

**OFFICIAL MINUTES  
BOARD OF EDUCATION MEETING  
Bolivar-Richburg Central School**

**DATE:** March 15, 2016

**TIME:** 7:00 PM

**PLACE:** Bolivar Building Conference Room 107

**BOARD MEMBERS PRESENT:** Erin Baldwin, President  
Jennifer Burt, Vice President  
Carol Greene  
Karl Hackett II  
Jody McLaughlin  
Ervin Smith

**BOARD MEMBERS ABSENT:**

**OTHER PEOPLE IN ATTENDANCE:** Michael O'Brien, Interim Superintendent  
Jenny Bilotta, School Business Administrator  
Susan Bokman, Director of Special Education  
Brett Dusinger, Elementary Principal  
Jennifer Pangborn, Director of Curriculum  
Christopher Parker, Secondary Principal  
Connie Emery, District Clerk  
Amy Ratzel, CSEA/Notary  
Mary Snyder, BRFA  
Lisa Taylor, CSEA  
Norene Ferris, BRFA  
Cathy Fuller, Community Member  
Bob Clark, Reporter – Olean Times Herald

A regular meeting of the Bolivar-Richburg Central School Board of Education was held on March 15, 2016 at 7 PM in Conference Room 107 of the Bolivar building. All members were present.

Erin Baldwin, Pres. – No Report

Michael O'Brien, Interim Super. – Welcome to Mr. Retzlaff (our new Superintendent)  
Administrators presented their budget information.

Motion made by Karl Hackett and seconded by Jody McLaughlin to approve the minutes of the March 1, 2016 Board of Education meeting. Unanimously carried. Minutes

**Items for Board Action:**

Motion made by Carol Greene and seconded by Jennifer Burt to approve the Treasurer's Report for the Payroll, Lunch, General Checking, General Savings, General Investments, Activities, and Trust and Agency Funds as of February 29, 2016. Unanimously carried. Treasurer's Report

Motion made by Ervin Smith and seconded by Karl Hackett to accept the following 2016-2017 Annual Cooperative Purchasing Resolution: BOCES Coop. Purchasing

**WHEREAS**, It is the plan of a number of public school districts in Cattaraugus County and Allegany County, New York, to bid jointly for **various supplies, commodities, and/or services in the 2016-2017 fiscal year, and**

**WHEREAS,** The Bolivar-Richburg Central School District is desirous of participating with other school districts in Cattaraugus and Allegany Counties in the joint bidding of all or some of the supplies, commodities, and/or services as mentioned above, as authorized by General Municipal Law, Section 119-0, and as determined by district need, and

**WHEREAS,** The Board of Cooperative Educational Services and Boards of Education wish to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting of the results to the Board of Cooperative Educational Services and Boards of Education and making recommendations thereon; therefore,

**BE IT RESOLVED,** That the Bolivar-Richburg Central School Board of Education hereby appoints the Cattaraugus-Allegany-Erie-Wyoming Board of Cooperative Educational Services to represent it in all matters related above, and,

**BE IT FURTHER RESOLVED,** That the Bolivar-Richburg Central School Board of Education authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned supplies, commodities, and/or services, and,

**BE IT FURTHER RESOLVED,** That the Bolivar-Richburg Central School Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and,

**BE IT FURTHER RESOLVED,** That the Bolivar-Richburg Central School Board of Education agrees (1) to abide by the majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s) it will conduct all negotiations with the successful bidder(s). Unanimously carried.

Motion made by Karl Hackett and seconded by Jody McLaughlin to approve the CSE and CPSE recommendations. Unanimously carried.

CSE/CPSE Rec.

Motion made by Jennifer Burt and seconded by Carol Greene that Kimberly Cowburn, who is currently provisionally appointed in the position of Behavior Specialist, is hereby reappointed for a one-year probationary period commencing March 16, 2016 and ending on March 15, 2017. Unanimously carried.

K. Cowburn

Motion made by Jody McLaughlin and seconded by Karl Hackett to add the following people to the substitute list pending a background check:

Sub. List

Matthew Morris – Substitute Teacher  
Kelly Plants – Substitute Teacher Aide  
Sue Karnuth – Substitute Food Service Helper

Unanimously carried.

Motion made by Jennifer Burt and seconded by Karl Hackett to approve the following as elementary volunteers for the 2015-2016 school year:

Volunteers

Clarence and Char Stone  
Renee Giardini  
Melissa Feuchter

Unanimously carried.

Motion made by Ervin Smith and seconded by Jennifer Burt to approve the following extracurricular positions for the 2016 spring season:

Extracurricular

Chris Wight – Volunteer Assistant Track Coach – pending completion of coaching requirements

Jeff Margeson – Volunteer Assistant Baseball Coach

Unanimously carried.

Motion made by Jody McLaughlin and seconded by Carol Greene to grant Jennifer Berg’s request for one day of unpaid leave for February 26, 2016. Unanimously carried.

J. Berg

**Addendum:**

Motion made by Jody McLaughlin and seconded by Karl Hackett to grant Susan Walters’ request for one day of unpaid leave for March 18, 2016. Unanimously carried.

S. Walters

Motion made by Karl Hackett and seconded by Jody McLaughlin that the Board of Education hereby appoints and employs Michael A. Retzlaff as Superintendent of Schools, for the period to commence May 1, 2016 to June 30, 2019 and further approves the Employment Agreement dated March 15, 2016 setting forth the terms and conditions of such appointment and employment. Unanimously carried.

M. Retzlaff

**New Business:** The elementary students participated in “Jump Rope for Health” through the Heart Association. Our students earned \$4,000. Great job! The PE Dept. organized this activity.

STEM event in Portville – Bolivar-Richburg students will be participating.

Motion made by Jennifer Burt and seconded by Carol Greene to adjourn the meeting at 8:05 PM, there being no further business. Unanimously carried.

Adjournment

Connie Emery  
District Clerk