

**BOARD OF EDUCATION
Ellicottville Central School**

**Regular Meeting
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**Sht. No. 1937
August 11, 2020**

OFFICIAL MINUTES

- Members Present:** Robert Van Wicklin, William Murphy, Shana Chudy, Debra Golley, Leonard Zlockie
- Members Absent:** Karl Northup
- Staff Present:** Robert Miller, Melissa Sawicki, Aimee Kilby, Maren Bush, Erich Ploetz
- Staff Absent:** None
- Others Present:** Schavon Byroads

Call to order of meeting
President Van Wicklin called the regular meeting of August 11, 2020 of the Ellicottville Central School Board of Education to order at 6:02 p.m. The Pledge of Allegiance was recited.

Roll Call
Karl Northrup - Absent

Changes, Additions and Deletions to the Agenda
None

Approve Agenda
Moved by Zlockie, seconded by Golley, upon the recommendation of Robert Miller, Superintendent of Schools, to adopt the agenda of the August 11, 2020 Board of Education Meeting.

**Yes – 5
No – 0
Carried**

Public Comment
Mrs. Schavon Byroads addressed the Board. Mrs. Byroads stated that she wanted to apologize, stating that she had the mindset that the school board had total control of school openings. She stated that she realized after speaking at the July 28, 2020 meeting that it was not the case and she wanted to apologize for wasting the time of the Board. She stated that she was at the meeting to listen. President Van Wicklin thanked Mrs. Byroads. Deb Golley stated that Mrs. Byroads did not waste the Board’s time and that the Board appreciates her coming to the meetings and her honesty.

Presentations & Reports
None

Communications, Commendations
•Thank you card from Abbey DeChane

Informational Items
•Congratulations to ECS Elementary on being recognized by NYSED as a “Recognition School” for the 2018-2019 school year. Superintendent Miller stated “Hats off to Maren and the Elementary”.

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Superintendent's Report:

1. Request for use of fields by travel and little league teams. Superintendent Miller stated that the teams are looking for access to the fields. He added that other schools are starting to open up the fields to outside organizations. Superintendent Miller will reach out to the organizations and let them know that they can use the fields, but restrooms will not be available and the organization(s) will have to monitor the crowds and social distancing rules.
2. CARES Act - \$95,000 the governor took away and schools have to fill out an application to get it back. Hats off to Maren and Aimee for working on this. It is ready to go. It will be used for staffing (technology), PPE and barriers.
3. Re-opening plans will be discussed later in the meeting.
4. Information is coming in everyday, fast and furious.
5. Superintendent Miller stated that ECS is blessed to have a great team of people working in the district. He stated that he held an emergency meeting on Friday after the governor's announcement about re-opening and employees worked together to get PPE ordered.
6. NYSSBA registration is on-line. The convention will be held virtually. Board members will register themselves if they would like to attend the on-line sessions.
7. NYSCOSS is being held virtually this year. Superintendent Miller stated that if he does attend the virtual conference, he will most likely put in for conference days and attend from home. He stated that it is almost impossible to do the conference at school because of interruptions.

Principals Reports:

Erich Ploetz: MS/HS Principal – Mr. Ploetz stated that he does not have a formal report but would like to state that he has noticed patience, understanding and good will from parents in the district. He stated that they are being very patient. He added that they seem to understand what the administrators/schools are going through.

Maren Bush: Elementary Principal/Director of Curriculum

1. Master Schedule – working with Dan LaCroix on creating the schedule.
2. PreK – looking at how screening will work and flexible seating arrangements for the students.
3. Mrs. Bush and Mr. Ploetz surveying the district (driving around) looking at reliable cell service.
4. Working on CARES Act and ESSA grants.
5. Blended and hybrid trainings for teachers through BOCES.

School Business Executive Report:

Aimee Kilby

1. Continue to perform normal Business Office duties- Payroll and Accounts Payable (BUSY)
2. Monitoring Budget- Tracking COVID expenses
3. Year-end Audit still in process
4. Prepare for taxes, tax rates, tax warrant, State STAR reporting, hoping tax bill will be available the week of August 17 (will be mailed by September 1st). Have to come up with a collection strategy. Maybe a ½ sheet to mail with the tax bill explaining the collection process.
5. CARES Funding application, due August 15
6. Transparency Reporting, due September 4
7. Begin to work on ST-3 forms, due October 1
8. SSHSPS Medicaid report due October 15
9. Lola is working with Shawne and Erie 1 BOCES to get attendance program working properly so available benefit time will report correctly on paychecks.

Consent Items:

Moved by Murphy, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval to adopt the following Consent Agenda items:

- a. That the board approve the minutes of the meetings of July 28, 2020
- b. Acknowledgement of the August 4, 2020 Claims Auditor Report

**Yes – 5
No – 0
Carried**

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Committee Reports:
None

Discussion Items:

2020/2021 School Re-Opening Plan – Superintendent Miller discussed the following:

1. DOH (Department of Health) Plan – working with the C/A BOCES template. Have to submit by August 21, 2020.
2. 50-page booklet received from BOCES – Superintendent's Resource for COVID-19 Related Employee Concerns & Matters.
3. Desk Shield order was placed last Friday. The desk guards will cost \$15,000 because polycarbonate shields are needed and plexiglass can't be used by school district because of fire code. This increased the cost of the shields. Having the desk shields will allow the district to have all elementary students on campus 5 days a week.
4. PPE – ordered 1 ½ month's supply. Will eventually will have to have a 3-month supply. Ordered:
 - 10,000 disposable masks (@ 40¢ each)
 - 500 N-95 Masks (under \$5.00 each)
 - Cloth Face Masks (2 per employee – getting from Cattaraugus County)
 - 60 reusable face shields
 - 60 pairs of goggles
 - 500 disposable gowns
 - 2,400 pairs of gloves
 - Hand Sanitizer (getting from Cattaraugus County)
 - Thermometers (we have 2 scanning ones right now). Have ordered 8 more. Parents will be asked to do health screening for students prior to them getting on the bus. The District does not have enough staff or resources to do prior to the students getting on the bus.
 - Sanitizing Wipes: \$10 per container. Ordered a pallet (\$3,000)

Todd Lovell in the bus garage ordered gloves on his own and also ordered spraying units for buses (sanitizing). The sanitizing will be done in between bus runs.

Marc Waters has an electro-magnetic system to spray rooms.

5. Department of Health testing report – we have until August 21, 2020 to file the report.
6. Last parent meeting had 159 people watch/attend (virtually)
7. Parent Meetings will be held on the following dates and times:
 - Monday, August 17th @ 6:00 pm
 - Tuesday, August 18th @ 6:00 pm
 - Wednesday, August 19th @ 10:00 am

The meetings will be live streamed through ZOOM so parents will be able to comment. There will be an article in this week's EllicottvilleNOW newspaper and the times will be in there as well. The whole plan will not be put up, more of a PowerPoint highlighting what parents really need to focus on. All 3 meetings will be similar so there is no need to attend all sessions, but everyone is welcome if they want to attend more than one. They will vary depending on the questions people ask, though.

8. Teachers are coming in to their classrooms on a rotational basis (starting yesterday). This will continue until school re-opens. More slots will open up next week, with evening hours.
9. A letter and survey will be mailed to all parents. They can fill out the survey (1 per child) or go on-line and fill one out for each child. Results of the survey will affect transportation and how certain classrooms are run.
10. Teams Training for teacher's tomorrow (Wednesday, August 12, 2020). This will be an all day training.
11. Busses will run at 50% capacity. Disposable masks will be available if a child gets on without one.
12. Erich & Maren are doing a great job with canvassing cell service in the district. They are driving around with maps and cell phones. This will help the district make decisions about Hot Spots.
13. Working closely with BOCES regarding signage for the building.
14. Looking at a Tag system for the doors. This will help with cleaning and sanitizing. Right now, looking at Velcro. Red across the door means needs cleaning and do not enter and green across the door means cleaned and sanitized.
15. Quotes on shields for office desks/countertops. Arounds \$3,000 from WNY Glass. Marc Waters will be ordering tomorrow.
16. Looking at disposable cartons for lunches. Elementary will be eating in classrooms. Going to give it a try and see where it goes. The benefit outweighs the cost, as cafeteria staff needs to be able to provide meals to in-school and out of school students.
17. Disposable cups for water fountains. The building only has 2 fountains with water bottle fillers.
18. Desk guards may not be in before September 4th. Will have to keep an eye on this.

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19. Maren & Erich are working hard and are dynamite. DRAFT copy provided to board members of 1-page re-entry plan. Maren & Erich worked on this. The plan is to have all Prek-6 in school 5 days a week and 7-12 students on either A or B schedule (2 days a week). Mr. Ploetz stated that the re-entry plan sheet hits the talking points and is a single page document. He stated that they wanted it to have the top points and be very clear on them. President Van Wicklin asked if it would be wise to put a disclaimer on the single page document stating that it is subject to change. Superintendent Miller stated that perhaps they (the administration) will number the plans. It could also be put in the September Newsletter.
20. Haven't heard back from DOH on first plan submitted. We will keep working through it.

Non-Resident Students – Superintendent Miller stated that the district is at a point where there are not a lot of out of district applications. He stated that a few students were accepted back in June. Since July 1st no students have been accepted. He stated that at this point he is inclined to not accept any more non-resident students. He stated that desk guards have been ordered based on the number of current students. He added that he has encouraged parents to fill out the applications and be placed on a waiting list. He stated that if circumstances change, some non-resident students may be accepted. Superintendent Miller stated that it breaks his heart, because that is not Ellicottville, and in the past the students would be accepted, but at this time it simply cannot happen. Superintendent Miller stated that he has received phone calls from current non-resident families asking if there will be a break in tuition if school goes remote again. He stated that the answer is No. He added that residents cannot be given a break on taxes and non-resident students will not be given a break on tuition charged. If a non-resident student decides to leave ECS they will have to re-apply to come back and may end up on the bottom of the waiting list. Superintendent Miller stated that unless he heard major concerns from the Board members, he will go ahead and continue to move in the direction discussed. No concerns were raised by board members. Maren Bush stated that there will be 19 new resident students entering ECS (this is the number as of 8/11/20). She stated that this could affect spacing and social distancing, so some classes may have to be relocated within the building. Mr. Ploetz stated that he and Mrs. Auge are working on locker assignments for grades 7-12. The students will be assigned lockers, but there will not be locks on the lockers this year.

Create and post full-time temporary one-year cleaner (day shift): Superintendent Miller stated that he will put the creation of the position on the next board meeting agenda if the board is okay with the creation of a one-year full time temporary cleaner. He stated that he thinks the district can re-open, but another cleaner is needed during the daytime. He stated that he has spoken with ESPRA (president) and they are good with it.

Old Business:
None

New Business:

Moved by Zlockie, seconded by Golley, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Energy Mark as the supplier of Natural Gas based upon the lowest responsible bid (Cattaraugus County Natural Gas Co-op Bid for National Fuel Transport Accounts) effective utilizing the 1-year Option I rate of \$0.335 covering the contract period of September 1, 2020 through August 31, 2021.

**Yes – 5
No – 0
Carried**

Moved by Chudy, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the 2020-2021 Tax Warrant.

**Yes – 5
No – 0
Carried**

Moved by Zlockie, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, approval to change the 2020-2021 school year calendar to reflect moving the March 19, 2021 staff development day to September 2, 2020. This change will make the first day for students on September 3, 2020 and teachers in the building on September 1st and 2nd.

**Yes – 5
No – 0
Carried**

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Personnel:

Moved by Golley, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Marc Waters to the permanent position of Sr. Maintenance Mechanic after completing one year of probation. This permanent position will become effective August 19, 2020.

**Yes – 5
No – 0
Carried**

Moved by Chudy, seconded by Golley, upon the recommendation of Robert Miller, Superintendent of Schools, approval of John Cornwall to the permanent position of Bus Driver after completing one year of probation. This permanent position will become effective August 28, 2020.

**Yes – 5
No – 0
Carried**

Moved by Golley, seconded by Chudy, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Jeff Dineen to the position of full-time cleaner (10 month) effective September 1, 2020. Mr. Dineen shall be paid \$11.80 per hour.

**Yes – 5
No – 0
Carried**

Policy

None

Executive Session

Moved by Murphy, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval to enter into executive session at 7:11 pm to discuss 2 contractual items (ETA).

**Yes – 5
No – 0
Carried**

Moved by Murphy, seconded by Zlockie, to come out of executive session at 7:50 pm and return to the regular meeting.

**Yes – 5
No – 0
Carried**

Adjournment of Meeting

Moved by Golley, seconded by Zlockie, to adjourn the regular meeting of August 11, 2020 at 7:50 p.m.

**Yes – 5
No – 0
Carried**

District Clerk

Deputy District Clerk