

BELLEVILLE HENDERSON CENTRAL SCHOOL

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"Home of the Panthers"



BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION

REGULAR MEETING MINUTES

January 24, 2022

President Allen opened the meeting with the Pledge of Allegiance and called to order in the auditorium at 7:00 p.m.

The following members were present (6): John Allen, Anthony Barney, Roger Eastman, Kyle Gehrke (arrived at 7:02), Adam Miner and Kristin Vaughn.

Others present: Jane Collins, Superintendent, Scott Storey, Building Principal, Stephen Magovney, Business Manager, and Sally Kohl, District Clerk.

Excused from Meeting: Dennis Jerome, Board Member and Ashleigh Barnhart-Burto, Administrative Coordinator.

Members from the community/guests: Emily Baldwin, Marc Baldwin and John Dewitt.

ACCEPTING THE AGENDA

Resolved that this Board of Education amend or approve as published.

Motion made by: Kristin Vaughn

Seconded by: Adam Miner

Motion Carried: 5-0

Board Member, Kyle Gehrke arrived (at 7:02) during Mr. Magovney's presentation.

PRESENTATIONS

- Stephen Magovney, Business Manager presented to the Board the preliminary budgets for the Transportation Department and the Buildings and Ground Department. Mr. Magovney answered any questions that the Board had regarding the preliminary budgets.

PUBLIC PARTICIPATION

- Mr. Dewitt reported that he did receive an answer from Mrs. Barnhart-Burto from his question on SEL (Social Emotional Learning) from the last Board meeting.

CALENDAR OF EVENTS

1/24	7:00pm	Board of Education Meeting
1/31	3:05 pm	Grade Level Meeting
2/2	3:05 pm	Curriculum Council Meeting
2/4		20-Week Report Cards Distributed

ACCEPT THE AGENDA

2/8	3:05 pm	Technology Committee Meeting
2/8		Boys FL Semi-Final Playoff @Higher Seed
2/9		Girls FL Semi-Final Playoff @ Higher Seed
2/10	3:05 pm	Health and Wellness Meeting
2/11	8:00 pm	Boys FL Final Playoff at JCC
2/12	tbd	Valentine's Ball/Activities sponsored by the Junior Class
2/12	2:00 pm	Girls FL Final Playoff at JCC
2/14	7:00pm	Board of Education Meeting
2/16	8:45 am	Safety Committee Meeting
2/17-19		Boys Sectional Preliminary Round
2/21-25		Presidents' Day/Winter Recess
2/22-23		Boys and Girls Sectional Quarter Finals
2/25-27		Boys and Girls Sectional Semi Finals
2/28	3:05 pm	Grade Level Meeting
3/2	3:05 pm	Curriculum Council Meeting
3/5	tbd	Faculty vs Student Basketball Game
3/5		Girls Sectional Finals
3/6		Boys Sectional Finals
3/7	7:00pm	Board of Education Meeting
3/8	3:05 pm	Technology Committee Meeting
3/10	3:05 pm	Health and Wellness Meeting
3/10 &	11:00 pm	School Musical Honk!
3/14	3:05 pm	Grade Level Meeting
3/16	8:45 am	Safety Committee Meeting
3/18		25-Week Progress Reports Distributed
3/21	7:00pm	Board of Education Meeting

COMMUNITY OF CARING UPDATE

There was no community of caring report from the Clerk.

CONSENT AGENDA

1. Resolved that this Board of Education approve the following:
 - A. **MINUTES**
BHCSD Board of Education Meeting Minutes from January 10, 2022.
 - B. **WARRANTS**
General Warrant Manual Checks #12
 - C. **STUDENT ACTIVITIES ACCOUNT QUARTERLY REPORT**
Student Activities Account Quarterly Report of revenue and disbursements as of December 31, 2021.
 - D. **BUILDING/TRANSPORTATION USE**
Daniel Donie, requests the use of the gymnasium and concession area for Faculty vs Student Basketball Game fundraiser to benefit the varsity girls' basketball team, on Saturday, March 5, 2022. IT BEING UNDERSTOOD, that school activities will come first and activities will be coordinated with the Administrative Coordinator and the District Office.

Motion made by: Roger Eastman
Seconded by: Anthony Barney

Motion Carried: 6-0

**BH BOE MEETING
MINUTES**

WARRANT #12

**STUDENT ACTIVITIES
ACCOUNT QUARTERLY
REPORT**

**BUILDING USE REQUEST-
DANIELLE DONIE
FACULTY VS STUDENT
BASKETBALL GAME**

PERSONNEL

2. CORRECT RESOLUTION-MUSIC TEACHER

Resolved, that upon the recommendation of the Superintendent, this Board of Education approves the following correction to the resolution from October 18, 2021 approving Sara Gleason as music teacher.

Original resolution from October 18, 2021:

On the recommendation of the Superintendent, the Board of Education hereby approves **Sara Gleason** to a four (4) year probationary appointment as follows:

Tenure Area: Music Teacher
Effective Date: January 1, 2021
Expiration Date: December 31, 2025
Certification: Music Professional Certificate
Salary: \$64,973 MA Step 17

Corrected resolution:

On the recommendation of the Superintendent, the Board of Education hereby approves **Sara Gleason** to a *three (3) year probationary* appointment as follows:

Tenure Area: Music Teacher
Effective Date: *January 1, 2022*
Expiration Date: December 31, 2025
Certification: Music Professional Certificate
Salary: \$64,973 MA Step 17

Motion made by: Roger Eastman

Seconded by: Kristin Vaughn

Motion Carried: 6-0

(Clerk Note: This resolution was corrected again on 12/10/2024 to have an expiration date of 12/31/2024).

3. APPROVE TEACHER AIDE

Resolved upon the recommendation of the Superintendent, this Board of Education, that pursuant to the provisions of Civil Service Law Section 22 of the State of New York, the following person be appointed as a ten-month (7 hours per day), probationary aide as follows:

Name: Whitnee Miner
Effective Date: January 31, 2022
Expiration Date: January 30, 2023
Salary: \$13.20 per hour

Motion made by: Roger Eastman

Seconded by: Anthony Barney

Motion Carried: 5-0-1

Abstain: Adam Miner

4. ADDITIONAL SICK LEAVE BANK REQUEST

Whereas, the Belleville Henderson Support Staff-CSEA has requested additional use of sick leave bank and, Whereas, the Superintendent is recommending the granting of up to twenty-one (21) days of sick leave from the sick leave bank for Deborah Fargo, food service helper.

IT BEING UNDERSTOOD, that Mrs. Fargo's personal sick leave must expire first and the five-day (5) waiting period must be met.

**CORRECTION OF
RESOLUTION-SARA
GLEASON APPOINTMENT**

**CORRECTED AGAIN ON
12/10/2024 TO
CORRECT EXPIRATION
DATE TO 12/31/2024**

**APPROVE TEACHER
AIDE-WHITNEE MINER**

**ADDITIONAL SLB
REQUEST-DEBORAH
FARGO**

RESOLVED, that this Board of Education approves up to twenty-one (21) days of sick leave from the sick leave bank for Deborah Fargo.

IT BEING UNDERSTOOD, that any unused days will be returned to the CSEA sick bank.

Motion made by: Kristin Vaughn

Seconded by: Roger Eastman

Motion Carried: 6-0

5. APPROVE OF SUBSTITUTE TEACHER

Resolved, upon the recommendation of the Superintendent, that this Board of Education approves Elijah Anderson as substitute teacher.

IT BEING UNDERSTOOD, that Mr. Anderson has had a criminal history background check, including fingerprinting, performed by the State Education Department.

APPROVE SUBSTITUTE
TEACHER-ELIJAH
ANDERSON

Motion made by: Roger Eastman

Seconded by: Adam Miner

Motion Carried: 6-0

6. APPROVE OF SUBSTITUTE TEACHER AND TEACHER ASSISTANT

Resolved, upon the recommendation of the Superintendent, that this Board of Education approves James Scordo as substitute teacher and teacher assistant.

IT BEING UNDERSTOOD, that Mr. Scordo has had a criminal history background check, including fingerprinting, performed by the State Education Department.

APPROVE SUBSTITUTE
TEACHER AND TA-JAMES
SCORDO

Motion made by: Kristin Vaughn

Seconded by: Adam Miner

Motion Carried: 6-0

7. APPROVE OF SUBSTITUTE TEACHER AND SUPPORT STAFF

Resolved, upon the recommendation of the Superintendent, that this Board of Education approves Catherine Rexford as substitute teacher and support staff.

IT BEING UNDERSTOOD, that Ms. Rexford has had a criminal history background check, including fingerprinting, performed by the State Education Department.

APPROVE SUBSTITUTE
TEACHER AND SUPPORT
STAFF-CATHERINE
REXFORD

Motion made by: Adam Miner

Seconded by: Roger Eastman

Motion Carried: 6-0

8. APPROVE OF SUBSTITUTE SUPPORT STAFF

Resolved, upon the recommendation of the Superintendent, that this Board of Education approves Jessica Eastman as substitute support staff

IT BEING UNDERSTOOD, that Mrs. Eastman has had a criminal history background check, including fingerprinting, performed by the State Education Department.

APPROVE SUBSTITUTE
SUPPORT STAFF-JESSICA
EASTMAN

Motion made by: Kristin Vaughn

Seconded by: Adam Miner

Motion Carried: 5-0-1

Abstain: Roger Eastman

9. APPROVE OF SUBSTITUTE TEACHER, SUPPORT STAFF, BUS DRIVER

Resolved, upon the recommendation of the Superintendent, that this Board of Education approves **David Lohrmann** as substitute teacher, substitute support staff and substitute bus driver.

IT BEING UNDERSTOOD, that **Mr. Lohrmann** has had a criminal history background check, including fingerprinting for instructional staff, performed by the State Education Department.

IT BEING UNDERSTOOD, that **Mr. Lohrmann** will not drive bus until he has received the proper training, license and physical.

Motion made by: Roger Eastman
Seconded by: Anthony Barney

Motion Carried: 6-0

NEW BUSINESS

10. PERMISSION FOR PRESIDENT AND SUPERINTENDENT TO SIGN

Resolved, that this Board of Education give permission for the President and Superintendent to sign the letter of engagement with Crowley & Halloran, CPAs, P.C.

Motion made by: Kristin Vaughn
Seconded by: Roger Eastman

Motion Carried: 6-0

11. APPROVE 2022-2023 PAYROLL SCHEDULE

Resolved, that upon the recommendation of the Superintendent, this Board of Education approves the 2022-2023 Payroll Schedule as follows:

1. July 8, 2022	14. January 6, 2023
2. July 22, 2022	15. January 20, 2023
3. August 5, 2022	16. February 3, 2023
4. August 19, 2022	17. February 17, 2023
5. September 2, 2022	18. March 3, 2023
6. September 16, 2022 Instructional/non -instructional 1 st payroll	19. March 17, 2023
7. September 30, 2022	20. March 31, 2023
8. October 14, 2022	21. April 14, 2023
9. October 28, 2022	22. April 28, 2023
10. November 10, 2022 (Thursday)	23. May 12, 2023
11. November 25, 2022	24. May 26, 2023
12. December 9, 2022	25. June 9, 2023
13. December 23, 2022	26. June 23, 2023

Motion made by: Adam Miner
Seconded by: Roger Eastman

Motion Carried: 6-0

**APPROVE SUBSTITUTE
TEACHER, SUPPORT
STAFF AND BUS DRIVER-
DAVID LOHRMANN**

**PERMISSION FOR
PRESIDENT AND
SUPERINTENDENT TO
SIGN ENGAGEMENT
LETTER WITH CROWLEY
AND HALLORAN**

**APPROVE 2022-2023
PAYROLL SCHEDULE**

**APPROVE THE 2023-
2024 PAYROLL
SCHEDULE**

14. APPROVE 2023-2024 PAYROLL SCHEDULE

Resolved, that upon the recommendation of the Superintendent, this Board of Education approves the 2023-2024 Payroll Schedule as follows:

1. July 7, 2023	15. January 5, 2024
2. July 21, 2023	16. January 19, 2024
3. August 4, 2023	16. February 2, 2024
4. August 18, 2023	17. February 16, 2024
5. September 1, 2023	18. March 1, 2024
6. September 15, 2023 Instructional/non -instructional 1 st payroll	19. March 15, 2024
7. September 29, 2023	20. March 29, 2024
8. October 13, 2023	21. April 12, 2024
9. October 27, 2023	22. April 26, 2024
10. November 10, 2023	23. May 14, 2024
11. November 24, 2023	24. May 28, 2024
12. December 8, 2023	25. June 7, 2024
13. December 22, 2023	26. June 21, 2024

Motion made by: Adam Miner

Seconded by: Kristin Vaughn

Motion Carried: 6-0

POLICY-none

FOR THE BOARD'S REVIEW

- BOCES Board of Education Meeting Minutes from 12/15/2021
- President Allen also noted the information that was sent to Board members regarding the BOCES nominations for the seats on their Board of Education. Belleville Henderson's seat is occupied by Alice Draper. Mrs. Draper's term expires next year.

ADMINISTRATIVE REPORT(S)

- Business Manager's Update
 - Mr. Magovney gave report on the preliminary budgets during the presentation portion of the meeting.
- Administrative Coordinator's Update
 - Mrs. Barnhart-Burto was excused from the meeting. The Board will review her report the she prepared for the Board on the athletic update on the upcoming spring season. The Board will contact Mrs. Barnhart-Burto with any questions.
- Principal's Update
 - Mr. Storey reported to the Board that he and Mrs. B-B continue to conduct formal observations and they are about half way through the teaching staff. Other topics included in Mr. Storey's report: Teachers and staff are being reminded of enforcing mask wearing and social distancing. Desks should be 6 feet apart when possible, especially when eating or drinking. Secondary teachers have completed their course descriptions for 2022-2023. The Guidance Department will meet with students this week to discuss course selections for next school year. Teachers will have a refresher training with their TEACH accounts on Monday, January 31st. COVID testing through the Nurse's office is going well. Mr. Storey also reported on several

accomplishments and awards for students in athletics, academics and art. Congratulations to all students. Finally, Mr. Storey reminded the Board that the second quarter marking period is coming to a close, ending on January 28th. Report cards will be mailed February 4th.

- Superintendent's Update
 - Ms. Collins shared with the Board, the invitation from Mrs. Bean, that there is a FFA Public Speaking Contest on February 12th. Judges are needed. Ms. Collins and Mr. Allen are going to reach out to Mrs. Bean on being a judge. Also Mrs. Gleason is looking for patrons for the school musical program. Message to the cast or business advertising will be published on the program of the school musical. Ms. Collins also reviewed the BH Financial Transparency Report 2019-2020 with the Board.

UPDATE TO BOARD OF EDUCATION QUESTIONS

- Mr. Miner asked what is the BH teacher to student ratio and how does it compare to other area schools? Administration will investigate this and report to Ms. Collins and the Board.
- Mr. Eastman asked what is the cost to send students to BOCES? Mr. Magovney will get this figure and report to Ms. Collins and the Board.

PUBLIC PARTICIPATION

- Mrs. Baldwin asked questions regarding the spacing of desks, Mr. Storey answered her questions.
- Mr. Dewitt distributed COVID informational materials to the Board.

EXECUTIVE SESSION

Resolved, that this Board of Education enter executive session at 7:50 p.m. to discuss:

- A potential legal matter
- Employment history of a particular employee

There will be no action taken after executive session.

Motion made by: Kristin Vaughn

Seconded by: Roger Eastman

Motion Carried: 6-0

Mr. Storey, Mr. Magovney and Mrs. Kohl were excused from executive session at 8 pm.

President Allen declared open session at 9:08 p.m.

ADJOURNMENT

Resolved, that at 9:09 pm that this meeting be adjourned.

Motion made by: Roger Eastman

Seconded by: Kristin Vaughn

Motion Carried: 6-0

Respectfully Submitted,



Sally Kohl,
District Clerk

EXECUTIVE SESSION

OPEN SESSION

ADJOURNMENT

BELLEVILLE HENDERSON CSD

ENC. #2

1/24/2022



Check Warrant Report For A - 26: General Warrant Manual Checks - #12 For Dates 1/1/2022 - 1/31/2022

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1882	01/05/2022	80	Allen Sanitatn Srv Inc., John	Trash Removal	226	810.00
1883	01/05/2022	80	Allen Sanitatn Srv Inc., John	WEIGHT ROOM CLEANOUT		200.00
1884	01/05/2022	5143	Ameritas Life Ins. Corp. of NY	JAN 2022 PAYMENT		1,250.00
1885	01/05/2022	3694	Bach & Co., Inc.	SERVICES RENDERED		1,976.00
1886	01/05/2022	2859	Beach, Randy	V BBALL OFFICIAL VS LYME		111.00
1887	01/05/2022	4176	Benefit Services Group	FLEX PAY		87.50
1888	01/05/2022	5987	Best, Ricky	JV BBALL OFFICIAL VS ABAY/TI		175.00
1889	01/05/2022	4882	Bimbo Foods, Inc.	BREAD/ROLLS		252.10
1890	01/05/2022	300	Black Rvr Valley Schls Wrkr's C	2021-2022 WORKERS COMPENSATION PREMIUM CONTRIBUTIONS	11	17,328.48
1891	01/05/2022	5657	BLAIR, JESSICA	V BBALL OFFICIAL VS SACKETS HARBOR		111.00
1892	01/05/2022	4098	Blue Mountain Spring Water	VEGGIES/FRUIT		475.05
1893	01/05/2022	310	Bob's Auto Supply	PARTS/SUPPLIES		324.28
1894	01/05/2022	6109	CABVI	SERVICES RENDERED		225.00
1895	01/05/2022	6316	CAZENOVIA EQUIPMENT COMPANY INC	PARTS/SUPPLIES		136.19
	01/05/2022	3272	CDW-G	PATCH PANELS	336	497.00
1897	01/05/2022	5929	Century Linen & Uniform	UNIFORM SERVICES	262	197.92
1898	01/05/2022	4982	Christman Fuel Service	FUEL SERVICE	255	2,662.55
1899	01/05/2022	535	Converse Laboratories Inc.	TESTING FEES		260.00
1900	01/05/2022	3392	Eppolito, Paul	VBBALL OFFICIAL VS WTN (SCRIMMAGE)& BEAVER RIVER		194.00
1901	01/05/2022	5814	EWASTE	SERVICES RENDERED		806.00
1902	01/05/2022	4053	Exford, John	V BBALL OFFICIAL VS LAFARGEVILLE		111.00
1903	01/05/2022	2798	Ferrara, Fiorenza P.C.	SERVICES RENDERED		135.39
1904	01/05/2022	3974	Finger Lakes /CASTLE	SERVICES RENDERED		20.90
1905	01/05/2022	3787	Frontier	PHONE #5228	224	1,002.12
1906	01/05/2022	3787	Frontier	PHONE #5360	232	58.96
1907	01/05/2022	3787	Frontier	PHONE#5023	267	107.78
1908	01/05/2022	3845	Fuccillo Ford Inc.	REPAIR FORD 2015 SUPERDUTY	341	1,408.84
1909	01/05/2022	975	Greene Lumber Co., Inc., O.D.	PARTS/SUPPLIES	241	1,093.78
1910	01/05/2022	4915	Greene, Matthew	SCOREBOARD OPERATOR BBALL GAMES		464.00
1911	01/05/2022	6309	LITERACY RESOURCES LLC	RESOURCES-LANE	325	151.18
	01/05/2022	5317	Hershey's Creamery Co.	ICE CREAM		305.28
	01/05/2022	6317	HOOVER, TRAVIS	JV BBALL OFFICIAL VS ALEX BAY/BEAVER RIVER		175.00
1914	01/05/2022	6296	IMPERATIVES INC	FAIR HORN	300	909.00

BELLEVILLE HENDERSON CSD



Check Warrant Report For A - 26: General Warrant Manual Checks - #12 For Dates 1/1/2022 - 1/31/2022

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1915	01/05/2022	2853	Jefferson Community College	FALL 2021 CLASSES		2,660.00
1916	01/05/2022	6318	LA QUIER, HENRY	V BBALL OFFICIAL VS TUPPER LAKE		111.00
1917	01/05/2022	1310	Larry's Musical Instrument & Re	MUSICAL INSTRUMENT REPAIR	317	75.35
1918	01/05/2022	5839	LUCE, RAYMOND	JV/V BBALL OFFICIAL VS WTN(SCRIMMAGE & LAFARGEVILLE		236.00
1919	01/05/2022	1470	McCabe's Supply Inc.	SERVICES/PARTS		6,176.40
1920	01/05/2022	5612	MCGRATH, KATIE	MEAL REIMBURSEMENT		85.66
1921	01/05/2022	1475	McKeever, Terry	V BBALL OFFICIAL VS LAFARGEVILLE		111.00
1922	01/05/2022	3675	METCO Supply Inc.	TECH COOPERATIVE BIDDING 2021-2022	174	14.00
1923	01/05/2022	5038	Missert Inc., AJ	BEVERAGES		116.00
1924	01/05/2022	5226	Modular Mechanical Service	PREVENTATIVE MAINTENANCE CONTRACT	285	150.00
1925	01/05/2022	495	New York Bus Sales, LLC	PARTS/SUPPLIES	258	443.56
1926	01/05/2022	495	New York Bus Sales, LLC	BUS #109		146,920.12
1927	01/05/2022	4878	North Branch Farms	APPLES		264.00
1928	01/05/2022	4319	NYS Department of Motor Vehicl	19A LETTER CLOSING BALANCE		1.00
1929	01/05/2022	6319	PECKHAM, JAREN	JV BBALL OFFICIAL VS LAFARGEVILLE		87.50
1930	01/05/2022	2491	Pepsi-Cola	BEVERAGES		64.26
1931	01/05/2022	5970	PICHE, RYAN	JV BBALL OFFICIAL VS LYME&?		175.00
1932	01/05/2022	6131	PETERS, KYLE	JV BBALL OFFICIAL VS BEAVER RIVER		87.50
1933	01/05/2022	4642	Pitcher's Sewer Service, Inc.	SERVICES RENDERED		250.00
1934	01/05/2022	3105	Pitney Bowes Inc.	POSTAGE METER RENTAL		99.00
1935	01/05/2022	5492	PUTMAN, JON	V BBALL OFFICIAL VS SACKET HARBOR		111.00
1936	01/05/2022	4823	Pyramid School Products	ATHLETIC COOPERATIVE BIDDING 2021-2022	37	362.90
1937	01/05/2022	4832	Quill	SUPPLIES/INK		1,699.83
1938	01/05/2022	6111	Quonce, James	JV BBALL OFFICIAL VS WTN SCRIMMAGE		65.50
1939	01/05/2022	6320	RASHID HASSAN	JV BBALL OFFICIAL VS TI		87.50
1940	01/05/2022	2492	Renzi Brothers Inc.	FOOD		9,205.83
1941	01/05/2022	4464	Riordan, Marisa	DECEMBER 2021 MILEAGE		58.50
1942	01/05/2022	4396	Rogers, William	V BBALL OFFICIAL VS BEAVER RIVER		111.00
1943	01/05/2022	5973	SALMON, DANNY	V BBALL OFFICIAL VS CARTHAGE		111.00
1944	01/05/2022	5870	SANICO	SUPPLIES		2,644.78
1945	01/05/2022	1995	Scholastic Sports Sales	CAFETERIA UNIFORMS		342.36
1946	01/05/2022	6219	School Datebooks	PLANNERS		1,702.64
1947	01/05/2022	3602	School Nurse Supply, Inc.	VISION TESTER	314	3,715.00
1948	01/05/2022	2716	School Specialty	SUPPLIES/FOSS	164	134.08

BELLEVILLE HENDERSON CSD



Check Warrant Report For A - 26: General Warrant Manual Checks - #12 For Dates 1/1/2022 - 1/31/2022

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1949	01/05/2022	5974	SEYMOUR, CHRIS	JV BBALL OFFICIAL VS CARTHAGE		65.50
1950	01/05/2022	3300	Seymour, Steve	JV BBALL OFFICIAL VS COPENHAGEN		87.50
1951	01/05/2022	4651	SPECTRUM BUSINESS	CABLE SERVICES		347.30
1952	01/05/2022	4651	SPECTRUM BUSINESS	CABLE SERVICES		101.09
1953	01/05/2022	4649	Stanley Convergent Security	SERVICES RENDERED		38.56
1954	01/05/2022	3067	Staples	SUPPLIES/INK	323	1,117.76
1955	01/05/2022	6133	STEVENS, RYAN	JV BBALL OFFICIAL VS LYME		87.50
1956	01/05/2022	5769	SUBURBAN PROPANE	PROPANE	256	754.87
1957	01/05/2022	3908	Syracuse Time & Alarm	SERVICES RENDERED		477.00
1958	01/05/2022	2895	Tehonica, Christopher	V BBALL OFFICIAL VS LYME (NO SHOW)/LYME/ALEX BAY		277.50
1959	01/05/2022	6315	The Reading League	RESOURCES BOOKS		467.46
1960	01/05/2022	3973	Town of Ellisburg	TAXES 2021	227	8,190.00
1961	01/05/2022	3973	Town of Ellisburg	WATER USAGE	228	640.50
1962	01/05/2022	4886	Vaadi, Joseph	V BBALL OFFICIAL ALEX BAY/COPENHAGEN		222.00
1963	01/05/2022	4175	VanCoughnett, Robert	V BBALL OFFICIAL VS LYME		111.00
1964	01/05/2022	5562	WB MASON	SUPPLES/COOPERATIVE BIDDING 2021-2022	2	561.68
1965	01/05/2022	2355	WESCO	SUPPLIES/PARTS	248	533.60
1966	01/05/2022	3593	Wiley, Matt	V BBALL OFFICIAL VS TI		111.00
1967	01/05/2022	3598	Wisner, Shane	V BBALL OFFICIAL VS TI		111.00
1968	01/05/2022	6151	GUERCIO & GUERCIO LLP	SERVICES RENDERED		540.00
1969	01/05/2022	5866	TOSHIBA	PARTS		250.00

Number of Transactions: 88

Warrant Total: 227,594.39
Vendor Portion: 227,594.39

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 88 in number, in the total amount of \$227,594.39. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/10/2022 Mary Foster Claims Auditor
Date Signature Title

BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT
STUDENT ACTIVITIES ACCOUNT
QUARTERLY REPORT OF RECEIPTS AND DISBURSEMENTS
July 1, 2021 and ending June 30, 2022

Account Name	Balance 10/01/2021	Receipts 10/01/21--12/31/21	Disbursements 10/01/21--12/31/21	Balance 12/31/2021
Class of 2022	\$7,906.17	\$1,603.84	\$2,088.00	\$7,422.01
Class of 2023	\$4,804.00			\$4,804.00
Class of 2024	\$2,438.00	\$4,698.00		\$7,136.00
Class of 2025	\$190.88			\$190.88
Art Club	\$909.22	\$172.00	\$80.00	\$1,001.22
Business/Technology Club	\$107.85			\$107.85
FFA	\$18,226.65	\$15,169.65	\$6,917.50	\$26,478.80
Library Club	\$4,691.13		\$3,782.65	\$908.48
Music Club	\$6,238.03		\$1,815.00	\$4,423.03
NHS	\$522.53			\$522.53
NJHS	\$3,417.53			\$3,417.53
Outdoor Club	\$1,150.17			\$1,150.17
Student Council	\$3,887.48	\$1.55		\$3,889.03
Trap Shooting Team	\$1,617.00			\$1,617.00
World Language Club	\$2,645.91			\$2,645.91
Due to Tax/Expenditures	(\$498.51)	\$764.61		\$266.10
TOTALS	\$58,254.04	\$22,409.65	\$14,683.15	\$65,980.54

OK: Marisa K. Z. Riordan

Denotes-Necessity to Transfer Money to Current Students ASAP

Sales Tax: \$72.80 Class of 2022 Gertrude Hawk Deposit #1

\$627.40 FFA-Fruit/Cheese/Wreath Fundraisers

\$64.41 Class of 2022 Gertrude Hawk Deposit #2

TOTAL: \$764.61



Michael W. Crowley, CPA*
Pamela J. Halloran, CPA*

* Licensed in NY & PA

ENC. #4
1/24/2022

Crowley & Halloran, CPAs, P.C.
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Members of:
AICPA
NYSSCPA

Government Audit Quality Center
Employee Benefit Plan Audit Quality Center

November 09, 2021

Ms. Jane A. Collins
Superintendent
Belleville Henderson Central School District
8372 County Route 75
Adams, NY 13605

Dear Ms. Collins:

We are pleased to confirm our understanding of the services we are to provide Belleville Henderson Central School District for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Belleville Henderson Central School District and its Extra Classroom Activity Fund as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Belleville Henderson Central School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to Belleville Henderson Central School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budget Comparison Information.
- 3) Other schedules required by the New York State Education Department.
- 4) Schedule of Changes in the District's Total OPEB Liability and Related Ratios
- 5) Schedule of the Local Government's Proportionate Share of the Net Pension Liability
- 6) Schedule of the Local Government's Share of Contributions



We have also been engaged to report on supplementary information other than RSI that accompanies Belleville Henderson Central School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining and individual non-major fund financial statements (if applicable).

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Belleville Henderson Central School District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Belleville Henderson Central School District's financial statements. Our report will be addressed to the board of Belleville Henderson Central School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Belleville Henderson Central School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.



Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards (if applicable); federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures-Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope



than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Belleville Henderson Central School District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Belleville Henderson Central School District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards (if applicable), and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may



request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a



means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Belleville Henderson Central School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Crowley & Halloran, CPAs, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Crowley & Halloran, CPAs, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by U.S. Department of Education or the



Crowley & Halloran, CPAs, P.C.
Certified Public Accountants, Auditors, and Consultants

New York State Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Whenever possible, we will utilize your personnel to reduce our own time requirements. We will also provide you with a list of schedules we would like prepared for us.

We will work out a mutually agreeable date to begin our audit and to issue our reports. Pamela J. Halloran is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$12,600 for the audit of the financial statements and required supplementary information as of and for the year ended, June 30, 2021. The proposal is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary; we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2018 peer review report accompanies this letter.

In addition, we will be available during the year for consultation on various accounting matters. Our fee for such services will be at standard rates and will be discussed with you at that time.

The District understands and agrees that this engagement is being undertaken solely for the benefit of the District, and that no other person or entity shall be authorized to enforce the terms of this engagement.

We appreciate the opportunity to be of service to Belleville Henderson Central School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Very truly yours,


Crowley & Halloran, CPAs, P.C.

Superintendent

Board President



BUFFAMANTE WHIPPLE BUTTAFARO, P.C.
Certified Public Accountants • Business Advisors

Report on the Firm's System of Quality Control

January 24, 2019

To the Owners
Crowley & Halloran, CPAs, P.C.
and the Peer Review Committee of the Pennsylvania Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Crowley & Halloran, CPAs, P.C. (the firm) in effect for the year ended September 30, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Crowley & Halloran, CPAs, P.C. in effect for the year ended September 30, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Crowley & Halloran, CPAs, P.C. has received a peer review rating of *pass*.

Buffamante Whipple Buttafaro PC

BUFFAMANTE WHIPPLE BUTTAFARO, P.C.