

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

DATE: July 7, 2015

TIME: 7:00 PM

PLACE: Bolivar Building Conference Room 107

BOARD MEMBERS PRESENT: Erin Baldwin
Jennifer Burt
Carol Greene
Karl Hackett
Elizabeth Schiralli

BOARD MEMBERS ABSENT: David Herne
Jody McLaughlin

OTHER PEOPLE IN ATTENDANCE: John Marshall, Superintendent
Jenny Bilotta, School Business Administrator
Connie Emery, District Clerk
Cathy Fuller, Community Member

The Board of Education Re-Organizational meeting was opened at 7 PM with Clerk, Connie Emery presiding. Opening

The clerk administered the Oath of Allegiance to Erin Baldwin and Elizabeth Schiralli newly appointed Board of Education members. Jody McLaughlin signed her oath on July 2, 2015. Oath of Office

Motion made by Carol Greene and seconded by Karl Hackett to elect Erin Baldwin as the President of the Board of Education for the 2015-2016 fiscal year. Unanimously carried. Elect Pres.

Motion made by Carol Greene and seconded by Erin Baldwin to elect Jennifer Burt as the Vice President of the Board of Education for the 2014-2015 fiscal year. Unanimously carried. Elect VP

Required Annual Appointments:

Motion made by Jennifer Burt and seconded by Elizabeth Schiralli to make the following appointments:

Appts.

- a. Appoint District Clerk – Connie Emery
Appoint Deputy District Clerk – John Marshall
- b. Appoint District Treasurer – Megan Saunders
- c. Appoint Deputy Treasurer – Connie Emery
 - Authorize the use of electronic signatures on all checks signed by Treasurer and Deputy Treasurer.
- d. Appoint Collector of Taxes – Jenny Bilotta
Appoint Deputy Collector of Taxes – Connie Emery
Appoint Deputy Collector of Taxes – Megan Saunders
- e. Appoint Independent Auditor – Buffamante, Whipple, Buttafaro, P.C.
- f. Appoint Treasurer, Extra Classroom Activities Account – Jenny Bilotta
- g. Appoint Audit Committee – David Herne, Elizabeth Schiralli, Jody McLaughlin, and Carol Greene - Alternate

Unanimously carried.

Additional Appointments:

Motion made by Carol Greene and seconded by Elizabeth Schiralli to make the following additional appointments:

- a. Appoint Director of School Health Services – Jones Memorial Hospital (Dr. Osborn) at a rate of \$18,000 per school year.
- b. Appoint LEA (Local Education Agency) Representative for CSE/CPSE – Susan Bokman
CSE Chairperson – David Baron
- c. Appoint Records Access/Management Officer – Connie Emery
- d. Appoint Asbestos Hazard Emergency Response Act (AHERA) Local Education Agency (LEA) designee – Randy Harmon
- e. Appoint Title IX/Section 504/ADA Compliance Officer – Susan Bokman
- f. Appoint Liaison for Homeless Children and Youth – John Marshall
- g. Appoint Chemical Hygiene Officer – Randy Harmon
- h. Appoint School Attorney – David Pullen (Richardson & Pullen, P.C.)
- i. Appoint Claims Auditor – Brandy Burdick
- j. Internal Auditor – Nichele James
- k. Dignity Act Coordinators – Middle School Guidance Counselor and Elementary School
Guidance Counselor

Unanimously carried.

Designations:

Motion made by Jennifer Burt and seconded by Elizabeth Schiralli to approve the following designations:

- a. Establish petty cash fund of \$100 with Debra Sisson as custodian in the Bolivar building and Diane Sortore as custodian in the Richburg building.
Designate Petty Cashier – Megan Saunders
- b. Designate Official Newspaper – Olean Times Herald
- c. Designate Bank Depository – Community Bank maximum deposit \$500,000.00, Steuben Trust Company maximum deposit \$3,000,000.00, and JP Morgan Chase maximum deposit \$3,000,000.00. Investment – JP Morgan Chase \$15,000,000.00.
- d. Designate Official Bank Signatories – Jenny Bilotta, Megan Saunders, and Connie Emery
- e. Designate Purchasing Agent – Jenny Bilotta
Designate Deputy Purchasing Agent – Megan Saunders
- f. Designate Superintendent to certify payroll.
- g. Educational Official designated to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings- Secondary Principal.
- h. Designate School Pesticide Representative – Randy Harmon
- i. Reviewing Official and Verification Official for participation in the Federal Child Nutrition Program – Tracie Middleton
Hearing Official – Jenny Bilotta
- j. Designate date, time, and place of regular Board meetings. 1st & 3rd Tuesdays of each month
 - Barring holidays and special events
 - One meeting in August
 - May need to call a special meeting(s) for personnel appointments.
- k. Designate official radio stations (school closings) WJQZ, WLSV, WOEN, WMXO, WHDL, WPIG, WBEN 930, WZKZ, and WCID.

Unanimously carried.

Authorizations:

Motion made by Elizabeth Schiralli and seconded by Karl Hackett to approve the following authorizations:

- a. Superintendent to approve attendance at conferences, conventions, workshops, and the like.
- b. Authorize the Superintendent to approve budget transfers up to \$2,500; anything over \$2,500 has to have Board approval.
- c. Superintendent to apply for Grants in Aid (State and Federal) as appropriate.
- d. Approval of all existing Policies and Code of Ethics.

e. Establish Per Diem Rates:		
1. Adult Education Instruction		\$28.00/hr.
2. Certified substitute teacher		85.00/day
3. Non-certified substitute teacher		70.00/day
3. Home tutor rates		28.00/hr.
4. Long-term substitute (appointment of 90 days or longer with certification)		
Rate - 1/200 th of the 2015-2016 Step 1 rate per day,		
(Benefits, if any, to be determined by the superintendent).		
5. Mileage as per IRS rate in effect when expense is incurred.		
6. Non-resident tuition		\$350.00
7. Substitute rates		
Bus driver		\$15.00
Bus mechanic		10.50
Secretary*		8.75
Aide*		8.75
Bus monitor*		8.75
Custodian/cleaner		9.50
Food Service*		8.75
Weight Room Monitor*		8.75
Substitute School Nurse	RN	15.00
	LPN*	8.75
8. Internal Claims Auditor		60.00/review
		(85.00/review
		for June, July, & August)
9. School Lunch price		2.00
School Breakfast Price		1.50

*Minimum wage – subject to change December 31, 2015 to \$9.00

Unanimously carried.

BOLIVAR-RICHBURG CENTRAL SCHOOL
Board of Education
Standing Committees
2015-2016

Athletics	Karl Hackett Jennifer Burt
Budget	Entire Board
Faculty Liaison	David Herne Carol Greene
Financial Review	Entire Board
Curriculum	David Herne Carol Greene Erin Baldwin
Ex-Officio member of all committees	Entire Board
Policy	Entire Board
Liaison with County School Boards	Beth Schiralli Erin Baldwin
Non-Teaching Negotiation Committee	David Herne Erin Baldwin Alternate – Jennifer Burt
Public Relations	Erin Baldwin Jody McLaughlin Carol Greene Alternate – Karl Hackett
Teacher Negotiating Committee	Carol Greene Jennifer Burt Alternate – Karl Hackett
Facilities	David Herne Jody McLaughlin
Shared Decision Making	K-5 – Carol Greene 6-12 – Jennifer Burt
Technology Committee	Elizabeth Schiralli Jennifer Burt
Administrative Negotiating Liaison	Karl Hackett Carol Greene Alternate – David Herne
Audit Committee	Elizabeth Schiralli Jody McLaughlin David Herne Alternate – Carol Greene

Motion made by Karl Hackett and seconded by Carol Greene to approve the minutes of June 16, 2015 of the Board of Education meeting. Unanimously carried.

Minutes

Consent Agenda:

Motion made by Elizabeth Schiralli and seconded by Jennifer Burt to approve the following consent agenda items:

- To appoint Erin Baldwin as a voting delegate and Jennifer Burt as the alternate voting delegate for the New York State School Boards Association. NYSSBA Delegates
- To appoint Erin Baldwin as a voting delegate and Carol Greene as the alternate voting delegate for the Allegany and Cattaraugus Association of School Boards. ACASB Delegates
- To appoint the Superintendent as the delegate and the Business Administrator as the alternate delegate, to the Board of Directors of the Allegany Cattaraugus School Medical Health Plan for the 2015-2016 fiscal year. Med. Health Plan Delegates
- To approve the following CSE recommendations for the following students #10668, 10667, 10547, 00002, 10670, 10255, 10667, 60215, 10204, 10122, 5574, and 10406. CSE/CPSE Rec.
- To declare the attached list as surplus: Surplus

All of these items were unanimously carried.

Items for Board Action:

- Motion made by Carol Greene and seconded by Erin Baldwin to approve Karl Hackett and Jody McLaughlin to attend the New School Board Member Academy in Buffalo, NY on July 17 and 18, 2015. Unanimously carried. Conference
- Motion made by Jennifer Burt and seconded by Elizabeth Schiralli for the Board of Education of the Bolivar-Richburg Central School District to approve the funding and ratification of the terms negotiated between the Bolivar-Richburg Central School Board of Education and the Bolivar-Richburg Faculty Association. The contract will be effective July 1, 2014 through June 30, 2019. The Superintendent of Schools shall have authority on behalf of the Board of Education to acknowledge the agreement accordingly. Unanimously carried. BRFA Contract
- Motion made by Carol Greene and seconded by Karl Hackett to accept the gasoline bid from Superior Plus Energy Services and the diesel bid from Rinker Oil Corp. as per the attached bid summary sheet for the 2015-2016 school year. Unanimously carried. Gas & Diesel Bids
- Motion made by Karl Hackett and seconded by Jennifer Burt to approve the Bolivar-Richburg Central School District Code of Conduct as presented. Unanimously carried. District Code of Conduct
- Motion made by Carol Greene and seconded by Jennifer Burt to approve the Athletic Code of Conduct as presented. Unanimously carried. Athletic Code of

- Motion made by Karl Hackett and seconded by Elizabeth Schiralli to adopt the following new Athletic Placement Process: Athletic

WHEREAS, Section 135.4 (c) (7) (ii) (a) (4) of the Regulations of the Commissioner of Education provides for a board of education to permit pupils in grades no lower than seventh grade to compete on interscholastic athletic teams organized for senior high school pupils, or senior high school pupils to compete on interscholastic athletic teams organized for pupils in the seventh and eighth grades; and

WHEREAS, These pupils are to be allowed to compete at levels that are appropriate to their physical maturity, physical fitness, and sport skills in relationship to other pupils in accordance with the standards established by the Commissioner of Education; and

WHEREAS, the State Education Department issues the competition standards for these pupils to compete under a program called the Athletic Placement Process (APP);

THEREFORE BE IT RESOLVED that the Bolivar-Richburg School District Board of Education shall permit pupils to compete after successfully completing the Athletic Placement Process for the requested sport and level.
Unanimously carried.

- Motion made by Jennifer Burt and seconded by Erin Baldwin that the non-probationary appointment of Jacob Bannerman to the 0.5 FTE Physical Education position has hereby concluded effective June 30, 2015. J. Bannerman
Unanimously carried.

- Motion made by Elizabeth Schiralli and seconded by Jennifer Burt that Jacob Bannerman, who holds an Initial New York State Teaching Certificate in Physical Education and Health Education, is hereby appointed to a 0.6 FTE part-time non-probationary position in Family and Consumer Sciences for the period of September 1, 2015 to June 30, 2016. The salary will be paid in accordance with Step 2 of the salary schedule as outlined in the collective bargaining agreement between the Bolivar-Richburg Faculty Association and the Board of Education. Unanimously carried. J. Bannerman

- Motion made by Carol Greene and seconded by Erin Baldwin that Brandon Clayson, who holds an Initial New York State Teaching Certificate permitting him to teach in the Students with Disabilities (Grades 1-6) certification area in the public schools of New York State, is hereby appointed to the position of Special Education Teacher in the General Special Education tenure area for a probationary period of four (4) years to commence on September 1, 2015 and to end on August 31, 2019. The salary will be paid in accordance with Step 1 of the salary schedule as outlined in the collective bargaining agreement between the Bolivar-Richburg Faculty Association and the Board of Education. Unanimously carried. B. Clayson

- Motion made by Carol Greene and seconded by Jennifer Burt that Ray Oberst, who holds a Permanent New York State Certificate permitting him to teach in the Pre-K, Kindergarten, and Grades 1-6 certification area and was previously on tenure in the public schools of New York State, is hereby appointed to the position of Elementary teacher in the Elementary Education tenure area for a probationary period of three (3) years, to commence on September 1, 2015 and to end on August 31, 2018. The salary will be paid in accordance with Step 17 of the salary schedule as outlined in the collective bargaining agreement between the Bolivar-Richburg Faculty Association and the Board of Education. Unanimously carried. R. Oberst

Motion made by Jennifer Burt and seconded by Carol Greene to move into executive session at 8:48 PM to discuss matters leading to the appointment of a particular person. Unanimously carried.

Exec. Session

Connie Emery
District Clerk

Motion made by Carol Greene and seconded by Jennifer Burt to move out of executive session at 10 PM, and back into regular session. Unanimously carried.

Out of Exec.
Session

Motion made by Elizabeth Schiralli and seconded by Karl Hackett to approve Norene Ferris who holds a Permanent New York State Certificate in the Music certification area is hereby appointed to a 0.2 FTE part-time non-probationary position in music for the period September 1, 2015 to June 30, 2016. The salary will be paid in accordance with Step 28 of the salary schedule as outlined in the collective bargaining agreement between the Bolivar-Richburg Faculty Association and the Board of Education. Unanimously carried.

N. Ferris

Motion made by Jennifer Burt and seconded by Karl Hackett to adjourn the meeting at 10:01 PM, there being no further business. Unanimously carried.

Adjournment

John R. Marshall
Clerk Pro-Tem