

**BOARD OF EDUCATION
Ellicottville Central School**

**Regular Meeting
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**Sht. No. 1720
December 6, 2011**

OFFICIAL MINUTES

Members Present: James Wiley, Roger Spell, Steve Crowley, Lynn Eddy, Carl Calarco

Members Absent: Connie Hellwig

Staff Present: Mark Ward, Melissa Sawicki, Robert Miller, Sharon Morton

Staff Absent: Connie Poulin

Others Present: Dona Fredrickson, Rich Place (Salamanca Press)

Call to order of meeting

President James Wiley called the regular meeting of December 6, 2011 of the Ellicottville Central School Board of Education to order at 7:34 p.m. The pledge to the flag of the United States was recited.

Roll Call

Connie Hellwig - absent

Changes, Additions and Deletions to the Agenda

Changes:

11c (the second one): Change to 11d

Additions:

New Business

8d. NYSPHSAA (Section VI) Congratulations letters

11e. Moved by _____, seconded by _____

Upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of the American Red Cross Southwestern New York Chapter Shelter Agreement.

11f. Moved by _____, seconded by _____

Upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of the Internal Audit Response letter dated August 25, 2011 to Management Advisory Group of N.Y., Inc.

Statements and questions from the audience

None

Approve Agenda

Moved by Calarco, seconded by Eddy, upon the recommendation of Mark J. Ward, Superintendent of Schools to approve the agenda for the December 6, 2011 Board of Education meeting with the changes and additions as noted.

Yes - 5

No - 0

Carried

Presentations & Reports

None

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Communications, Commendations

- Thank you note from Mary Ellen Campbell
- Congratulations letters from NYSPHSAA Section VI for the following:
 - Girls Soccer Team Section VI Class D Title
 - Girls Volleyball Section VI Class D2 Title
 - Boys Soccer Section VI Class D Title

Informational Items

- November 2011/2010 Cafeteria Report

Discussion: Superintendent Ward stated that a lot of adjustments have been made in the cafeteria for the 2011/2012 school year. He stated that sales and vending are up and staff and benefits are down.

- American Red Cross letter

Discussion: Superintendent Ward stated that the school needs to work on increasing the amount of donations for the blood drive. He added that only 10 units were collected and perhaps there is a way to get more people to donate.

- New York State Teaching Standards & Elements

Discussion: Superintendent Ward stated that posters will be made and laminated for all teachers.

Superintendent's Report

1) ETA Meeting - Superintendent Ward stated that the Administration and ETA had a very good meeting today regarding the new evaluation system. He stated that he is more interested in teachers teaching and students learning. He added that the district is in the process of rolling the new teaching standards into the evaluations.

2) 2012/1013 Budget - Superintendent Ward stated that he and Sharon Morton are slowly getting numbers together. He stated that he would like to start budget meetings earlier this year, perhaps after Christmas break. He stated that it is going to be a tough year. Superintendent Ward stated that the district has used a substantial amount of reserves in the past 2 years, around \$900,000 but cannot continue to bleed the reserves. He stated that some of that money went to the Cafeteria and Special Education costs. Superintendent Ward stated that some tough decisions need to be made and he has already talked to the Union about it.

3) Donation - Chris Woodarek donated \$2,000 to ECS (which will go into the General Fund). Superintendent Ward stated that Mr. Woodarek worked on the new Press Box and donated his time for the labor. Mr. Woodarek relayed to Superintendent Ward that he had a good year and wanted to give back to the school. Superintendent Ward stated that he would like to have a Press Box dedication in the Spring. He stated that Jerry Musall was the main person in the building of the Press Box. Superintendent Ward stated that he would like to have a plaque made to place on the Press Box with the names of the people who made it possible.

Consent Items:

Moved by Crowley, seconded by Spell, upon the recommendation of Mark J. Ward, Superintendent of Schools to adopt the following Consent Agenda items:

- That the board approve the minutes of the regular meeting of November 8, 2011
- Acknowledgment of Claims Auditor Report dated November 17, 2011
- Approval of October 2011 Treasurer's Report

**Yes - 5
No - 0
Carried**

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New Business

Moved by Crowley, seconded by Spell, upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of the Standard Work Day and Reporting Resolution to be submitted to the New York State and Local Employees' Retirement System.

**Yes - 5
No - 0
Carried**

Moved by Spell, seconded by Calarco, upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of Tax Collector's Report 2011-2012.

**Yes - 5
No - 0
Carried**

Moved by Crowley, seconded by Calarco, upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of the following Home Schooling requests for the 2011-2012 school year: Sarah Nicholson 10th grader, Kathryn Nicholson 8th grader, Heather Nicholson 7th grader, Abigail Nicholson 3rd grader and Bethany Nicholson 2nd grader.

**Yes - 5
No - 0
Carried**

Moved by Spell, seconded by Eddy, upon the recommendation of Mark J. Ward, Superintendent of Schools, approval John J. Crawford as a volunteer for the 2011-2012 school year.

**Yes - 5
No - 0
Carried**

Moved by Spell, seconded by Calarco, upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of the American Red Cross Southwestern New York Chapter Shelter Agreement.

**Yes - 5
No - 0
Carried**

Moved by Crowley, seconded by Eddy, upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of the Internal Audit Response letter dated August 25, 2011 to Management Advisory Group of N.Y., Inc.

**Yes - 5
No - 0
Carried**

Old Business
None

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Personnel

Moved by Spell, seconded by Crowley, upon the recommendation of Mark J. Ward, Superintendent of Schools approval of Caitlin Riggs as a homework club advisor for the 2011-2012 school year.

**Yes - 5
No - 0
Carried**

Principal's Reports

Connie Poulin (Elementary Principal/CSE/CPSE Chairperson): None

Robert Miller (Middle School/High School Principal):

1) 7th & 8th Grade Robotics Teams: The 8th grade team was coached by Chris Edwards and took 1st place at the competition on November 19th at Houghton college and the 7th grade team coached by Blair Wood took 2nd place at the competition. These wins qualified the teams to move on the next round on December 4th at the University of Rochester.

- 2) NYSSMA Area All State Music Festivals.
- 3) Girls Soccer at States.
- 4) Ineligibility policy going well
- 5) Detention Policy changes highlighted in article in the December District Newsletter
- 6) Students are doing a lot of good things.
- 7) Senior Citizens Dinner - Sunday, December 11th @ 1pm
- 8) Christmas Music Concerts - December 20th & 21st @ 7 pm

Discussion: Superintendent Ward stated that Bob Miller had a great idea of having the Senior Citizens dinner during the school day next year. He stated that the elementary students could come and perform for the attendees.

Roger Spell relayed concerns over the Girls Volleyball Team not being mentioned in the December Newsletter. Superintendent Ward stated that it was an oversight and he has talked to several parents about it. He added that the volleyball team will be featured in the Jan/Feb District Newsletter. Mr. Spell also mentioned that Mrs. Waldron will be taking the chorus to Holiday Valley (Yodler Lodge) on Saturday, December 10th to perform. He added that this is the second year, as they performed last year.

Policies:

1st reading of policy: Pediculosis (Head Lice)

Review of policy: Booster Clubs: **Discussion:** Superintendent Ward stated that the district has had a policy for quite some time but it needs to be updated. He stated that the new policy will cover all booster clubs both athletic and academic. Superintendent Ward stated that one of the reasons to rewrite the policy is about two years ago a substantial amount of money was taken from the ABC Group (currently PTO). He stated that because there were no controls in place it was just stumbled upon. He stated that groups should have controls and mechanisms in place. He added that the school has an obligation to establish a framework for the groups to work under. Superintendent Ward asked for the approval of the Board to have a meeting with the groups and also with people who would like to be involved in the groups. Carl Calarco stated that the direction given may help the organizations and they may appreciate the guidelines. Steve Crowley stated that the items purchased by these groups for the students and school need to be approved by the Board. Superintendent Ward stated that donations should not have conditions attached to them. The Board will have the 1st reading of the policy at the January 10, 2012 meeting.

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Committee Reports

Health & Safety Committee Meeting (December 1, 2011):

Air Quality

Superintendent Ward stated that the District received the written report back from Stohl Environmental. He stated that the Board was given a copy and it will be reviewed and discussed at the December 6, 2011 Board of Education Meeting.

Mark Duerr, Maintenance Supervisor stated that there are no real standards for measuring mold and that the readings taken in doors for the most part were lower than the outdoor readings. He stated that 3 main areas were tested for mold. The tunnel in the lower level of the elementary tested positive and the District has taken measures to help eliminate it. He added that the District has a plan for the tunnel but it will take some time and money.

Superintendent Ward stated that the District is talking with Engineers and Construction Managers and stated that perhaps they will have ideas as well. Superintendent Ward wanted to make it clear that the District is taking the problem seriously and the health and well being of the students and staff are a priority.

Locks on Elementary Bathroom Doors

Mark Duerr reported that the locks have been removed from all restroom doors in the elementary classrooms. He stated that over Thanksgiving Break the locks were changed to smooth handles.

Bullying

Superintendent Ward stated that the District is continuing work on bullying. He stated that Mr. Miller has attended a couple of workshops since the last meeting. Mr. Miller stated that on November 15th the District held its first monthly meeting with the MS/HS students. He stated that the students were broken up by grade level. He added that he, Tammy Eddy and Dan LaCroix rotated throughout the groups. Mr. Miller stated that the kids came up with some really good ideas and were really thinking about their answers. The next meeting will be held next week. Mr. Miller stated that one of the goals is to teach the students how to be self-dependent. Mr. Miller stated that the District is close to having something on the web site for concerns from students, parents, etc. This link will replace the concerns box in the Guidance Office. Mr. Miller stated that the concern can either be confidential or someone can leave his or her name. Mr. Miller stated that he would be working on the Dignity for All Students Policy after the first of the year.

Transportation

Superintendent Ward stated that Jeanne Brown and Karen Kent did a really nice job teaching Bus Safety to the elementary students. He added that they took time out of their own day to provide the presentations.

Lights in HS Parking Lot

Connie Hellwig expressed concern over the darkness in the High School Parking Lot. Suggestions were made to provide lighting along the kitchen entrance as well as making handicapped parking spaces along the wall (kitchen entrance). Mark Duerr will look into lighting solutions as well as the handicapped parking spaces.

Discussion: Superintendent Ward stated that the lighting issues in the parking areas (both HS and Elementary) need to be addressed. He stated that Jim Wiley and Carl Calaro will speak with some of their contacts and Supt. Ward will call Allegany Limestone to inquire about the lighting they have.

Bullying: Superintendent Ward stated that the District is taking Bullying very seriously. He stated that articles have been placed in the district newsletter as well as the local papers. He added that the idea may be to help kids deal with the situations instead of having adults solve the problems. He stated that an adult may not always be around. Steve Crowley stated that it looks like the District is being proactive.

Buildings, Grounds, Transportation & Cafeteria: Minutes of the meeting of December 6, 2011 will be discussed at the January 10, 2012 Board Meeting.

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Discussion Items

Land: Superintendent Ward stated that the District is now in the process of getting bids for surveying the property. He added that he thinks it is in the best interest of everyone to have it surveyed. He stated that the District will get 2-3 bids and then move towards an appraisal. Superintendent Ward stated that the District is going to have to figure out how they are going to move forward, stating he did not want to put Steve Crowley in a bad position as he works for Holiday Valley. He stated that some research needs to be done to see what the District needs to do to protect everyone involved.

BPD Report: Bernard P. Donnegan Report regarding small capital projects. Chuck Bastian will be in the District on December 20th to meet with Supt, Board, Tom Sexton and Mike Ebertz regarding the Building Condition Survey recommendations. Superintendent Ward stated that if the District sells the land they may be able to do more. Steve Crowley stated that the Board needs to make sure that the money from the land sale is used for something that will last a long time. Superintendent Ward agreed that it should not be used for something like a bus purchase but rather something that would last well into the future. Superintendent Ward stated that projects will not be based on what we want but what we need and what we can afford. He added that a series of small projects over a series of years is a smart thing for the District to do.

ETA Contract: Superintendent Ward stated that the Board members were all provided with a copy of the negotiated and approved ETA Contract (2011-2014). Superintendent Ward stated that he would like to finalize the contract by having it signed and then the ETA will have copies made.

CSE/CPSE

Moved by Crowley, seconded by Spell, upon the recommendation of Mark J. Ward, Superintendent of Schools, to approve the following resolution: BE IT RESOLVED by the Board of Education of the Ellicottville Central School District: That the Ellicottville Central School District has reviewed the recommendations of the District's Committee on Special Education (#900500358, 900438629, 900342774, 900500063, 900440340) at its meeting on December 6, 2011 and approves all necessary arrangements as the most reasonable and appropriate special service(s) and/or program(s) for the implementation of those recommendations (November 1-28, 2011).

**Yes - 5
No - 0
Carried**

Adjournment of Meeting

Moved by Calarco, seconded by Eddy, to adjourn the regular meeting of December 6, 2011 at 9:00 pm.

**Yes - 5
No - 0
Carried**

District Clerk

Deputy District Clerk