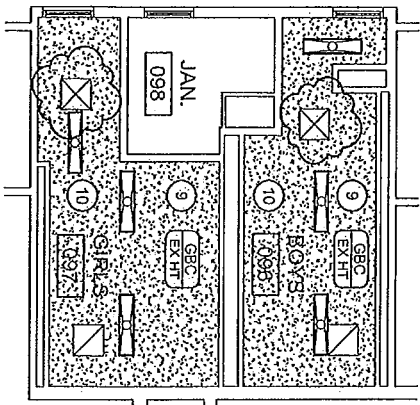
REFLECTED CEILING PLANS

CA-A001

Reference: UNCL, AMR



2 PARTIAL FIRST FLOOR REFLECTED CEILING PLAN  
1/8" = 1'-0"



4 PARTIAL FIRST FLOOR REFLECTED CEILING PLAN  
1/8" = 1'-0"

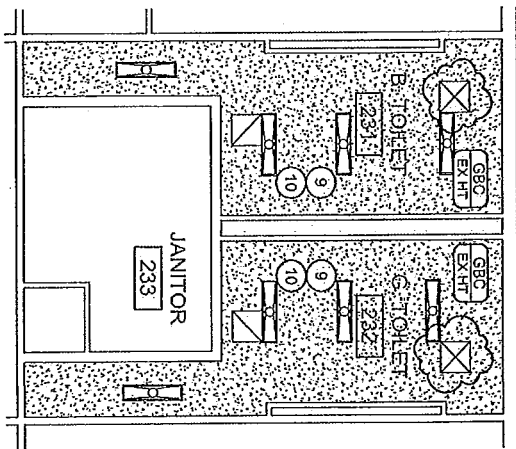
**BID DOCUMENTS**

Date	Author	NEI Project No.	Revision
1 4/18/22	SIB-001		

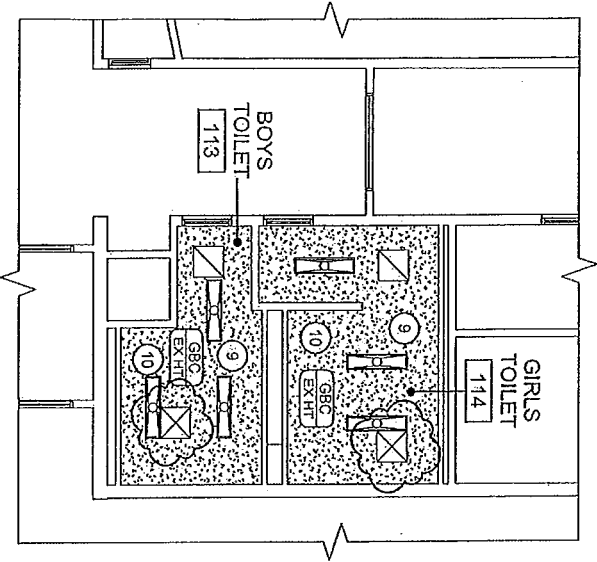
**REFLECTED CEILING PLANS**

**CA-A002**

Revised: DPC, AHS

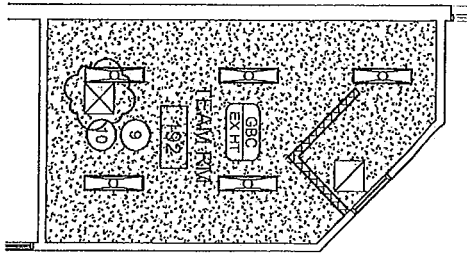


**6** PARTIAL SECOND FLOOR REFLECTED CEILING PLAN  
1/8" = 1'-0"

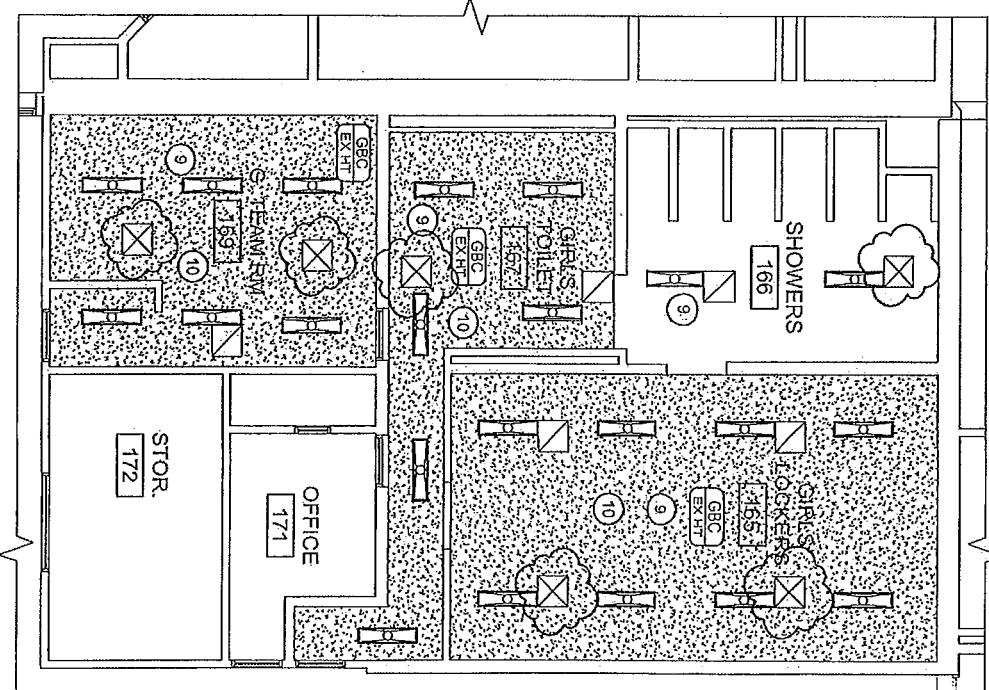


**8** PARTIAL FIRST FLOOR REFLECTED CEILING PLAN  
1/8" = 1'-0"

**7** PARTIAL FIRST FLOOR REFLECTED CEILING PLAN  
1/8" = 1'-0"



**5** PARTIAL FIRST FLOOR REFLECTED CEILING PLAN  
1/8" = 1'-0"



BATAVIA CITY  
SCHOOL DISTRICT

2020 VISION-CIP  
PHASE 2

HIGH SCHOOL  
260 State Street Batavia, NY 14020

SD Contract No. 1603 (42-01)-0-015-017

BID DOCUMENTS

Date: 4/18/22  
Revision: 1  
SIB-001

REFLECTED CEILING PLANS

CA-A003





**SEI**  
design group  
BATAVIA CITY  
SCHOOL DISTRICT

2020 VISION-CIP  
PHASE 2  
HIGH SCHOOL  
260 State Street Ithaca, NY 14850

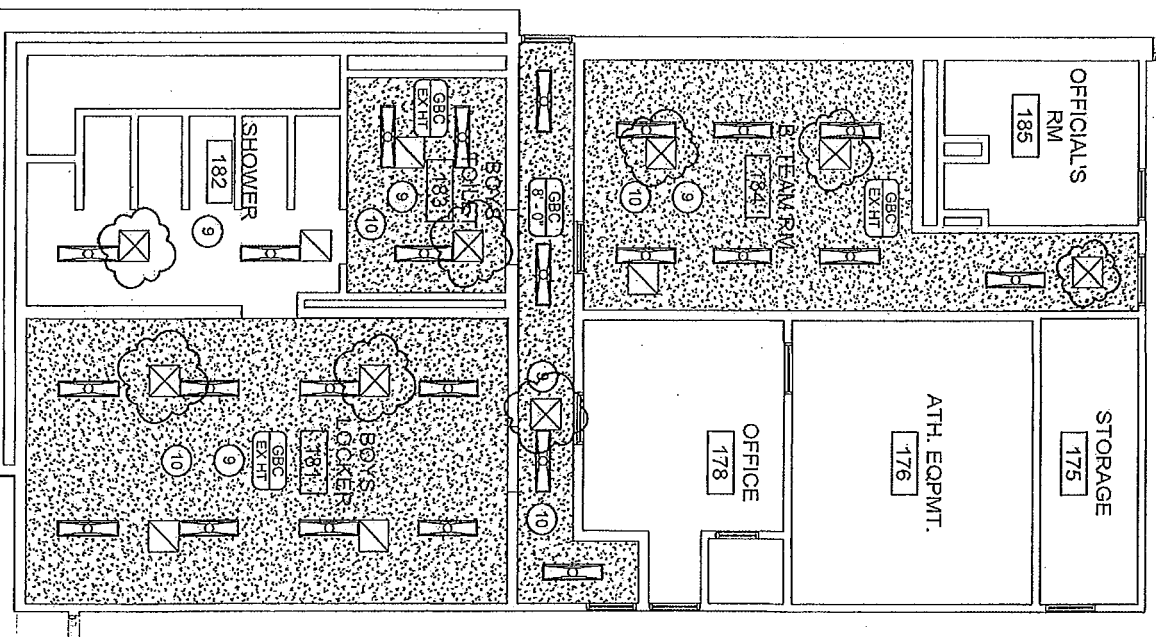
SID Control No. 18-03-00-01-0-015-017

**BID DOCUMENTS**  
Title: 041822 - SED Project Set - 21-000  
Revision:  
1 4/18/22 SIB-001

REFLECTED CEILING PLAN

CA-A004

Reference: IITV, A103



**4**  
PARTIAL FIRST FLOOR  
REFLECTED CEILING PLAN  
1/8" = 1'-0"


**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234  
 Tel. (518) 474-3906  
 Tel. (518) 474-3906  
 www.p12.nysed.gov/facplan/

## CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

**Instructions:** This CERTIFICATION is required for all change orders submitted to SED  
 Fill out all three parts completely.

**Change Order Number:**

102-008

### Part One - General Information

**Provide separate Change Orders for each Project Number**

SED Project Number

1	8	0	3	0	0	0	1	0	0	1	5	0	1	7
<small>District BEDS Code</small>							<small>Building Identification Number</small>				<small>Project number</small>			

District & Building Name

Batavia City School District - High School

Type of Project

☒ Reconstruction /Alteration    ☐ Addition & Alteration    ☐ New Building    ☐ Other

Project Description

2020 Vision Capital Improvement Project - Phase 2

Architect / Engineer firm

SEI Design Group Architects, DPC

224 Mill Street Rochester, NY 14614

name

address

Contact Person

Carolyn Lyons, Project Manager

585-442-7010 / clyons@seidesigngroup.com

name & title

phone number & e-mail

Construction Manager firm

Campus Construction Management Group

6225 Sheridan Drive, Williamsville, NY 14221

name

address

Contact Person

John Robinson, Project Executive

716-331-2123/ jrobinson@campuscmg.com

name & title

phone number & e-mail

District Contact Person

Jason Smith, Superintendent

585-343-2480/ jasonsmith@bataviacsd.org

name & title

phone number & e-mail

### Part Two

**Provide the following information for each individual item in the change order:**

(Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

1. A. Requested by: Field Condition

B. Relationship to Project Scope: Addition to the base scope of work.

C. Basis of Need: Field condition modification became necessary as a direct result of executing the project scope.

D. Description of Work: Provide labor and materials associated with installing 25 diffusers and accessories.

Add: \$12,986.00

## CHANGE ORDER CERTIFICATION

### Part Three

1

#### Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

#### Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

\_\_\_\_\_  
Date

Jason Smith, Superintendent

\_\_\_\_\_  
Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

3

#### Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

SEI Design Group Architects, DPC

\_\_\_\_\_  
Architectural / Engineering Firm Name

1/2/22  
\_\_\_\_\_  
Date


Gian-Paul Piane

\_\_\_\_\_  
Signature and printed name of the Architect or Engineer



## MEMO

TO: Members of the Board of Education  
Jason Smith

FROM: Scott C. Rozanski  
Business Administrator 

RE: Blackmon Farrell Electric - Change Order #105-001

DATE: December 13, 2022

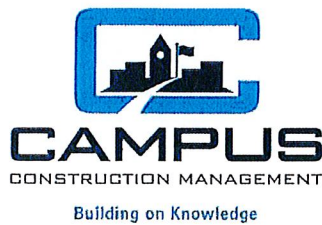
12/19/2022  
BOE

Attached you will find a change order from Blackmon-Ferrell Electric, Inc. for an increase in the contract of \$10,385.00

Change Order #105-001: Middle School: Generator Feeders for \$10,385.00

This change order was discussed at the Buildings and Grounds committee meeting on December 13, 2022.

Initial Contract	\$557,400.00	4/21/22 BOE
Change Order #105-001	\$ 10,385.00	12/19/22 BOE
Revised Contract	\$567,785.00	



December 13, 2022

Mr. Scott Rozanski  
Business Administrator  
Batavia City School District  
260 State Street  
Batavia, New York 14020

**RE: Batavia CSD 2020 Vision Capital Improvement Project Phase 2  
Change Orders and Change Order Certifications**

Dear Mr. Rozanski,

Enclosed are the following change orders and change order certifications for District signature:

- 105-001, Blackmon-Farrell Electric: Labor and materials to change electrical feeders to achieve 1200A supplying the generator as per direction in RFI 17.  
Total: \$10,385

Please contact me if you have any questions or concerns with the above. As always, please advise if Campus Construction Management Group can be of any further assistance.

Sincerely,

Campus Construction Management Group, Inc.  
Kelly Gworek, Administrative Assistant

Enclosures – (2)105-001



Campus Construction Management Group Inc.  
**Building on Knowledge**

6225 Sheridan Drive, Suite 100, Williamsville, NY 14221 • 716.239.4884 • [info@campuscmg.com](mailto:info@campuscmg.com) • [www.campuscmg.com](http://www.campuscmg.com)



An Employee  
Owned Company

# **AIA® Document G731™ – 2019**

## **Change Order, Construction Manager as Adviser Edition**

<b>PROJECT: (name and address)</b> Batavia CSD 2020 Vision CIP Phase 2 260 State Street Batavia, New York 14020 <b>OWNER: (name and address)</b> Batavia City School District 260 State Street Batavia, New York 14020 <b>CONTRACTOR: (name and address)</b> Blackmon-Farrell Electric, Inc. 57 Halstead Street Rochester, New York 14610	<b>CONTRACT INFORMATION:</b> Contract For: 105 Electric Date: April 22, 2022  <b>ARCHITECT: (name and address)</b> SEI Design Group 224 Mill Street Rochester, New York 14614	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 105-001 Date: December 2, 2022  <b>CONSTRUCTION MANAGER: (name and address)</b> Campus Construction Management Group 6225 Sheridan Drive, Suite 100 Williamsville, New York 14221
--	--	--

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Batavia Middle School SED No.: 18-03-00-01-0-002-016

Field Order #00018 Provide labor and materials to change the feeders supplying the Generator set from four (4) sets 550KCM to four (4) sets #350 KCM. Remove existing feeder portion. Refer to RFI 17. Total Change Order Amount: \$10,385

The consideration stipulated for performance of this change represents total and complete compensation for such performance including impacts, if any, on the unchanged work.

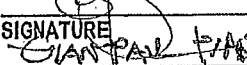

The original Contract Sum was	\$ 557,400.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 557,400.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 10,385.00
The new Contract Sum including this Change Order will be	\$ 567,785.00

The Contract Time will be unchanged by Zero (0) days.

The Contractor's Work shall be substantially complete on

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

<b>SEI Design Group</b> ARCHITECT (Firm name)  SIGNATURE  PRINTED NAME AND TITLE J. P. B. 22, PRINCIPAL DATE:	<b>Campus Construction Management Group, Inc.</b> CONSTRUCTION MANAGER (Firm name)  SIGNATURE  PRINTED NAME AND TITLE John Robinson, Project Executive DATE:
<b>Blackmon-Farrell Electric, Inc.</b> CONTRACTOR (Firm name)	<b>Batavia City School District</b> OWNER (Firm name)



*Spiller*

*STEPHEN P. SMILEY*, President

SIGNATURE

PRINTED NAME AND TITLE

*8-Dec-2022*

DATE:

SIGNATURE

Jason Smith, Superintendent of Schools

PRINTED NAME AND TITLE

DATE:



C0105-001

2016-612 - Batavia CSD 2020 Vision CIP Phase 2  
Field Order #00018 (Change Order Request)

FO-00018

CREATED ON: 8/12/2022

DUE BY: 8/12/2022

Issued By: Chris Welskerger  
Campus Construction Management  
1241 Pittsford-Victor Road  
Pittsford, NY 14534

Issued To: Steve Pettis  
Blackmon-Farrell Electric, Inc.  
57 Halstead Street  
Rochester, NY 14610  
(585)242-8680  
(585)242-8680 x226

Regarding: Middle School Generator Feeders  
Owner Authorization: Campus Construction Management - Chris Welskerger  
Estimated Value: \$10,385.00  
Issue (CIC):  
Proposal: Prop-00009 - Middle school feeders  
Activity:  
Status: Completed  
Contract: #105 Electrical Work - Blackmon Farrell Electric, Inc. - Blackmon-Farrell Electric, Inc. (#001)  
Justification: N/A  
Due By Notes:

You are hereby directed to execute promptly this Field Order which interprets the Contract Documents or orders minor changes in the Work without changes in Contract Sum or Contract Time. If you consider that a change in Contract Sum or Contract Time is required, please submit a Proposal immediately and prior to proceeding with this work.

## DETAILS

Spec. Section:

Drawing Reference:

## DESCRIPTION OF INTERPRETATION OR CHANGE

An Itemized proposal must be submitted for any modification or change in the Contract Sum of the Contract Documents described herein. Within seven (7) days of the date of this Request for Proposal, the Contractor must either (i) submit an Itemized proposal or (ii) notify the undersigned in writing of the anticipated date on which the Itemized proposal will be submitted.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK.

Please provide a detailed cost proposal defining labor and materials associated with RFI #00017 Generator Feeder Runs.

## COMPLETION NOTES

## COMMENTS

ARCHITECT  
Signature:

By: Carolyn Lyons Date: 9/28/22

CM

Signature:

Chris Welskerger  
Campus Construction Management, CCM Project Manager,  
1241 Pittsford-Victor Road  
Pittsford, NY 14534  
Date: 2022-09-13 10:59:25-0400

OWNER  
Signature:

By: Jason Sisco Date: 10/17

## ATTACHMENTS

Attachment Name

Date Uploaded

Bat. Mid. Feeder Run 8.2022.pdf

08/16/2022 02:35 PM

## E-MAIL RECIPIENTS

Company	Person	Phone	Email
Blackmon-Farrell Electric, Inc.	Steve Pettis	(585)242-8680	stevep@blackmonfarrell.com
Campus Construction Management	Kelly Gworek		kgworek@campuscmg.com
Campus Construction Management	John Robinson, Jr.	(716)331-2123	jrobinson@campuscmg.com
Campus Construction Management	Chris Welskerger		cwelskerger@campuscmg.com

Status History: Draft: 08/12/2022 11:11 AM, Issued: 08/16/2022 02:38 PM, Acknowledged: 08/17/2022 04:36 PM, Closed: 08/17/2022 04:38 PM,  
Completed: 08/17/2022 04:40 PM



2016-612 - Batavia CSD 2020 Vision CIP Phase 2  
REQUEST FOR INFORMATION #00017

RFI-00017

CREATED ON: 7/27/2022

DUE BY: 7/27/2022

Issued By: Steve Pettis  
Blackmon-Farrell Electric, Inc.  
57 Halstead Street  
Rochester, NY 14610  
(585)242-8680  
(585)242-8680 x226

Issued To: SEI Design Group  
SEI Design Group  
224 Mill St.  
Rochester, NY 14614

Regarding: Existing feeder

Status: Response Completed

Field Order:

Due By Notes:

Issue (CIC):

Drawing:

Contract (SOW): #105 Electrical Work - Blackmon Farrell Electric, Inc. - Blackmon-Farrell Electric, Inc. (#002)

ASI:

RFI DETAILS

Spec. Section:

Paragraph:

Drawing Reference: E3100,  
E3501

Drawing Detail:

DESCRIPTION OF REQUEST

Request for Information: the intent of E3501 is to keep the existing 400a feeder in place and add three (3) additional sets of 4" conduit to achieve 1200A. Due to congestion above the ceiling it is impossible to keep these close in order to classify this as a parallel feeder per code

Contractor Proposed Solution: If you have a proposed solution that would address your RFI question, please enter it here and upload any supporting documentation as an attachment.

DESCRIPTION OF RESPONSE

8/9/2022 1:02:45 PM - SEI Design Group - SEI Design Group

Remarks

It is acceptable to do the following options, EC to select option with no added cost to owner:

Option 1) Change the feeder from (4) sets of #500KCM to (3) sets of #600KCM, remove existing feeder portion, don't reuse.

Option 2) Change the feeder from (4) sets of #500KCM to (4) sets of #350KCM, remove existing feeder portion, don't reuse.

Option 3) Install the (3) new sets of #500KCM close as possible to the existing set of #500KCM, keep feeders close as possible to keep wire lengths the same. Add label to all conduits that they are the generator feeder consisting of (4) parallel conduits every 10-feet above the classroom ceiling area where conflicts exist.

Jon Helberg

IBC Engineering

8/9/22

COMMENTS

7/27/2022 3:13:09 PM - Campus Construction Management - Kelly Gworek redirected from Campus Construction Management - Kelly Gworek to SEI Design Group - SEI Design Group

ATTACHMENTS

Attachment Name

Date Uploaded

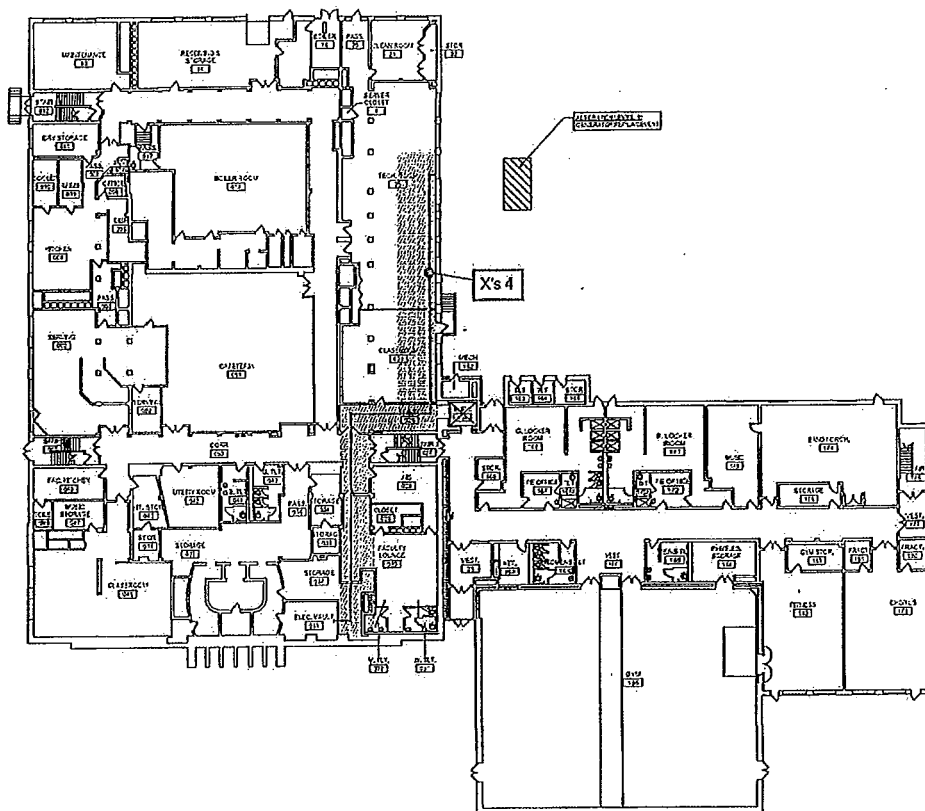
#### E-MAIL RECIPIENTS

Company	Person	Phone	Email
Blackmon-Farrell Electric, Inc.	Steve Pettis	(585)242-8680	stevep@blackmonfarrell.com
Campus Construction Management	Kelly Gworek		kgworek@campuscmg.com
Campus Construction Management	Chris Weiskerger		cweiskerger@campuscmg.com
SEI Design Group	SEI Design Group		submittals@seidesigngroup.com
SEI Design Group	Carolyn Lyons		clyons@seidesigngroup.com

Status History: Draft: 07/27/2022 02:19 PM, Issued: 07/27/2022 02:19 PM, Acknowledged: 07/27/2022 03:06 PM, Completed: 08/09/2022 01:04 PM



RECAPITULATION  
 1. The above information was obtained from the  
 2. files of the FBI, New York Office, dated 10/1/54.  
 3. The information was obtained from the files of the  
 4. FBI, New York Office, dated 10/1/54.  
 5. The information was obtained from the files of the  
 6. FBI, New York Office, dated 10/1/54.



① **CODE COMPLIANCE PLAN**



**SEI**  
design group

RECEIVED BY THE DIRECTOR, FBI, 10/10/68



**BID DOCUMENTS**

## CODE COMPLIANCE PLANS

**G3011**



# BLACKMON-FARRELL ELECTRIC, INC.

57 Halstead Street • Rochester, NY 14610  
Phone (585) 242-8680 • Fax (585) 242-8692

CCN # 2  
Date: 8/15/2022  
Project Name: Batavia CSD  
Project Number: Batavia CSD  
Page Number: 1

Client Address:

## Work Description

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.

This price is good for acceptance within 10 days from the date of receipt.

We request a time extension of 3 days.

We will supply and install all materials, labor, and equipment as per your instructions on CCN # 2.

Change the feeders supplying the Gen Set from (4) sets 500mcm to (4) sets 350mcm  
Remove existing unused 500mcm and conduit

## Itemized Breakdown

Description	Qty	Total Mat.	Total Hrs.
4" EMT CONDUIT	110	1,507.49	0.00
4" EMT STL SS CONN	2	29.29	0.00
4" EMT STL SS CPLG	13	121.88	0.00
4" EMT 90 DEG ELBOW	2	180.45	0.00
4" EMT STRUT CLAMP	11	119.88	0.00
4" PLASTIC BUSHING	2	4.72	0.00
#350MCM THHN BLACK	4,144	53,657.22	0.00
#500MCM THHN BLACK	-3,660	-50,963.64	0.00
350MCM HYPRESS 1-HOLE LUG	32	470.44	0.00
500MCM HYPRESS 1-HOLE LUG	-32	-632.55	0.00
DEMO UP TO 4" EMT/WIRE	110	0.00	0.00
REMOVE 250 -500 MCM WIRE	440	0.00	0.00
Labor	1	0.00	64.00
<b>Totals</b>	<b>1,275</b>	<b>4,495.29</b>	<b>64.00</b>

## Summary

General Materials			4,495.29
Material Total			4,495.29
JOURNEYMAN	[86]	(32.00 Hrs @ \$68.61)	2,195.52
FOREMAN	[86]	(32.00 Hrs @ \$73.11)	2,339.52
			9,030.33
Subtotal			1,354.55
Markup		(@ 15.000 %)	
Subtotal			10,384.88

ORIGINAL


**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234  
 Tel. (518) 474-3906  
 Tel. (518) 474-3906  
 www.p12.nysed.gov/facplan/

## CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

**Instructions:** This CERTIFICATION is required for all change orders submitted to SED  
 Fill out all three parts completely.

**Change Order Number:**

105-001

### Part One - General Information

**Provide separate Change Orders for each Project Number**

SED Project Number

1	8	0	3	0	0	0	1	0	0	0	2	0	1	6
District BEDS Code							Building Identification Number				Project number			

District & Building Name

Batavia City School District - Batavia Middle School

Type of Project

☒ Reconstruction / Alteration    ☐ Addition & Alteration    ☐ New Building    ☐ Other

Project Description

2020 Vision Capital Improvement Project - Phase 2

Architect / Engineer firm

SEI Design Group Architects, DPC

224 Mill Street Rochester, NY 14614

Contact Person

Carolyn Lyons, Project Manager

585-442-7010 / clyons@seidesigngroup.com

Construction Manager firm

Campus Construction Management Group

6225 Sheridan Drive, Williamsville, NY 14221

Contact Person

Chris Weiskerger, Project Manager

716-239-4884 / CWeiskerger@campuscmg.com

District Contact Person

Jason Smith, Superintendent

585-343-2480 / jasonsmith@bataviacsdsd.org

### Part Two

**Provide the following information for each individual item in the change order:**

(Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

1.	A. Requested by: Field
	B. Relationship to Project Scope: Addition to the base scope of work.
	C. Basis of Need: Unforeseen field condition required work above and beyond to achieve original project scope of work.
	D. Description of Work: Provide labor, material, and equipment to change generator supply feeders.
Add: \$10,385.00	

# CHANGE ORDER CERTIFICATION

## Part Three

1

### Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

### Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

\_\_\_\_\_  
Date

Jason Smith, Superintendent

\_\_\_\_\_  
Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

3

### Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

SEI Design Group Architects, DPC

\_\_\_\_\_  
Architectural / Engineering Firm Name

\_\_\_\_\_  
Date

Gian-Paul Plane

\_\_\_\_\_  
Signature and printed name of the Architect or Engineer





MEMO

12/19/2022  
BoE  
Ⓢ

**To:** Scott Rozanski  
Business Administrator

**From:** Paul Kesler

**Re:** Surplus Laminator

**Date:** December 1, 2022

I am recommending that the High School Laminator be declared surplus. The laminator recently stopped functioning and is beyond repair. Current problems with the laminator include: the display board was no longer functioning. The laminator would not turn on or heat up.

Item	Serial Number	Inventory ID#	Brand	Model	Building
Laminator	AJ1273H	20180191	GBC	Pinnacle 27"	High School

Thank you for your consideration



**Batavia City School District**

*Jason A. Smith, Superintendent*

260 State Street, Batavia, NY 14020

**Phone:** (585) 343-2480

**Email:** [jasonsmith@bataviacsd.org](mailto:jasonsmith@bataviacsd.org)

December 19, 2022

**TO WHOM IT MAY CONCERN:**

At the Batavia City School District Board of Education regular meeting held on Monday, December 19, 2022, the following Resolution was adopted:

Motion made by M \_\_\_\_\_, seconded by M \_\_\_\_\_, be it resolved to approve the Corrective Action Plan (CAP) for the External Audit Report to the Board of Education for Cybersecurity as of June 30, 2022, as presented.

Yes - [ ] [Marucci, Reigle, Benedict, Bowman, Rolle, Lendvay, Anderson]

No - [0]

Absent - [ ]

Motion carried.

Sincerely,

Brittany A. Witkop  
District Clerk

S E A L

**BATAVIA CITY SCHOOL DISTRICT  
YEAR ENDING JUNE 30, 2022**

**Other Matter**

**Cybersecurity**

**Observation:**

Our audit identified certain weaknesses in their internal controls over cybersecurity. New vulnerabilities and new attacker exploits occur almost daily, this the District could be susceptible to attached which could cause significant disruption or loss of sensitive and valuable data. In addition, it can be difficult for IT departments to keep systems current on frequent security upgrades released by hardware and software vendors. The District is aware of these issues and is working to develop a corrective action plan to address the issues identified by our audit, the audit by the New York State Office of State Comptroller and their own external risk assessment

**Recommendation:** We recommend the District continue to develop a corrective action plan, priority list and timeline to address the issues identified by these audits and their external risk assessment.

**Management Response:** The District has made cybersecurity a priority. The District has hired an outside consultant to assist with a review of our IT function and we have already begun addressing the deficiencies identified in the New York State Comptroller Audit and in our external risk assessment. Resources for our IT department will be deployed during the 2022-23 fiscal year and will also be budgeted in the 2023-24 fiscal year as the District identifies the top priorities that will be addressed to limit the District cybersecurity weaknesses.

Anticipated date of completion: 2023-24 Fiscal Year End  
Contact Person: Scott C. Rozanski, Business Administrator



## RESOLUTION

### *(Creation of Position: Director of Facilities III)*

**WHEREAS**, the District is desirous of employing an individual within the civil service job specification of Director of Facilities III, to oversee and supervise the operations and personnel within the facilities department;

**NOW, THEREFORE**, upon recommendation of the Superintendent of Schools, it is resolved:

1. Creation of Position. The Board establishes the full-time civil service position of Director of Facilities III.

**Batavia City School District  
Resolution**

**Determining that Action Involving High School Project to Replace/Repair the  
Public Address/Clock System and to Robert Morris Upgrade Door Security**

**WHEREAS**, the High School Building Condition Survey identified the current public address/clock to be failing and in need of replacement; and

**WHEREAS**, the School administration has identified security concerns related to an entry door and classroom doors at Robert Morris School; and

**WHEREAS**, both of these issues create a risk to the health and safety of District students and need to be immediately addressed; and

**WHEREAS**, the Batavia City School District (the "District") proposes to replace the public address/clock system at the High School and to replace door security for Robert Morris School Entry 2 and install hydraulic door closures for classrooms (the "Projects"); and

**WHEREAS**, pursuant to Education Law, certain findings must be made by the Board of Education to authorize the expenditure of Repair Reserve Funds; and

**WHEREAS**, pursuant to the New York State Environmental Quality Review Act ("SEQRA") and the regulations in 6 NYCRR Part 617 adopted by the New York State Department of Environmental Conservation (the "Regulations"), the District desires to comply with SEQRA and the Regulations with respect to the Projects; and

**WHEREAS**, pursuant to the Regulations, the District has considered the Projects in light of the actions included on the Type I list specified in Section 617.4 of the Regulations and in light of the actions included on the Type II list specified in Section 617.5 of the Regulations; and

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The District has determined that each of the Projects constitutes a “Type II action” (as the quoted term is defined in the Regulations) because both fall within the ambit of one or more of the actions included on the Type II list specified in Section 617.5 of the Regulations, specifically: “[M]aintenance or repair involving no substantial changes in an existing structure or facility” (6 NYCRR § 617.5(c)(1)) and “routine activities of an educational institution” (6 NYCRR § 617.5(c)(10).
2. The Projects are not subject to further review under SEQRA; and
3. Notwithstanding that the Projects are not subject to further review under SEQRA, the District will continue to comply with guidance issued by SED; and
4. The Board of Education makes the following findings:
  - a. While the need to repair and replace the public address/clock system at the High School was identified in the Building Condition Survey, the immediate need to conduct such repairs was not discovered until after the beginning of the 2022-2023 school year;
  - b. Safety concerns at Robert Morris School related to the condition of current door hardware in Entry 2 and classroom doors was not identified until students and faculty returned to school for the 2022-2023 school year;
  - c. The condition of the public address/clock system at the High School, Robert Morris School the Entry 2 door and classroom doors all negatively affect the District’s ability to maintain student and staff safety in the event of a school threat;



d. Due to the risk to the health and safety of students the Projects must be completed immediately.

5. Based upon the factors set forth above causes the repair of the public address system and replacement of door hardware constitute an ordinary and contingent expense and an emergency situation;

6. The Board of Education approves the expenditure of up to \$244,000 to cover the total estimated cost of the Project, from the Repair Reserve Fund, subject to public hearing, including:

a. \$118,860 for the repair of the public address system; and

b. \$35,543 for replacement of door hardware at Entry 2 and High School classrooms; and

c. Professional fees and other miscellaneous fees as needed to complete both projects, not to exceed \$89,597

7. The Board of Education sets a date for public hearing on the expenditures from the Repair Reserve Fund on December 19, 2022 at Batavia High School, Superintendent Conference Room, 260 State Street.

A copy of this resolution shall be provided to SED.

VOTE:

Alice Ann Benedict	Yay ___ Nay ___	Jennifer Lendvay	Yay ___ Nay ___
John Marucci	Yay ___ Nay ___	Chezeray Rolle	Yay ___ Nay ___
John Reigle	Yay ___ Nay ___	Korianne Anderson	Yay ___ Nay ___
Barbara Bowman	Yay ___ Nay ___		

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Resolution to Amend the 2022-2023

General Fund Budget

**Whereas**, on April 21, 2022 the Batavia City School District Board of Education adopted the general fund budget for the 2022-2023 school year, with appropriations totaling \$ 54,802,593; and

**Whereas**, on May 17, 2022, the residents of the Batavia City School District voted to pass the 2022-2023 budget; and

**Whereas**, subsequent adjustments to the general fund have been authorized and made; and

**Whereas**, the District incurred unexpected emergency expenses that were not included in the general fund budget, due to identified security concerns at the High School; and

**Whereas**, a public hearing to expend up to \$244,000 from the Repair Reserve Fund was held on December 19, 2022; and

**Whereas**, the Board of Education subsequently approved the expenditure of up to \$244,000 to replace the public address system and clocks at Batavia High School and door hardware at Robert Morris School ("the Projects") and approved transfer of funds from the Repair Reserve Fund following a public hearing; and

**Whereas**, the Board of Education wishes to amend the 2022-2023 budget to account for the above-referenced expenses.

**Now therefore**, the Board of Education hereby resolves to amend the 2021-2022 General Fund budget as follows:

1. Increase revenues to the General Fund by transfer of funds from the Repair Reserve Fund, by \$244,000 the estimated maximum cost of the Projects.
2. Debit maximum amount for expenditure of \$244,000 as capital expenditures to pay for the Projects.
3. Adjust the total general fund appropriations from \$54,889,018 to \$55,133,018.
4. Adjust the total general fund revenues (inclusive of tax levy) from \$51,173,812 to \$51,397,812.



Genesee County Chamber of Commerce  
8276 Park Rd  
Batavia, NY 14020  
(585) 343-7440 | fax: (585) 343-7487  
chamber@geneseeny.com

## Invoice for 2023 Dues

Invoice Date: 12/5/2022  
Invoice Number: 21376

Batavia City Schools  
Brittany Witkop  
260 State Street  
Batavia, NY 14020

Want us to email you your invoice? Let us know!

Terms	Due Date
Due on receipt	12/5/2022

Description	Quantity	Rate	Amount
Membership Dues \$185	1	\$185.00	\$185.00
<del>Optional Premier Membership Upgrade</del>	<del>1</del>	<del>\$100.00</del>	<del>\$100.00</del>
Subtotal:			\$285.00
Total:			\$285.00
Payment/Credit Applied:			\$0.00
Balance:			-\$285.00

\$185

### Login to your Member Center to pay online.

- Go to <http://geneseeny.chambermaster.com/login> to login or retrieve forgotten login credentials. Or create your login account for the first time at this registration page:  
<https://geneseeny.chambermaster.com/CreateAccount?ccid=3461&email=bawitkop@bataviacs.org&repID=22541>.
- Pay online, check out your additional Member Benefits, update your member page and contact information.

Thank you for your support of the **Genesee County Chamber of Commerce**

Please return this portion with your payment.

Member Name: Batavia City Schools

Invoice #: 21376

Payment Amount: \$

185

Payment Method: ☒ Check # ☐ Credit Card

Make all checks payable to **Genesee County Chamber of Commerce** or enter credit card information below.

Billing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

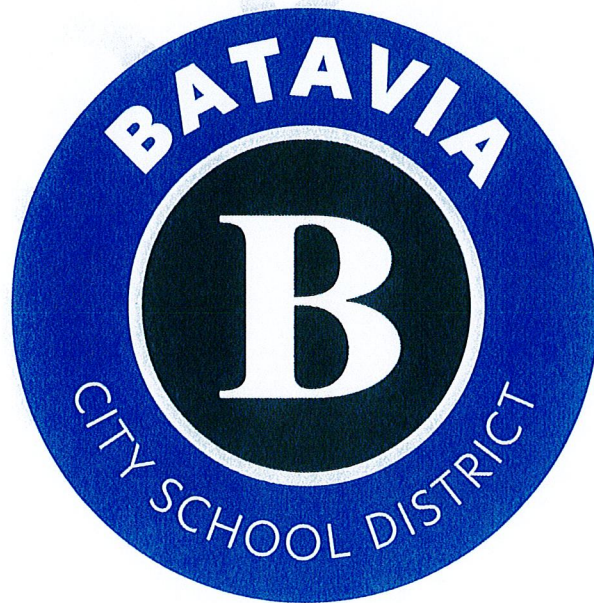
Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_



# **Batavia City School District**

## **Guidelines for Board of Education Members and Administrators**



Board of Education Approval:

# Table of Contents

## Guidelines for Board of Education Members and Administrators

The following guidelines are proposed to assist team members in negotiating actions in situations that are pertinent to the operation of the District. The guidelines are based on the assumption that we are all working to meet the Mission, Vision and Values of the Batavia City School District. It is understood that at times, administrators and/or Board members may need personal reminders by the Board President and/or Superintendent to follow the Guidelines. Any pattern of disregard for the Guidelines will be addressed by the Board of Education. These guidelines can be reviewed annually.

Board Meeting Norms.....	1
Meeting Protocol.....	2
Confidentiality.....	3
Chain of Command Protocol.....	4
Emergency Procedures.....	5
Visitors to School – Board of Education Member as a Parent.....	6
Visits of Facilities by Board of Education Members.....	7
Review of Curriculum/Instruction.....	8
Requesting Information.....	9

# BATAVIA CITY SCHOOL DISTRICT

**Subject:** Board Meeting Norms

Standards of behavior expected from Board members during a meeting are as follows:

- Be Respectful and Professional (includes treating other Board Members as you would like to be treated, monitor public comments, body language and side comments)
- Be Prepared
- Honor Confidentiality
- Follow the Chain of Command
- Avoid Surprises
- Assume Positivity



# BATAVIA CITY SCHOOL DISTRICT

**Subject:** Meeting Protocol

Open meetings of the Board of Education are formal business meetings. As such, meetings will be conducted based on Roberts Rules of Order.

## **Proposed Guidelines:**

1. The meeting will be conducted according to the general guidelines of Roberts Rules of Order. Within that framework, opportunities exist to add items to the agenda and provide forums for discussion.
  - To add an item:
    - upon approval of agenda
    - request suspension of rules to add item germane to discussion
  - To have a necessary sidebar conversation:
    - request recess of a defined time
2. There are common courtesies that should be adhered to in order to present a professional image to the public. Necessary sidebar conversations and/or a leave from the Board table should only take place during a defined recess.

All participants must recognize and acknowledge that for the Board meeting to proceed professionally, certain expectations must be followed.

## **BATAVIA CITY SCHOOL DISTRICT**

**Subject:** Confidentiality

### **Proposed Guidelines:**

1. Any participant in an Executive Session will keep information discussed in Executive Session confidential.
2. Any communication from the District Office marked confidential will remain confidential.
3. Strict adherence to confidentiality will be followed.
4. Participants at meetings should feel free to share any items discussed in the open session of the scheduled Board meetings.

## **BATAVIA CITY SCHOOL DISTRICT**

**Subject:** Chain of Command

### **Proposed Guidelines:**

1. When a BOE member or the Superintendent is contacted by a parent, community member or employee regarding a student, teacher, or building level issue, the BOE member or the Superintendent will redirect the person(s) back to the Building Principal or Area Supervisor. (Please note that if the concern relates to a District wide issue(s), the person should be directed to contact the Superintendent.)
2. The BOE member should encourage the person to place his/her concerns regarding personnel issues in writing. If the complaint is about procedures and/or policies, it need not be in writing.
3. The BOE member will contact the Superintendent to inform him/her that they have received a complaint or issue of concern and that the parent, community member or the employee has been directed to contact the immediate Administrator/Supervisor.
4. Upon receipt of the complaint, the Building Principal or Supervisor (e.g., Cafeteria, Facilities, Athletics, Technology, etc.) will contact the appropriate personnel and take action as deemed appropriate. Due process and contractual considerations will be adhered to. Every effort will be made to insure that the family and/or the student do not receive repercussions for filing a complaint.
5. If the complaint is raised by a citizen through the Board member, the Board member will be informed that action was taken. The Board member may or may not be told of the specific action, depending on the level of confidentiality required by the complaint.



## **BATAVIA CITY SCHOOL DISTRICT**

**Subject:** Emergency Procedures

### **Proposed Guidelines:**

1. Refer to the District's regulations and policies, which may be accessed on the website via Board Docs or by contacting the District Clerk.
2. In the event of an emergency, which will be defined by the Superintendent, the Superintendent or his/her designee will be responsible for all communications. This includes sharing information with the public as well as staff as appropriate. All questions should be referred back to the Superintendent or his/her designee.
3. The Superintendent's administrative assistant will contact all Board of Education members to notify them of the emergency.

## **BATAVIA CITY SCHOOL DISTRICT**

**Subject:** Visitors to the School - BOE member as a Parent

**Proposed Guidelines:**

1. Board members do not abdicate their responsibility as the parent of their own child. Thus, they are encouraged to schedule meetings, attend conferences, participate in telephone calls and e-mails, etc., that concern their child(ren).
2. Conversations and/or issues raised in parent/teacher dialogue should not become a Board level issue.
3. Board members should strive to keep their role as a member of the school Board out of conversations.
4. If the Board member/parent believes the issue has the possibility to come before the Board, then the building administrator should be involved in the exchange with the teacher. The building administrator will inform the Superintendent.

Please note that if the procedures are not followed, the BOE parent will be requested to begin at step 1.

## **BATAVIA CITY SCHOOL DISTRICT**

**Subject:** Visits of Facilities by Board of Education Members

### **Proposed Guidelines:**

1. If any Board of Education member has a question/issue regarding school facility, he/she should contact the Superintendent. If the issue requires a site visit, the entire Board will be informed at the Board meeting.
2. The BOE President will bring a request to the full Board to discuss rationale and necessity of the proposed visit.
3. The Chairperson and/or members of the Facility and Safety Committee can schedule site visits by informing the Superintendent or his/her designee.

### **Should the Site Visit be Approved:**

1. The Superintendent arranges for a site visit.
2. The Superintendent will contact the Building Principal and/or area Supervisor to inform him/her of the visit and will also identify the purpose for visit.
3. The BOE member will follow building protocol for site visits (signing in at the main office, securing a visitor's pass, etc.)
4. The Building Principal or Supervisor will accompany the BOE member on site visit.
5. Any questions, comments or concerns should be shared with the Superintendent upon completion of the site visit. The Superintendent will notify the Building Principal and or Supervisor of findings of site visit.
6. The BOE member will report back to the BOE on his/her findings, as it relates to the original request.



# **BATAVIA CITY SCHOOL DISTRICT**

**Subject:** Review of Curriculum/Instruction

## **Proposed Guidelines:**

1. The Board of Education is responsible to ensure that the district's curriculum aligns with the standards outlined by New York State.
2. Board of Education member would contact Superintendent with concern or request as it relates to curriculum/instruction. Superintendent would notify Committee (if one exists) and the Executive Director of Curriculum and Instruction. The Superintendent would make available the Board members request to all Board of Education members via an update in the weekly Superintendent packet.
3. The Executive Director of Curriculum and Instruction will review concern and respond, as well as relay concern to Board of Education members.
4. If, based on serious concern, curriculum/instruction concern/request needs to be reviewed, the Superintendent and Board President will place on Board of Education agenda. Determination of procedures and timeline for modification or change to curriculum/instruction will be developed.

## BATAVIA CITY SCHOOL DISTRICT

**Subject:** Requesting Information

### **Proposed Guidelines:**

#### Pertaining to Committee Work:

1. Determine if requested information is relevant to an ongoing Board of Education discussion, policy and/or current issue and whether it is appropriate to be provided to an individual Board member. Information relative to ongoing Board of Education discussion as noted above may be provided to ALL Committee and Board members.

Or

2. If an existing Committee is formed to review the issue/topic, the Board of Education members should contact the Committee Chairperson for necessary information. Upon receipt of a request, information may be shared with ALL members of the Board of Education.

#### Pertaining to General Requests:

1. Individual Board of Education member requests for information should be made by telephone or e-mail to the Superintendent. If the information requires additional research which may lead to policy and/or procedure changes, it should be stated in the request.
2. Determine if the individual Board member's request for information is appropriate for that individual to receive and relevant to any Board of Education discussion, policy and/or current issue. Following discussion with the Superintendent, Board of Education President and/or Committee Chair, information may be shared with ALL Board members.
3. If the information is readily available, it may be included in the weekly update from the Superintendent for ALL Board members.
4. Information that requires additional research will be discussed by the entire Board in an effort to delineate the cost of doing the research.