

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

**DATE:** July 5, 2011

**TIME:** 7:00 PM

**PLACE:** Bolivar Building Conference Room 107

**BOARD MEMBERS PRESENT:** Charles Bessette  
Michael Church  
Guy Gilliland  
Carol Greene  
David Herne  
Robert Mead  
Burdette Merrell

**BOARD MEMBERS ABSENT:**

**OTHER PEOPLE IN ATTENDANCE:** Marilyn Capawan, Superintendent  
Jenny Bilotta, School Business Official  
Connie Emery, District Clerk

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

Opening

Alex Peck gave textbook presentation.

The clerk administered the Oath of Allegiance to Carol Greene and Burdette Merrell, newly appointed Board of Education members.

Oath of Office

Motion made by Michael Church and seconded by Carol Greene to elect Charles Bessette as the President of the Board of Education for the 2011-2012 fiscal year. Unanimously carried.

Elect Pres.

Motion made by David Herne and seconded by Guy Gilliland to elect Michael Church as the Vice President of the Board of Education for the 2011-2012 fiscal year. Unanimously carried.

Elect VP Pres.

**Required Annual Appointments:**

Motion made by Michael Church and seconded by Robert Mead to make following appointments:

Appts.

- a. Appoint District Clerk – Connie Emery  
Appoint Deputy District Clerk – Marilyn Capawan
- b. Appoint District Treasurer – Megan Unfus
- 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 Unfus
- e. Appoint Independent Auditor – Buffamante, Whipple, Buttafaro, P.C.
- f. Appoint Treasurer, Extra Classroom Activities Account – Jenny Bilotta
- g. Appoint Audit Committee – Charles Bessette, Carol Greene, and David Herne

Unanimously carried.

**Additional Appointments:**

Motion made by Guy Gilliland and seconded by Carol Greene to make the following additional appointments:

- a. Appoint Director of School Health Services – Dr. Richard P. Cudahy at a rate of \$10,000 per school year.
- b. Appoint LEA (Local Education Agency) Representative for CSE/CPSE and CSE/CPSE Chairperson – Susan Bokman
- c. Appoint Records Access/Management Officer – Connie Emery
- d. Appoint Asbestos Hazard Emergency Response Act (AHERA) Local Education Agency (LEA) designee – Robert Sherwood
- e. Appoint Title IX/Section 504/ADA Compliance Officer – Susan Bokman
- f. Appoint Liaison for Homeless Children and Youth – Michael Schott
- g. Appoint Chemical Hygiene Officer – Robert Sherwood
- h. Appoint School Attorney – David Pullen (Richardson & Pullen, P.C.)
- i. Appoint Claims Auditor – Brandy Burdick
- j. Internal Auditor – Nichele James

Unanimously carried.

**Designations:**

Motion made by Robert Mead and seconded by Burdette Merrell to approve the following designations:

- a. Establish petty cash fund of \$100 with Debra Sisson as custodian in the Bolivar building and Brenda Robinson as custodian in the Richburg building.  
Designate Petty Cashier – Megan Unfus
- b. Designate Official Newspaper – Olean Times Herald
- c. Designate Bank Depository – Community Bank maximum deposit \$500,000.00, Steuben Trust Company maximum deposits \$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 Unfus, and Connie Emery
- e. Designate Purchasing Agent – Jenny Bilotta  
Designate Deputy Purchasing Agent – Megan Unfus
- 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- John Marshall
- h. Designate School Pesticide Representative – Robert Sherwood
- 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. 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays of each month
  - Barring holidays and special events
  - One meeting in August (August 16, 2011)
  - May need to call a special meeting(s) for personnel appointments.
  - Second meeting in April 2012 will be on April 24, 2012 to vote for BOCES Administrative Budget and Board Members.
- k. Designate official radio stations (school closings) WJQZ, WLSV, WOEN, WMXO, WHDL, WPIG, WBEN 930, and WZKZ.

Unanimously carried.

**Authorizations:**

Motion made by Michael Church and seconded by Robert Mead 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		70.00/day
3. Non-certified substitute teacher		60.00/day
3. Home tutor rates		28.00/hr.
4. Long-term substitute (appointment of 90 days or longer with certification)		
Rate - 1/200 <sup>th</sup> of the 11-12 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		7.50
Aide*		7.25
Bus monitor		8.00
Custodian/cleaner		9.50
Food Service*		7.25
Weight Room Monitor*		7.25
Substitute School Nurse	RN	15.00
	LPN	8.00
8. Internal Claims Auditor		50.00/review
		(70.00/review
		for June, July, & August)
9. School Lunch price		1.60
School Breakfast Price – High School		1.25
School Breakfast Price – Elementary		1.25
*Minimum wage		

Unanimously carried.

**BOLIVAR-RICHBURG CENTRAL SCHOOL**  
**Board of Education**  
**Standing Committees**  
**2011-2012**

Athletics	Burdette Merrell David Herne
Budget	Entire Board
Faculty Liaison	David Herne Charles Bessette
Financial Review	Entire Board
Curriculum	David Herne Carol Greene Charles Bessette
Ex-Officio member of all committees	Entire Board
Policy	Entire Board
Liaison with County School Boards	Michael Church Carol Greene
Non-Teaching Negotiation Committee	Guy Gilliland Robert Mead Alternate – David Herne
Public Relations	David Herne Guy Gilliland Carol Greene
Teacher Negotiating Committee	Robert Mead Charles Bessette Alternate – Michael Church
Facilities	Charles Bessette Michael Church
Shared Decision Making	K-5 – Burdette Merrell 6-12 – David Herne
Technology Committee	Guy Gilliland Charles Bessette
Administrative Negotiating Liaison	Burdette Merrell Robert Mead Alternate – Carol Greene
Audit Committee	Carol Greene Charles Bessette David Herne

Motion made by Carol Greene and seconded by Robert Mead to approve the June 21, 2011, minutes of the Board of Education meeting. Unanimously carried.

Minutes

**Consent Agenda:**

Motion made by Guy Gilliland and seconded by Burdette Merrell to approve the following consent agenda items:

- To appoint Charles Bessette as a voting delegate and Burdette Merrell as the alternate voting delegate for the upcoming NYSSBA Annual Meeting in Buffalo, New York. NYSSBA Delegates
- To appoint Carol Greene as a voting delegate and Michael Church as the alternate voting delegate for the Allegany and Cattaraugus Association of School Boards. ACASB Delegates
- To add Pamela Neudeck to the substitute teacher list for the 2011-2012 school year. Sub
- To approve Ryan McDonald as a summer worker through the NYS Commission for the Blind. Worker
- To declare as surplus the following items: Surplus

Dukane SunSplash Projector	Bell & Howell Overhead Projector
Sharp VCR	Buhl Overhead Projector (2)
Pioneer Laser Disc Player (2)	APOLLO Overhead Projector
RCA VCR (2)	Elmo Overhead Projector
Crosley VCR	JVC VCR

Textbooks:

American History: The Modern Era Since 1865 (73 copies)  
Economics: Principles and Practice (65 copies)  
Magruder's American Government (76 copies)

2000 White Ford Minivan

All of these items were unanimously carried.

**Items for Board Action:**

Motion made by Michael Church and seconded by Robert Mead to accept a letter of resignation from Justin Thomas as the 8<sup>th</sup> Grade Boys Basketball Coach for the 2011-2011 season. Unanimously carried.

J. Thomas

Motion made by Carol Greene and seconded by Michael Church to approve the following extracurricular appointments for the 2011-2012 school year:

Extracurr.

Elementary Ensemble – Rachel Bell  
Odyssey of the Mind – Mary Snyder  
Boys JV Basketball Coach– Justin Thomas  
Girls Varsity Basketball Coach – Jeff McMahan  
Lego League – Greg Sahn (Grades 6-8)

Support Staff:

Girls Volleyball Clock/Announcer – Kathy Cawley  
Boys Modified Soccer Scorer (Home) – Mary Snyder  
Girls JV Soccer Scorer (Home) – Mary Snyder  
Girls Modified Soccer Scorer (Home) – Mary Snyder  
Football Timer – Les Greene  
Monitor All Sports – Kathy Cawley  
Football Monitor – Bud Wittenburg

Unanimously carried.

Motion made by Michael Church and seconded by Robert Mead to approve the Allegany County Department of Health contract for preschool transportation from July 1, 2011 through June 30, 2012. Unanimously carried. Pre-K Trans.

Motion made by Guy Gilliland and seconded by Burdette Merrell to accept the Health Plane Municipal Cooperative Agreement with the Board of Cooperative Educational Services Sole Supervisory District of Cattaraugus, Allegany, Erie, and Wyoming Counties. BOCES Health Plan Agreement

Motion made by Carol Greene and seconded by Robert Mead to adopt the following bond resolution: Buses

BOND RESOLUTION DATED JULY 5, 2011, AUTHORIZING THE ISSUANCE OF \$332,000.00 SERIAL BONDS BY THE BOLIVAR-RICHBURG CENTRAL SCHOOL DISTRICT, ALLEGANY COUNTY, NEW YORK, PURSUANT TO THE LOCAL FINANCE LAW TO FINANCE THE PURCHASE OF TWO (2) 2012 THOMAS MODEL 310TS SEVENTY (70) PASSENGER SCHOOL BUSES AND TWO (2) 2012 IC BUS MODEL PB405 BE1902 THIRTY (30) PASSENGER SCHOOL BUSES.

WHEREAS, the Board of Education of the Bolivar-Richburg Central School District, Allegany County, New York, by resolution duly adopted by the Board of Education on April 5, 2011 and approved by the voters of the Bolivar-Richburg Central School District on May 17, 2011, authorizing the purchase of Two (2) 2012 Thomas Model 310TS Seventy Passenger School Buses and Two (2) 2012 IC Bus Model PB405 BE1902 Thirty Passenger School Buses for use by said School District, said buses to be purchased at a total price of \$359,070.70 and

WHEREAS, it is now desired to provide for the financing of said buses,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The purchase of Two (2) 2012 Thomas Model 310TS Seventy Passenger School Buses and Two (2) 2012 IC Bus Model PB405 BE1902 Thirty Passenger School Buses is hereby authorized at a maximum cost of \$332,881.83.

2. The plan for the financing of said buses is by the trade in of buses numbered 22 and 23 for a credit of \$9,000.00, a discount of \$88.87, and by the trade in of buses numbered 27 and 29 for a credit of \$17,100.00, payment of \$881.83 from current budget appropriations, and the issuance of up to \$332,000.00 serial bonds of said School District, pursuant to the Local Finance Law, which bonds are hereby authorized therefore; further details pertaining to said bonds, if necessary, may be prescribed in another resolution or resolutions of this board.

3. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of bonds herein authorized, including renewals of said notes, is hereby delegated to the President of said Board of Education, the chief fiscal officer. Said notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said President, consistent with the provisions of the Local Finance Law.

4. It is hereby determined that the period of the probable usefulness of the aforesaid object or purpose is five years, pursuant to subdivision 29 of paragraph A of Section 11.00 of the Local Finance Law, and the said bonds will mature over a period not in excess of five years.

5. The faith and credit of said Bolivar-Richburg Central School District, Allegany County, New York are hereby irrevocably pledged for the payment of the principal of and interest on said bonds as the same respectively becomes due and payable.

6. The bonds hereby authorized are declared to be "exempt bonds" under the provisions of the Internal Revenue Code of 1986 inasmuch as the Bolivar-Richburg Central School District will not issue more than \$10,000,000.00 of bonds during the year of issue.

7. The validity of such bonds or notes or any bond anticipation notes issued in anticipation of the sale of such bonds may be contested only if:

i. Such obligations are authorized for an object or purpose for which the municipality, school district or district corporation is not authorized to expend money, or

ii. The provisions of law which should be complied with at the date of the publication of such resolution or summary thereof, or certificate, as the case may be, are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty (20) days after the date of such publication, or

iii. Such obligations are authorized in violation of the provisions of the constitution.

Unanimously carried.

Motion made by Guy Gilliland and seconded by Michael Church to approve the following resolution declaring that the Bolivar-Richburg Central School District shall act as lead agency for SEQR for the proposed Bolivar-Richburg Central School District Storm and Sanitary Sewer Repair project. SEQR

WHEREAS, the Bolivar-Richburg Central School District intends to proceed with a project to repair sanitary sewer mains, disconnect roof drains from the sanitary sewer and improve drainage currently causing water intrusion into the school, and

WHEREAS, the Bolivar-Richburg Central School District has considered and reviewed the project, now therefore be it,

RESOLVED, the Bolivar-Richburg Central School District shall act as the lead agency for the purposes of the required State Environmental Quality Review Act (SEQRA).

Unanimously carried.

Motion made by Guy Gilliland and seconded by Michael Church to approve the following resolution for a negative declaration related to the State Environmental Quality Review Act (SEQRA) for the proposed Bolivar-Richburg Central School District Storm and Sanitary Sewer Repair project. SEQRA

WHEREAS, the Bolivar-Richburg Central School District is lead agency for the purpose of implementing the above referenced project, and

WHEREAS, the Bolivar-Richburg Central School District has considered and reviewed the project, now therefore be it,

RESOLVED, the Bolivar-Richburg Central School District, as the lead agency for purposes of this project, determines that the project is a Type II action for the purposes of SEQRA and be it further

RESOLVED, that as a consequence of this finding that no additional actions under SEQRA are required.

Unanimously carried.

**New Business:** B-R Educational Foundation meeting July 19.  
Board Workshop August 2, 2011 at 7:00 Conference Room  
Community Event

Motion made by Michael Church and seconded by Burdette Merrell to adjourn the meeting at 8:33 PM, there being no further business. Unanimously carried.

Connie Emery  
District Clerk