

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

DATE: July 3, 2012

TIME: 6:00 PM

PLACE: Bolivar Building Conference Room 107

BOARD MEMBERS PRESENT: Charles Bessette
Carol Greene
Erin Baldwin
David Herne
Heather Iantorno
Burdette Merrell
Elizabeth Schiralli

BOARD MEMBERS ABSENT:

OTHER PEOPLE IN ATTENDANCE: Marilyn Capawan, Superintendent
Jenny Bilotta, School Business Official
Connie Emery, District Clerk
Betsy Greene
Michael Church

The Board of Education Re-Organizational meeting was opened at 6 PM with Clerk, Connie Emery presiding. Opening

The clerk administered the Oath of Allegiance to Erin Baldwin, Heather Iantorno, and Elizabeth Schiralli, newly appointed Board of Education members. Oath of Office

Motion made by Burdette Merrell and seconded by Carol Greene to elect Charles Bessette as the President of the Board of Education for the 2012-2013 fiscal year. Yes – Carol Greene, Erin Baldwin, David Herne, Heather Iantorno, Burdette Merrell Elect Pres.
No – Elizabeth Schiralli
Motion carried.

Motion made by Burdette Merrell and seconded by David Herne to elect Carol Greene as the Vice President of the Board of Education for the 2012-2013 fiscal year. Yes – Charles Bessette, Burdette Merrell, David Herne, Carol Greene Elect VP Pres.
No – Erin Baldwin, Heather Iantorno, Elizabeth Schiralli
Motion carried.

Required Annual Appointments:

Motion made by Carol Greene and seconded by Burdette Merrell to make the following appointments: Appts.

- a. Appoint District Clerk – Connie Emery
Appoint Deputy District Clerk – Superintendent
- 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, David Herne, and Elizabeth Schiralli

Unanimously carried.

Additional Appointments:

Motion made by David Herne and seconded by Burdette Merrell to make the following additional appointments:

- a. Appoint Director of School Health Services – Dr. Richard P. Cudahy at a rate of \$15,000 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 – Randy Harmon
- 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 – 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 – Michael Schott and Judy Crowley

Unanimously carried.

Designations:

Motion made by Burdette Merrell and seconded by Carol Greene 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 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 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 – 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 David Herne and seconded by Heather Iantorno 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		80.00/day
3. Non-certified substitute teacher		65.00/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 2012-2013 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		1.65
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
2012-2013

Athletics	Burdette Merrell David Herne
Budget	Entire Board
Faculty Liaison	David Herne Heather Iantorno
Financial Review	Entire Board
Curriculum	Erin Baldwin Carol Greene Charles Bessette
Ex-Officio member of all committees	Entire Board
Policy	Entire Board
Liaison with County School Boards	Beth Schiralli Heather Iantorno
Non-Teaching Negotiation Committee	Burdette Merrell Charles Bessette Alternate – David Herne
Public Relations	Erin Baldwin Heather Iantorno Burdette Merrell Alternate – David Herne
Teacher Negotiating Committee	Elizabeth Schiralli Charles Bessette Alternate – Burdette Merrell
Facilities	David Herne Burdette Merrell
Technology Committee	Elizabeth Schiralli Erin Baldwin
Administrative Negotiating Liaison	Burdette Merrell Carol Greene Alternate – David Herne
Audit Committee	Elizabeth Schiralli Charles Bessette David Herne

Motion made by David Herne and seconded by Burdette Merrell to approve the minutes of June 19, 2012 and the Results of the Special Board of Education meetings. Unanimously carried.

Minutes

Consent Agenda:

Motion made by David Herne and seconded by Burdette Merrell to approve the following consent agenda items:

- To appoint Charles Bessette as a voting delegate and Carol Greene as the alternate voting delegate for the upcoming NYSSBA Annual Meeting in Rochester, New York. NYSSBA Delegates
- To appoint Burdette Merrell as a voting delegate and Elizabeth Schiralli as the alternate voting delegate for the Allegany and Cattaraugus Association of School Boards. ACASB Delegates
- To approve the Bolivar-Richburg Central School District Code of Conduct. Code of Conduct
- For the second reading and adoption of the following new and revised policies: Policies
 - Policy 7553 – Bullying: Peer Abuse in the Schools (new)
 - Policy 3410 – Code of Conduct on School Property (revised)
 - Policy 8242 – Civility, Citizenship and Character Education; Interpersonal Violence Prevention Education (revised)
- To declare as surplus the following items: Surplus
 - Spanish for Communication – 50 copies – ISBN 0-914519-85-6
 - Chemistry the Study of Matter – 40 copies
 - Chemistry – 13 copies
 - Chemicals in Action – 17 copies
 - General Chemistry Living by Chemistry – 20 copies
 - General Chemistry Living by Chemistry – 20 copies
 - Chem Con – 24 copies
 - General Chemistry Living by Chemistry – 18 copies
 - Homes: Today and Tomorrow – 8 copies – ISBN 0-02-676170-X
 - Literature and Language – 75 copies – ISBN 0-8123-8250-1
 - A Separate Peace - ISBN 0-553-27246-2
- To approve the following CSE recommendations for the following students #5419, 10092, 10145, 20316, 40410, 60124, and 60321. CSE Rec.

All of these items were unanimously carried.

Items for Board Action:

- Motion made by David Herne and seconded by Carol Greene to approve the extracurricular appointments for the 2012-2013 school year as per attached. Unanimously carried. Extracurr.

- Motion made by Burdette Merrell and seconded by Carol Greene, that it is hereby recommended that the Board of Education of the Bolivar-Richburg Central School District does hereby assume responsibility for the Remedial Reading program formerly provided by Cattaraugus-Allegany-Erie-Wyoming BOCES and accepts Elysia Day, who is a Reading Teacher for BOCES and holds a permanent New York State teaching certificate in the Pre-K -12 Reading certification area, to the position of Reading Teacher in the Remedial Reading tenure area. Elysia Day is appointed on tenure and will be credited with nine (9) years of services and will be placed on Step 10 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.

E. Day

- Motion made by David Herne and seconded by Burdette Merrell to approve the Cooperative Intermunicipal Agreement for the Internal Auditing Services between the Cattaraugus/Allegany BOCES, the Friendship Central School District and the Bolivar-Richburg Central School District for the period of July 1, 2012 through June 30, 2015. Unanimously carried.

Agreement
for Internal
Auditing

- Motion made by David Herne and seconded by Burdette Merrell to accept the following gasoline and diesel bids for the 2012-2013 school year:

Gasoline Bid – Rinker Oil	\$2.8188
Ultra Low Sulfur Highway Diesel Bid – W.G. Satterlee & Sons, Inc.	\$2.9055

Unanimously carried.

Gas/Diesel Bid

- Motion made by David Herne and seconded by Elizabeth Schiralli to purchase the following textbook:

Prentice Hall Literature 2012 Common Core - 7th & 8th Grade
Yes – Charles Bessette, David Herne, Burdette Merrell, Erin Baldwin,
Heather Iantorno, and Elizabeth Schiralli
No – Carol Greene
Motion carried.

Textbook

New Business: Update on surplus list
Update on sewer project

Motion made by David Herne and seconded by Carol Greene move into executive session at 7:21 PM to discuss the employment history of a particular person and to discuss negotiations. Unanimously carried.

Exec. Session

Connie Emery
District Clerk

Motion made by Burdette Merrell and seconded by Heather Iantorno to move out of executive session at 10:01 PM, and back into regular session. Unanimously carried.

Out of Exec.
Session

Motion made by Burdette Merrell and seconded by Carol Greene to accept a letter of resignation for retirement from Marilyn Capawan, Superintendent of Schools effective July 31, 2012. Unanimously carried.

M. Capawan
Retire

Motion made by Burdette Merrell and seconded by Carol Greene to appoint Robert Mountain as interim superintendent and interim elementary principal effective August 1, 2012, pending contract negotiations. Unanimously carried.

R. Mountain
Interim Super.
& Elem. Prin.

Motion made by Burdette Merrell and seconded by Heather Iantorno to adjourn the meeting at 10:04 PM, there being no further business. Unanimously carried.

Adjourn

Charles Bessette
Board President