

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

**DATE:** July 5, 2016

**TIME:** 7:00 PM

**PLACE:** Bolivar Building Conference Room 107

**BOARD MEMBERS PRESENT:** Erin Baldwin  
Michelle Clark  
Carol Greene  
Heather Iantorno  
Jody McLaughlin  
Ervin Smith

**BOARD MEMBERS ABSENT:** Karl Hackett II

**OTHER PEOPLE IN ATTENDANCE:** Michael Retzlaff, Superintendent  
Jenny Bilotta, School Business Administrator  
Connie Emery, District Clerk  
Brian Quinn, Wellsville Daily Reporter

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 Ervin Smith newly appointed Board of Education member. Oath of Office

Motion made by Heather Iantorno and seconded by Jody McLaughlin to elect Erin Baldwin as the President of the Board of Education for the 2016-2017 fiscal year. Unanimously carried. Elect Pres.

Motion made by Ervin Smith and seconded by Michelle Clark to elect Jody McLaughlin as the Vice President of the Board of Education for the 2016-2017 fiscal year. Unanimously carried. Elect VP

**Required Annual Appointments:**

Motion made by Heather Iantorno and seconded by Jody McLaughlin to make the following appointments: Appts.

- a. Appoint District Clerk – Connie Emery  
Appoint Deputy District Clerk – Michael Retzlaff
- 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 – Carol Greene, Heather Iantorno, and Ervin Smith

Unanimously carried.

**Additional Appointments:**

Motion made by Jody McLaughlin and seconded by Ervin Smith to make the following additional appointments:

- a. Appoint Director of School Health Services – Jones Memorial Hospital (Dr. Osborn) at a rate of \$18,360 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 – Randy Harmon
- e. Appoint Title IX/Section 504/ADA Compliance Officer – Susan Bokman and Brett Dusinberre
- f. Appoint Liaison for Homeless Children and Youth – Michael Retzlaff
- 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 Carol Greene and seconded by Ervin Smith 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. 1<sup>st</sup> & 3<sup>rd</sup> 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 Carol Greene and seconded by Jody McLaughlin 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 <sup>th</sup> 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*	9.00
Aide*	9.00
Bus monitor*	9.00
Custodian/cleaner	9.50
Food Service*	9.00
Weight Room Monitor*	9.00
Substitute School Nurse	15.00
RN	
LPN*	9.00
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, 2016 to \$9.70

Unanimously carried.

**BOLIVAR-RICHBURG CENTRAL SCHOOL**  
**Board of Education**  
**Standing Committees**  
**2016-2017**

Athletics	Karl Hackett Jody McLaughlin
Budget	Entire Board
Faculty Liaison	Ervin Smith Heather Iantorno
Financial Review	Entire Board
Curriculum	Ervin Smith Carol Greene Heather Iantorno
Ex-Officio member of all committees	Entire Board
Policy	Entire Board
Liaison with County School Boards	Jody McLaughlin Erin Baldwin
Non-Teaching Negotiation Committee	Ervin Smith Erin Baldwin Alternate – Jody McLaughlin
Public Relations	Erin Baldwin Heather Iantorno Carol Greene Alternate – Ervin Smith
Teacher Negotiating Committee	Erin Baldwin Ervin Smith Alternate – Carol Greene
Facilities	Ervin Smith Karl Hackett
Shared Decision Making	K-5 – Carol Greene 6-12 – Michelle Clark
Technology Committee	Jody McLaughlin Erin Baldwin
Administrative Negotiating Liaison	Michelle Clark Carol Greene Alternate – Karl Hackett
Audit Committee	Carol Greene Heather Iantorno Ervin Smith

Motion made by Jody McLaughlin and seconded by Carol Greene to approve the minutes of June 21, 2016 of the Board of Education meeting. Unanimously carried.	Minutes
 <b><u>Items for Board Action:</u></b>	
Motion made by Ervin Smith and seconded by Carol Greene to appoint Jody McLaughlin as a voting delegate and Michelle Clark as the alternate voting delegate for the New York State School Boards Association. Unanimously carried.	NYSSBA Delegates
Motion made by Jody McLaughlin and seconded by Carol Greene to appoint Erin Baldwin as a voting delegate and Heather Iantorno as the alternate voting delegate for the Allegany and Cattaraugus Association of School Boards. Unanimously carried.	ACASB Delegates
Motion made by Ervin Smith and seconded by Jody McLaughlin 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. Unanimously carried.	Med. Health Plan Delegates
Motion made by Heather Iantorno and seconded by Michelle Clark to approve the CSE and CPSE recommendations. Unanimously carried.	CSE/CPSE Rec.
Motion made by Jody McLaughlin and seconded by Carol Greene to grant Megan Saunders' request for maternity leave to commence on or about August 14, 2016 and to end on or about October 11, 2016. Unanimously carried.	M. Saunders Maternity Leave
Motion made by Jody McLaughlin and seconded by Earvin Smith to approve Suzanne Slocum as a temporary summer aide at the hourly rate of \$15.00 during summer school July 5-22, 2016. Unanimously carried.	S. Slocum
Motion made by Jody McLaughlin and seconded by Heather Iantorno to accept a letter of resignation from Jacob Bannerman, Home and Careers teacher effective July 1, 2016. Unanimously carried.	J. Bannerman Resign
Motion made by Carol Greene and seconded by Michelle Clark to accept a letter of resignation from David Baron, Special Education teacher effective September 1, 2016. Unanimously carried.	D. Baron Resign
Motion made by Carol Greene and seconded by Heather Iantorno to accept a letter of resignation from Kathleen LaBarron-Roberts, secondary English teacher effective July 1, 2016. Unanimously carried.	K. LaBarron- Roberts Resign
Motion made by Jody McLaughlin and seconded by Michelle Clark to accept a letter of resignation from Christopher Parker, Secondary Principal effective July 1, 2016. Unanimously carried.	C. Parker Resign
Motion made by Carol Greene and seconded by Heather Iantorno to appoint JoEllen Sisson to the position of Food Service Helper for a one-year probationary period to commence August 1, 2016 and to end July 31, 2017. The hourly rate of pay will be \$9.70. Unanimously carried.	J. Sisson
Motion made by Heather Iantorno and seconded by Jody McLaughlin, that Gisela Fleming, who is to serve in the position of Teacher Assistant, is hereby appointed for a probationary period of four years commencing August 31, 2016 and ending August 30, 2020. The salary will be paid at 0.5 of Step 1 in accordance with the salary schedule as outlined in the collective bargaining agreement between the Bolivar-Richburg Faculty Association and the Board of Education. Unanimously carried.	G. Fleming Teacher Assistant

Motion made by Ervin Smith and seconded by Jody McLaughlin to approve the faculty professional development summer hours as per the attached.

Summer Hours  
Prof. Dev.

The motions to purchase the workbook Career Choices (course for 8<sup>th</sup> grade) and the textbook Principles and Practice of Sport Management was tabled until the July 19, 2016 Board meeting.

Motion made by Ervin Smith and seconded by Michelle Clark to approve the Bolivar-Richburg Central School District Code of Conduct as presented.  
Unanimously carried.

BR Code of  
Conduct

Motion made by Jody McLaughlin and seconded by Heather Iantorno for the second reading and adoption of Policy 7618 – Use of Time Out Rooms.  
Unanimously carried.

Policy 7618

Motion made by Carol Greene and seconded by Jody McLaughlin to declare the following items as surplus:

Surplus

Palm Pilots by Zire (6)  
Overhead Projector 524024  
Air Purifier

Unanimously carried.

Mr. Retzlaff, Superintendent's report: Capital Project Update  
Summer School started today.  
Welcome to Ervin Smith

**New Business:** School / Community

Motion made by Jody McLaughlin and seconded by Heather Iantorno to adjourn the meeting at 8:19 PM, there being no further business.  
Unanimously carried.

Adjournment

Connie Emery  
District Clerk