

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

DATE: July 5, 2017

TIME: 7:00 PM

PLACE: Bolivar Building Cafeteria

BOARD MEMBERS PRESENT: Jody McLaughlin, President
Heather Iantorno, Vice President
Erin Baldwin
Michelle Clark
Karl Hackett II
Patricia McElheny
Ervin Smith

BOARD MEMBERS ABSENT:

OTHER PEOPLE IN ATTENDANCE: Michael Retzlaff, Superintendent
Jenny Bilotta, School Business Administrator
Connie Emery, District Clerk
Alisha Hackett, Community Member
Justine Cole, Community Member
Jackie Johnson, Parent

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 Karl Hackett and Patricia McElheny newly appointed Board of Education member. Oath of Office

Motion made by Karl Hackett and seconded by Ervin Smith to elect Jody McLaughlin as the President of the Board of Education for the 2017-2018 fiscal year. Unanimously carried. Elect Pres.

Motion made by Erin Baldwin and seconded by Michelle Clark to elect Heather Iantorno as the Vice President of the Board of Education for the 2017-2018 fiscal year. Unanimously carried. Elect VP

Required Annual Appointments:

Motion made by Karl Hackett and seconded by Michelle Clark 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 – Michelle Clark, Heather Iantorno, and Ervin Smith

Unanimously carried.

Additional Appointments:

Motion made by Ervin Smith and seconded by Karl Hackett to make the following additional appointments:

- a. Appoint Director of School Health Services – Jones Memorial Hospital (Dr. Osborn) at a rate of \$18,360 for the 2017-2018 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 Dusingberre
- f. Appoint Liaison for Homeless Children and Youth – Paul Lyons
- g. Appoint Chemical Hygiene Officer – Randy Harmon
- h. Appoint School Attorney – David Pullen (Richardson & Pullen, P.C.) and Hodgson Russ, LLP
- i. Appoint Claims Auditor – Brandy Burdick
- j. Dignity Act Coordinators – Middle School Guidance Counselor and Elementary School Guidance Counselor

Unanimously carried.

Designations:

Motion made by Karl Hackett 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. 1st & 3rd Tuesday of each month at 7:00
 - 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 Michelle Clark 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	90.00/day
3. Non-certified substitute teacher	75.00/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 2017-2018 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*	9.70
Aide*	9.70
Bus monitor*	9.70
Custodian/cleaner*	9.70
Food Service*	9.70
Weight Room Monitor*	9.70
Substitute School Nurse	15.50
	RN
	LPN
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, 2017 to \$10.40.

Unanimously carried.

BOLIVAR-RICHBURG CENTRAL SCHOOL
Board of Education
Standing Committees
2017-2018

Athletics	Karl Hackett Jody McLaughlin
Budget	Entire Board
Faculty Liaison	Jody McLaughlin Heather Iantorno
Financial Review	Entire Board
Curriculum	Ervin Smith Patti McElheny 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	Patti McElheny Erin Baldwin Alternate – Jody McLaughlin
Public Relations	Erin Baldwin Heather Iantorno Patti McElheny Alternate – Ervin Smith
Teacher Negotiating Committee	Erin Baldwin Ervin Smith Alternate – Patti McElheny
Facilities	Ervin Smith Karl Hackett
Shared Decision Making	K-5 – Patti McElheny 6-12 – Michelle Clark
Technology Committee	Jody McLaughlin Erin Baldwin
Administrative Negotiating Liaison	Michelle Clark Patti McElheny Alternate – Karl Hackett
Audit Committee	Michelle Clark Heather Iantorno Ervin Smith

Michael Retzlaff, Superintendent: Construction update. Time Capsule from 1929 was opened—will invite people from the BRAG Society to come in and look through the items. Public hearing at the next Board Meeting for the District Code of Conduct.

Public Participation: Alisha Hackett and Justine Cole regarding the Pre-K program.

Board Discussion on the Pre-K program.

Motion made by Ervin Smith and seconded by Karl Hackett to approve moving a full-day Pre-K program to the Richburg Elementary building and maintain two half-day programs at the Early Childhood Development Center beginning with the 2017-2018 school year. In Favor: Jody McLaughlin, Karl Hackett, Ervin Smith, Patricia McElheny, and Michelle Clark Opposed: Erin Baldwin and Heather Iantorno Motion carried.

Pre-K Program

Motion made by Karl Hackett and seconded by Michelle Clark to approve the minutes of June 21, 2016 of the Board of Education meeting. Unanimously carried.

Minutes

Consensus Items:

Motion made by Karl Hackett and seconded by Michelle Clark to approve the following consensus items:

1. To appoint Michelle Clark as a voting delegate and Patricia McElheny as the alternate voting delegate for the New York State School Boards Association.
2. To appoint Jody McLaughlin as a voting delegate and Karl Hackett as the alternate voting delegate for the Allegany and Cattaraugus Association of School Boards.
3. 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 2017-2018 fiscal year.
4. To accept a donation of two benches in Memory of Dale “Ponch” Pinney from the CSEA Union members and his friends here at Bolivar-Richburg Central School.
5. To approve the following extracurricular appointments for the 2017-2018 school year:

NYSSBA
Delegates

ACASB
Delegates

Med. Health
Plan Delegates

Donation

Extracurricular

Todd Taylor-Varsity Wrestling Coach
Andrew Taylor-Assistant Varsity Wrestling Coach/Modified Coach
Justin Taylor-Volunteer Assistant Wrestling Coach
Diane Sortore-JV and Modified Girls Soccer Scorekeeper and Track & Field Worker
Amy Ratzel-Track & Field Worker
Suzanne Slocum-Track & Field Worker
Steve McPherson-Modified Football Coach
Kristin Bentley-Football Cheerleading Coach
Tom Wight-JV and Modified Girls Soccer Scorekeeper (when he isn't working another game)
Aleck Friend-Modified Boys Soccer Coach (pending completion of requirements)
Denise Kasperski-Track & Field worker
Anthony Ellis-Volunteer Modified Football Coach
Leon Gardner-Volunteer Football Coach

6. To approve the CSE and CPSE recommendations.

CSE CPSE Rec.

- | | | |
|-----|---|---------------------|
| 7. | To approve the Committee and Subcommittee on Special Education, the Committee on Preschool Education, and recommendation of surrogate parent for the 2017-2018 school year. | Sp. Ed. Com. |
| 8. | To add the following people to the Committee on Special Education Parent Member list for the 2017-2018 school year:

Melissa Stein
Lisa Beaton
Renee Giardini | Parent Mbr.
List |
| 9. | To enter into an agreement with Erie 1 BOCES and to adopt the following resolution:

RESOLVED that the Board of Education of the Bolivar-Richburg Central School District hereby agrees to enter into the attached contract with the Erie 1 BOCES for a three-year period commencing June 26, 2017 to authorize the Western New York Regional Information Center to furnish certain computer services to the District pursuant to Education Law 1950 (4) (JJ) for an amount not to exceed \$17,390.16 and authorizes 36 monthly payments to be made to Erie 1 BOCES in the amount not to exceed \$483.06.

Be it further RESOLVED, that the Board of Education of the Bolivar-Richburg Central School District hereby authorizes the Board President or the District Clerk to execute the contract on behalf of the District. | BOCES
Agreement |
| 10. | To declare the following items as surplus:

2 Microscope Camera Things
1 Broken Electrostatic Machine
1 Box of Vacuum Sealed Pigs for Dissection
20 Copies of old Textbook – English Composition and Grammar
9 Copies of old Textbook – The Writer’s Craft
1 Texas Instrument TI-81 View Screen – Serial No. LTA90-0111531
1 TI View Screen – I-0404D 1010000372
1 TI Calculator – I-0304C 1713V00651
1 Vision Tester – Asset Tag # A00007278
Greenhouse Effect Exploratory Kit (Classroom Set)
Acid Rain Activity with Video
An Array of Posters
Weathering Lab – Classroom Kit
Labeled Rock Samples from Historic Places in Greece
A couple of Venier Probes
Evolution Board Game
Volcanic Hazard Atlas Guides
Football Grandstand Sound System – Asset Tag #A00007521
Various (Books and Novels) old (see attached list)
Various Technology Equipment (see attached list) | Surplus |

All of the consensus items were unanimously carried.

Non-Consensus Items

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|-----|--|--------------------------|
| 11. | Motion made by Karl Hackett and seconded by Ervin Smith to accept a letter of resignation from Mary Snyder, Special Education Teacher, effective August 31, 2017. Unanimously carried. | M. Snyder
Resignation |
| 12. | Motion made by Michelle Clark and seconded by Ervin Smith to accept a letter of resignation from Tasha Howard, Teacher Aide, effective August 30, 2017. Unanimously carried. | T. Howard |

13. Motion made by Karl Hackett and seconded by Ervin Smith to grant the request of Angela Schryver for maternity leave to commence on or about September 14, 2017 and to end on or about December 10, 2017. Unanimously carried. A. Schryver
Maternity
Leave
14. Motion made by Ervin Smith and seconded by Karl Hackett to approve Sydney Blicharz, who holds a School Counselor certification, as a substitute Elementary Guidance Counselor to commence on or about August 30, 2017 and to end on or about December 10, 2017 at 1/200th of Step 1. Unanimously carried. S. Blicharz
15. Motion made by Michelle Clark and seconded by Karl Hackett that the Board of Education hereby approves the terms of the Memorandum of Agreement between the District and the Bolivar-Richburg Faculty Association which amends Article II, Section 200 to include the position of Social Worker and Article VI, Section 615 work day calendar for the Social Worker, and accordingly authorizes the Superintendent to acknowledge the Agreement. Unanimously carried. MOA
Social Worker
Position
16. Motion made by Ervin Smith and seconded by Michelle Clark that Kimberly Cowburn, who is a Licensed Clinical Social Worker, is hereby appointed to the position of Social Worker for a probationary period of four (4) years to commence August 30, 2017 and to end on August 29, 2021. The salary during the first year of this appointment will be paid in accordance with Step 4 of the salary schedule as outlined in the collective bargaining agreement between the Bolivar-Richburg Faculty Association and the Board of Education. Unanimously carried. K. Cowburn
Social Worker
17. Motion made by Karl Hackett and seconded by Michelle Clark to approve the following people to work ten days throughout the summer of 2017 for professional development: Summer work
days
- Sydney Blicharz – Substitute Elementary Guidance Counselor
Charanna Swartwout – Middle School Guidance Counselor
Kimberly Cowburn – Social Worker
- Unanimously carried.
- Motion made by Karl Hackett and seconded by Ervin Smith to move into executive session at 8:52 PM, to discuss current litigation and superintendent evaluation. Unanimously carried. Exec. Session

Connie Emery
District Clerk

Motion made by Karl Hackett and seconded by Ervin Smith to move out of executive session at 9:15 PM, and back into regular session. Unanimously carried. Out of Exec.
Session

Motion made by Ervin Smith and seconded by Michelle Clark to adjourn the meeting at 9:16 PM, there being no further business. Unanimously carried. Adjournment

Michael A. Retzlaff
Clerk Pro-Tem