

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational & Regular Meeting
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**Sht. No. 1887
July 9, 2018**

OFFICIAL MINUTES

Members Present: Connie Hellwig, William Murphy, Carl Calarco, Nicole Klein, Debra Golley, Robert Van Wicklin, Leonard Zlockie

Members Absent: All Present

Staff Present: Robert Miller, Melissa Sawicki, Aimee Kilby

Staff Absent: Erich Ploetz, Connie Poulin

Others Present: Schavon Byroads

Call to order of meeting

President Hellwig called the reorganizational and regular meeting of July 9, 2018 of the Ellicottville Central School Board of Education to order at 7:00 p.m. The pledge to the flag of the United States was recited.

Roll Call

All Present

Changes, Additions and Deletions to the Agenda

Changes/Additions:

- 75. Discussion:**
a. Foreign Language program at ECS.

Public Comment

Mrs. Schavon Byroads addressed the Board (by reading a prepared statement) regarding her extreme frustration regarding a staff member and her son being assaulted by the staff member. She stated that Mr. Ploetz and Mrs. Poulin handled the situation wonderfully. She expressed her concerns over how the situation was handled by Superintendent Miller. She added that Mr. Murphy (Board Member) and Superintendent Miller should have handled the situation differently. President Hellwig stated that the Board is sorry about what Mrs. Byroads and her family have gone through. Carl Calarco stated that the Board handled the situation and were in contact and advised by the school district's attorneys regarding the situation. He added that the individual is no longer employed by the district. Mrs. Byroads stated that she felt no one (the Board and Superintendent) is taking her seriously. Debra Golley asked how the district could help move on from this situation? Mrs. Byroads stated that she is looking for a document that states the janitor cannot work with or around children or be hired by the school district in the future.

Approve Agenda

Moved by Klein, seconded by Van Wicklin, upon the recommendation of Robert Miller, Superintendent of Schools, to adopt the agenda of the July 9, 2018 Board of Education Meeting with addition 75a.

**Yes – 7
No – 0
Carried**

Administration of Oath of Office to Newly Elected Board Members, (William Murphy and Debra Golley – 5 year terms - effective July 1, 2018 to June 30, 2023 and to the Superintendent of Schools (Robert Miller)

Selection of Meeting Chairman (temporary) – Superintendent Robert Miller was selected as the temporary meeting chairman.

Nominations and Election of New Board Officers:

- (a) President
(b) Vice-President

Len Zlockie nominated Connie Hellwig for the seat of President – Board of Education.
Upon motion made by Zlockie, seconded by Calarco, the following resolution was offered:

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RESOLVED, that Connie Hellwig be elected President of the Board of Education of this District for the 2018-2019 school year.

**Yes – 7
No – 0
Carried**

Len Zlockie nominated William Murphy for the seat of Vice President – Board of Education
Upon motion made by Zlockie, seconded by Calarco, the following resolution was offered:

RESOLVED, that William Murphy, be elected Vice President of the Board of Education of this District for the 2018-2019 school year.

**Yes – 7
No – 0
Carried**

Appointment of Board Officers:

Upon motion made by Klein, seconded by Zlockie, the following appointments were offered 8 a – b.

- | | | |
|-------|--|------------|
| * (a) | District Clerk – Melissa Sawicki | \$4,346 |
| * (b) | Deputy District Clerk & Deputy Treasurer – Robert Miller | no stipend |

*Administer Oath to Above

**Yes – 7
No – 0
Carried**

Upon motion made by Golley, seconded by Zlockie, the following resolution was offered:

RESOLVED, that Aimee Kilby be and is hereby appointed School Business Executive of this District to serve at the pleasure of the Board of Education during the 2018-2019 school year at a salary of \$75,299.22.

*Administer Oath to Above

**Yes – 7
No – 0
Carried**

Upon motion made by Zlockie, seconded by Murphy, the following appointments were offered (d) – (s).

- | | | |
|-------|---|-----------------|
| * (d) | Tax Collector - Marjorie Halloran | \$7,000 |
| * (e) | District Claims Auditor – Karen Fitzpatrick | @ \$27 per hour |

*Administer Oath to Above

**Yes – 7
No – 0
Carried**

Appointment of Others:

- (f) Physician - Dr. Arun Patel (Olean Medical Group)
- (g) Attorneys - Hodgson & Russ LLP (\$267 per hour – partners, \$253 per hour - senior associates, \$229 an hour – associates, \$121 per hour – legal assistants, \$177 per hour – law clerks and Harris Beach Attorneys at Law (\$250 per hour for legal services by partners and senior counsel, \$230 per hour for legal services by associates, \$240 per hour for educational consultants, \$195 per hour for management matters, \$130 per hour for law clerk services and \$105 per hour for paraprofessional services).
- (h) MS/High School Classroom & Activity Funds Comptroller – Erich Ploetz
- (i) MS/High School Classroom & Activity Funds Treasurer – Marjorie Halloran

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- (j) Attendance Officer- Karin Hager, School Nurse
- (k) Consulting Dentist - Dr. Stephen Illig
- (l) District External Auditor – R.A. Mercer & Co. P.C.
- (m) District Internal Auditor – Management Advisory Group
- (n) Records Access Officer – Melissa Sawicki
- (o) Asbestos LEA Designee – Randy Wisner
- (p) Purchasing Agent – Aimee Kilby
- (q) Records Management Officer – Melissa Sawicki
- (r) Depository of Funds & Investments (All Accounts) – Five Star Bank, M&T Bank, HSBC, Chase Bank and CCB.
- (s) Central Treasurer – Marjorie Halloran

**Yes – 7
No – 0
Carried**

Upon motion made by Klein, seconded by Zlockie, the following appointments were offered (t) – (z).

- (t) Official Newspapers – Olean Times Herald & Ellicottville Times
- (u) Title IX 504 ADA Compliance Officer – Connie Poulin
- (v) Chief Information Officer – Robert Miller
- (w) Sexual Harassment Officers – Connie Poulin and Erich Ploetz
- (x) CSE/CPSE Chairperson – Connie Poulin
- (y) Civil Rights Compliance Officer – Robert Miller
- (z) Dignity Act Coordinators - Tammy Eddy & Dan LaCroix

**Yes – 7
No – 0
Carried**

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Upon motion made by Zlockie, seconded by Golley, the following resolution was offered 10-36.

10. RESOLVED, that the regular meetings of the Ellicottville Central School Board of Education shall be held on the following Tuesdays at 7:00 p.m. in the Ellicottville Central High School Library. The 2018-2019 Board of Education Meeting Calendar is as follows:

2018-2019

Ellicottville Central School Board of Education Scheduled Meetings

1.	MONDAY	July 9, 2018	7:00 pm	(Reorganizational Meeting)
2.	Tuesday	July 31, 2018	7:00 pm	(Regular Meeting)
3.	Tuesday	August 14, 2018	7:00 pm	(Regular Meeting)
4.	Tuesday	August 28, 2018	7:00 pm	(Regular Meeting)
5.	Tuesday	September 18, 2018	7:00 pm	(Regular Meeting)
6.	Tuesday	October 9, 2018	7:00 pm	(Regular Meeting)
7.	Tuesday	October 23, 2018	7:00 pm	(Regular Meeting)
8.	Tuesday	November 6, 2018	7:00 pm	(Regular Meeting)
9.	Tuesday	December 4, 2018	7:00 pm	(Regular Meeting)
10.	Tuesday	January 8, 2019	7:00 pm	(Regular Meeting)
11.	Tuesday	January 22, 2019	7:00 pm	(Budget Worksession)
12.	Tuesday	February 5, 2019	7:00 pm	(Regular Meeting)
13.	Tuesday	February 26, 2019	7:00 pm	(Regular Meeting)
14.	Tuesday	March 12, 2019	7:00 pm	(Budget Worksession)
15.	Tuesday	March 19, 2019	7:00 pm	(Budget Worksession)
16.	Tuesday	March 26, 2019	7:00 pm	(Regular Meeting)*
17.	Tuesday	April 9, 2019	7:00 pm	(Regular Meeting)
18.	Tuesday	April 16, 2019	4:30 pm	(Regular Meeting/BOCES Budget Vote)
19.	Tuesday	May 7, 2019	7:00 pm	(Regular Meeting)
20.	Tuesday	May 14, 2019	7:00 pm	(Budget Hearing)
21.	Tuesday	May 21, 2019	8:00 pm	(Regular Meeting – Budget Vote)
22.	Tuesday	June 4, 2019	7:00 pm	(Regular Meeting)
23.	Tuesday	June 18, 2019	7:00 pm	(Regular Meeting)
24.	Tuesday	July 9, 2019	7:00 pm	(Reorganizational Meeting)

*Last day to ok budget for 2019/2020 school year

11. RESOLVED, the Treasurer is authorized to make payments of wages of all personnel of the school district in accordance with the agreed and contracted amounts deducting there from any obligation required by law or agreement. The Superintendent of Schools is authorized and directed to certify payrolls for the Board of Education.
12. RESOLVED, the Superintendent of Schools is authorized to approve staff personal days, professional or visitation days and travel as indicated in contractual agreements and as provided for in the budget during the 2017-2018 school year.
13. RESOLVED, that the Superintendent of Schools, be authorized to approve the travel and other business expenses of teaching and non-teaching personnel under adopted Board policy including advanced payments and reimbursements.
14. RESOLVED, that the authorization for Board members to attend a conference, convention and the like shall be by Board resolution adopted prior to such attendance. The Superintendent of Schools will then be authorized to approve the travel and other related expenses including advanced payments and reimbursements.
15. RESOLVED, a petty cash fund be established as outlined below
- (1) \$100 (Melissa Sawicki - custodian)
 - (2) \$10 (Marjorie Halloran – Tax Collector Account)

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16. RESOLVED, the Treasurer and Superintendent are authorized to sign all checks from all accounts including payroll checks.
17. RESOLVED, the Treasurer is authorized to use a facsimile signature, to wit, to use a check writer.
18. RESOLVED, the District Treasurer is authorized to make necessary budget transfers up to \$2,000 with the approval of the Superintendent of Schools as authorized by New York State Department of Audit and Control regulations and recommended by the New York State Commissioner of Education guidelines and brief explanation for any item over \$2,000.
19. RESOLVED, that the Superintendent is hereby authorized to make necessary budget transfers up to \$100,000 as authorized by New York State Department of Audit and Control regulations and recommended by the New York State Commissioner of Education guidelines and brief explanation for any item over \$100,000.
20. RESOLVED, that the Superintendent of Schools, or his designee, be authorized to apply for, accept and administer Federal Funds.
21. RESOLVED, that the Vice-President will have the authority to act on behalf of the President, including signatory powers in the absence of the President.
22. RESOLVED, the Business Administrator is authorized to purchase bonds required by law for the Treasurer and Tax Collector (in the amount of \$1,000,000).
23. RESOLVED, the District Treasurer is authorized to invest such portion of district monies as she may determine in U.S. Treasury Securities to be held to maturity and maturing in one year, in special time deposit accounts, in certificates of deposits issued by a bank or trust company, or Repurchase Agreements, provided, however, that such investments shall be payable within such time as the proceeds shall be needed to meet expenditures for which such money was obtained and, further, that such transaction meets all the requirements outlined in Education Law 1723-A.

BE IT ALSO RESOLVED, that the District Treasurer must require any bank or trust company, which has district deposits over \$100,000 to provide state approved securities as collateral on aggregate deposits in excess of \$100,000. Such collateral must be held in a collateral account at an independent third party bank with the account registered in the name of the Ellicottville Central School Board of Education. All transactions from this account are to be controlled by the District Treasurer to insure continued adequate collateralization.
24. RESOLVED, that the automobile mileage reimbursement rate be set at the current Internal Revenue Service rate per mile, effective with the 2018-2019 school year.
25. RESOLVED, that all policies, rules, regulations standard practices and procedures heretofore existing in this district in 2017/2018 unless specifically amended or changed are continued in full effect for the 2018/2019 school year.
26. RESOLVED, that the School Physician, or his designee, be authorized at their discretion to provide influenza inoculations for school district personnel choosing to receive same.
27. RESOLVED, that the Superintendent of Schools be authorized to require employees to submit to a medical examination to determine his/her fitness to continue employment, and to make such arrangements as are necessary to effectuate this resolution.
28. RESOLVED, that the Superintendent of Schools be authorized to act as the representative of the school district and to sign all applications in conjunction with any and all Federal and State aid projects, BOCES Contracts and Agreements as well as local agency contracts with Board approval.
29. RESOLVED, that the Treasurer be authorized to pay invoices or billings offering discounts and to pay billings for retirement, federal and state taxes, scholarships, liability and health insurance, employee voluntary deductions, and other invoice or billings the Business Administrator deems necessary to be in the best interest of the District.

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30. Resolved that the current list of certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are identified as available to serve in this District, and the list as amended from time-to-time by the State Education Department and posted on the web-based IHO reporting System as the District's list of impartial hearing officers. BE IT ALSO RESOLVED that the District Clerk and Superintendent or Superintendent's designee shall select certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are available to serve in the District from the list of Impartial Hearing Officers who are certified by the Commissioner of Education of New York State; and document the rotational selection process and engage in the ministerial acts necessary to determine the first available impartial hearing officer for selection in each particular case. The State Education Department's then-current published list on the web-based Impartial Hearing Officer Reporting System will constitute the District's list of the names and statement of the qualifications of each Hearing Officer.
BE IT ALSO RESOLVED that when an Impartial Hearing Officer must be appointed at a time when the Board of Education is not in session or between board meetings, the Board President or Vice-President are authorized to appoint the first available hearing officer to serve in a particular case. In the event that neither the Board President nor Vice President is available to make such an appointment, any member of the Board may appoint the first available hearing officer to serve on a particular case. Board member appointment of an Impartial Hearing Officer to conduct a hearing shall be promptly reported to the Board.
31. Resolution authorizing BOCES Education Advisory Committee to act on behalf of local Boards for Vocational Grants.
32. BE IT RESOLVED, that the Superintendent of Schools, or his designee, be authorized to apply for, accept, administer and participate in the Free and/or Reduced School Lunch and School Breakfast Programs.
RESOLVED, that the Ellicottville Central School District amends its Free and Reduced Price Breakfast and Lunch Policy effective 9/1/18 to meet the family income standards for determining the eligibility of students to receive free and reduced price meals under the National School Lunch Program as established by the United States Secretary of Agriculture. Further, RESOLVED: the Ellicottville Central School District adopts the maximum scale for free and reduced price lunches as established by the New York State Education Department.
33. RESOLVED, that the School Lunch Prices for the 2018-2019 school year be set as follows: Grades K-5 at \$2.00 for a complete lunch and Grades 6-12 at \$2.20 for a complete lunch. 2nd lunch prices will be as follows: K-5th: \$2.50 and 6th – 12th grade: \$2.80. Reduced Lunch Price for all levels will be \$.25 per mandate.
Adult lunch price \$4.75 (+tax) (for a complete lunch).
34. RESOLVED, that the School Breakfast Prices for the 2018-2019 school year be set as follows: Grades K-5 \$1.20 for a complete breakfast and Grades 6-12 at \$1.20 for a complete breakfast. 2nd breakfast will be \$1.70. Reduced Breakfast Price for all levels will now be \$.25 per mandate.
Adult breakfast price \$2.50 (+tax) (for a complete breakfast).
35. RESOLVED that the price of half-pints of milk for the 2018-2019 school year be \$.60 per carton.
Adult milk price for a half-pint \$.75. Chips & Ice Cream \$1.00.
36. RESOLVED to renew the following M&T Bank credit card debt limit during the 2017-2018 school year:
- | <u>NAME</u> | <u>INDIVIDUAL CREDIT LIMIT</u> |
|-------------------|--------------------------------|
| (1) Robert Miller | \$25,000 |
| (2) Aimee Kilby | \$5,000 |
| (3) Randy Wisner | \$3,000 |

**Yes – 7
No – 0
Carried**

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37. Moved by Murphy, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, to approve the following appointments of Committees on Special Education and Pre-School Education.

Committee on Special Education
Part 200 Regulations
Section 200.3

1. CSE Chair
2. Parent of Student
3. Student if appropriate
4. School Nurse – Karin Hager
5. School Psychologist
6. Keyboard Specialist
7. Parent Representative
8. Special Education Teacher
9. Regular Education Teacher
10. All Providers of Services

Sub-Committee on Special Education
Part 200 Regulations
Section 200.3

1. CSE Chair
2. Parent of Student
3. Keyboard Specialist
4. Special Education Teacher
5. Regular Education Teacher
6. All Providers of Services

Committee on Preschool Special Education
Part 200 Regulations
Section 200.3

1. CSE Chair
2. Parent of Student
3. School Nurse – Karin Hager
4. School Psychologist
5. Keyboard Specialist
6. Cattaraugus County CPSE Representative
7. Parent Representative
8. Special Education Teacher
9. Regular Education Teacher
10. All Providers of Services

**Yes – 7
No – 0
Carried**

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38. Moved by Spell, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, to approve the following appointments of School Safety/Health Team.
- | | |
|------------------------------|---|
| Robert Miller | Superintendent |
| Erich Ploetz | MS/HS Principal |
| Connie Poulin | Elementary Principal/CSE-CPSE Chairperson |
| Karin Hager | School Nurse |
| David Pelton | Transportation |
| Randy Wisner | Maintenance |
| Mary Neilon | Physical Education and Health Teacher |
| Vicky Williams | PTO |
| Niki Klein & Bob Van Wicklin | Board Members |
| Tammy Eddy | Guidance Counselor |
| Melissa Sawicki | Superintendent's Secretary |
| Dan LaCroix | Guidance Counselor |
| Chad Bartoszek | Physical Education Teacher |
| Randy Wisner | Great Valley Fire Department |
| Don Auge | Ellicottville Police – Officer in Charge |
| Aimee Kilby | Parent |
| Ed Fredrickson | Ellicottville Fire Department |
| Katie Auge | Teacher |
| Chris Keenan | Teacher |

**Yes – 7
No – 0
Carried**

Upon motion made by Zlockie, seconded by Van Wicklin, the following resolution was offered 39-63.

39. Business Office authorized to pay claims
RESOLVED: that according to Education Law 1724, paragraph 3, the Business Office is authorized to make payment in advance of audit of claims for utilities, postage, freight, and express charges.
40. District Treasurer authorized to invest
RESOLVED: that the School District Treasurer is hereby authorized to invest portions of district monies she may determine, in special time deposit accounts, or in certificates of deposit issued by a bond or trust company provided however, that such investments shall be payable within such time as the proceeds shall be needed to meet expenditures for which such money was obtained and further that such transaction meet all the requirements outlined in Education Law 1723-A.
41. District Treasurer authorized to pay substitutes
RESOLVED: that the District Treasurer is hereby authorized, on the approval of the Superintendent, to pay substitute employees during the 2018/2019 school year the following rates:
- | | |
|--------------------|---|
| <u>Teacher</u> | \$75.00 (Non-Certified w/2 years of college) |
| | \$85.00 (Non-Certified w/4 year degree other than in Education) |
| | \$95.00 (Certified with 4 year degree in Education) |
| *Long Term Teacher | \$130.00 per day *More than 10 Consecutive Days |
| Teacher Aides | \$10.40 per hour (\$11.10 effective 12/31/18) |
| Secretaries | \$10.40 per hour (\$11.10 effective 12/31/18) |
| Cafeteria Workers | \$10.40 per hour (\$11.10 effective 12/31/18) |
| Bus Drivers | \$16.50 per hour |
| Cleaners | \$10.40 per hour (\$11.10 effective 12/31/18) |
| School Nurse | \$20.00 per hour |
42. Support Staff hourly rates and salaries approved
RESOLVED: that the 2018/2019 support staff hourly rates and salaries are approved.

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43. Required Staff Memberships
- 43.1 RESOLVED: that Guidance Counselors, Tamara Eddy and Daniel LaCroix, are required to keep current on recent changes in guidance, acquire new information, and develop advanced skills in the area of guidance as part of their official duties as guidance counselors. The Board of Education has determined that membership, at the Districts expense, in the New York State School Counselor's Association and the Cattaraugus/Allegany County School Counselor's Association is a necessary requirement for these counselors to fulfill their official duties.
- 43.2 RESOLVED: that the 6-12 Principal, Erich Ploetz is required to keep current on recent changes in the administration of secondary schools and to acquire new information and develop advanced skills in the area of school administration and management as part of his official duties as a school administrator. The Board of Education has determined that membership at the Districts expense in the School Administrators Association of New York State and the Cattaraugus/Allegany County Secondary Principal's Association is a necessary requirement for him to fulfill his official duties. Therefore, be it further RESOLVED, that the 6-12 Principal is required as part of his official duties to be a member of the School Administrators Association of New York State and the Cattaraugus/Allegany Secondary Principal's Association.
- 43.3 RESOLVED: that the Superintendent, Robert Miller, is hereby required to keep current on recent changes in school law, school finances, school management, and school curriculum as part of his official duties as Superintendent of Schools. The Board of Education has determined that membership in the Cattaraugus/Allegany County Council of School Superintendents and the New York State Council of School Superintendents is important for the Superintendent to fulfill his official duties. Therefore, be it further RESOLVED, that the Superintendent of Schools, as part of his official duties, may at the Districts expense be a member of the New York State Council of School Superintendents and the Cattaraugus/Allegany County Council of School District Superintendents.
- 43.4 RESOLVED: that the Elementary Principal, Connie Poulin, is required to keep current on recent changes in the administration of elementary schools and to acquire new information and develop advanced skills in the area of school administration and management as part of her official duties as a school administrator. The Board of Education has determined that membership at the Districts expense in the School Administrators Association of New York State and the Cattaraugus/Allegany County Elementary Principal's Association. Therefore, be it further RESOLVED, that the elementary principal is required as part of her official duties to be a member of the School Administrators Association of New York State and the Cattaraugus/Allegany County Elementary Principal's Association.
- 43.4 RESOLVED: that the District Treasurer, Aimee Kilby, is required to keep current on recent changes in the area of School District Business Office Procedures and Policies. The Board of Education has determined that membership at the Districts expense in the Allegany/Cattaraugus Chapter of NYSASBO and NYSASBO (New York State Association of School Business Officials). Therefore, be it further RESOLVED, that the district treasurer is required as part of her official duties to be a member of the local chapter and the New York State Association of School Business Officials.
44. Erich Ploetz appointed DEO "designated school official"
RESOLVED: that Mr. Erich Ploetz, 6-12 Principal is hereby appointed the DEO "designated school official" at ECS for the 2018-2019 school year. The Designated Educational Official receives court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.
45. Approval of substitutes: teachers, teacher aides, nurses, cafeteria workers, cleaners and bus drivers for the 2018/2019 school year.
46. Approval of District Investment Policy & Code of Ethics for Board Members and All District Personnel (annual approval).
RESOLVED: that the Ellicottville Central School District hereby approves the following policy: District Investments and Code of Ethics for Board Members and All District Personnel.
47. Approval of Title IX/Section 504/ADA Compliance Officer
RESOLVED: that Connie Poulin, Elementary Principal is hereby appointed as the Title IX/Section 504/ADA Compliance Officer for the Ellicottville Central School District for the 2018/2019 school year.
48. Approval of Liaison for Homeless Children & Youth Designee
RESOLVED: that Tina Barrett is hereby appointed as the Liaison for Homeless Children and Youth for the Ellicottville Central School District for the 2018/2019 school year.

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49. Approval of Chemical Hygiene Officer for District
RESOLVED: that Randy Wisner, Senior Maintenance Mechanic, is hereby appointed as the Chemical Hygiene Officer for the Ellicottville Central School District for the 2018/2019 school year.
50. Approval of Official Bank Signatories
RESOLVED: that Robert Miller, Superintendent and Aimee Kilby, District Treasurer are hereby appointed as the Official Bank Signatories for the Ellicottville Central School District for the 2018/2019 school year.
51. Approval of Certifier of Payroll
RESOLVED: that Robert Miller, Superintendent is hereby appointed as the certifier of payroll for the Ellicottville Central School District for the 2018/2019 school year.
52. Approval of School Pesticide Representative
RESOLVED: that Randy Wisner is hereby appointed as the School Pesticide representative for the Ellicottville Central School District for the 2018/2019 school year.
53. Approval of Insurance Company
RESOLVED: that Richardson & Stout (a division of The Evans Agency) for Insurance, Claims & Risk Management is hereby appointed as the Insurance Companies for the Ellicottville Central School District for the 2018/2019 school year.
54. Approval of the School Psychologist to the position of acting CSE Chairperson
Approval of the School Psychologist to the position of acting CSE Chairperson on an as needed interim/temporary basis in the event of the absence of the official CSE Chairperson. The School Psychologist when in this capacity will assume all responsibilities of the position.
55. Approval of Pamela Illig as the district's Copyright Officer
RESOLVED: That Pamela Illig is hereby appointed the district's copyright officer for the 2018/2019 school year.
56. Approval of Robert Miller, Superintendent as the Purchasing Agent for the district in the event the District Treasurer is unable to fully complete such duties.
RESOLVED: That Robert Miller, Superintendent is hereby appointed the Purchasing Agent for the district in the event the District Treasurer is unable to fully complete such duties.
57. Approval of temporary/acting 504 Chairperson
RESOLVED: That the school psychologist is hereby appointed to the position of acting 504 Chairperson on an as needed interim/temporary basis in the event of the absence of the official 504 Chairperson. The School Psychologist in this capacity will assume all responsibilities of the position.
58. Approval authorizing CSE/CPSE Chairperson to sign CSE/CPSE recommendations on behalf of the Board of Education
RESOLVED: That Connie Poulin is hereby authorized to sign CSE/CPSE recommendations on behalf of the Board of Education.
59. Approval of Bus Drivers for the 2018/2019 School Year:
RESOLVED: Upon the recommendation of Superintendent Robert Miller and Transportation Supervisor Dave Pelton, approval of the following bus drivers for the 2018/2019 school year: Linda Baldwin, Jeanne Brown, Edward Crowley, James Golley, John Golley, Larry Kent, Charles Marek, Tim O'Brien, and Debbie Stokes.
60. Approval of District Pandemic Coordinator for the 2018/2019 School Year:
RESOLVED: that Robert Miller is hereby appointed as the District Pandemic Coordinator for the Ellicottville Central School District for the 2018/2019 school year.
61. Approval of District Energy Manager for the 2018/2019 School Year:
RESOLVED: that Randy Wisner is hereby appointed as the District Energy Manager for the Ellicottville Central School District for the 2018/2019 school year.

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62. Approval of District Integrated Pest Management Coordinator (IPM) for the 2018/2019 School Year:
RESOLVED: that Randy Wisner is hereby appointed as the District Integrated Pest Management Coordinator (IPM) for the Ellicottville Central School District for the 2018/2019 school year.
63. Approval of Chief Emergency Officer for the 2018/2019 School Year:
RESOLVED: that Robert Miller is hereby appointed as the Chief Emergency Officer for the Ellicottville Central School District for the 2018/2019 school year. The chief emergency officer is responsible for coordinating communication between school staff and law enforcement and first responders. The chief emergency officer must ensure that all district staff understand the district-wide safety plan, and is also responsible for ensuring that building-level emergency response plans are completed, reviewed annually and updated when needed.

**Yes – 7
No – 0
Carried**

Consent Items:

Moved by Murphy, seconded by Calarco, 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 June 19, 2018
- b. Acknowledgement of the June 27, 2018 Claims Auditor Report

**Yes – 7
No – 0
Carried**

Presentations & Reports:

None

Communications, Commendations:

- a. Thank you card from the 8th grade class (regarding trip to Washington, D.C.)
- b. Thank you cards from Andelain Wilson, Kirklind Kaleta, Lisa Krotz and Kourtney Robinson (Board of Education Commencement Awards)

Informational Items:

None

Policies:

None

New Business:

Moved by Klein, seconded by Van Wicklin, upon the recommendation of Robert Miller, Superintendent of Schools, approval of a Bus Lease Bid (approved by district voters May 15, 2018) from Leonard Bus Sales, Inc. for two (2) new IC Corporation CE 66 passenger school buses in the amount of five payments of five (5) equal payments of \$34,936 (payments to be made to: Santander Bank). Delivery will occur by July 10, 2018 and be in effect through June 30, 2023.

**Yes – 7
No – 0
Carried**

Moved by Calarco, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval of a one-year renewal Bus Lease Bid from Leonard Bus Sales, Inc. for two (2) used IC AE1901, 35 passenger school buses in the amount of one (1) payment of \$18,280.

**Yes – 7
No – 0
Carried**

Moved by Golley, seconded by Van Wicklin, upon the recommendation of Connie Hellwig, Board President, approval of a request from Robert Miller, Superintendent, that he be certified as lead evaluator for the principals. Mr. Miller has met all NYSED requirements for this certification.

**Yes – 7
No – 0
Carried**

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Moved by Klein, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent, approval of National Fuel Resources as the supplier of Natural Gas based upon the lowest responsible bid (Cattaraugus County Natural Gas Coop Bid for National Fuel Transport Accounts) effective utilizing the 2-year Option I rate of \$0.0231 covering the contract period of September 1, 2018 through August 31, 2020.

**Yes – 7
No – 0
Carried**

Personnel

Moved by Zlockie, seconded by Van Wicklin, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Jaclyn James to the position of 7th grade class advisor for the 2018-2019 school year.

**Yes – 7
No – 0
Carried**

Moved by Murphy, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval of an MOA with the ETA (Ellicottville Teachers Association) regarding a part-time special education teaching position.

**Yes – 7
No – 0
Carried**

Moved by Zlockie, seconded by Klein, upon the recommendation of Robert Miller, Superintendent of Schools, approval of an MOA with the ETA (Ellicottville Teachers Association) regarding summer school speech services.

**Yes – 7
No – 0
Carried**

Moved by Golley, seconded by Klein, upon the recommendation of Robert Miller, Superintendent of Schools, approval to accept a letter of resignation from Connie Poulin, Elementary Principal/CSE-CPSE Chairperson effective July 31, 2018.

**Yes – 7
No – 0
Carried**

Superintendent’s Report (Robert Miller):

- a. Administrative Retreat – Superintendent Miller met with Ann Mitchell to customize an administrative retreat. He stated that the retreat would concentrate administrative duties and responsibilities.
- b. Lunch Shaming Policy and Plan – will have first reading (draft) for July 31, 2018 meeting and approval at August 14, 2018 meeting. The policy will then be put on the web-site and a plan will be forwarded to NY State.
- c. Teacher Summer Curriculum Work – teachers have been notified of their hours. Superintendent Miller stated that he believes this is a key to the success at ECS. Teachers really dig into standards and curriculum work. Superintendent Miller is going to order several copies of the book “Fostering Resilient Learners”.

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Principals Report

Connie Poulin – Elementary Principal/CSE-CPSE Chairperson

- Absent

Erich Ploetz – MS/HS Principal

- Absent

Committee Reports

None

Discussion Items:

Foreign Language Program at ECS – Superintendent Miller stated that this has not been easy; any way you look at it the numbers are lop-sided. He stated that he is willing to right the ship if the district can. Len Zlockie asked if there was a possibility of getting a .4 or .5. Carl Calarco stated that he thinks the district should offer both French and Spanish and address the College Credit classes. President Hellwig stated that she thinks it is a priority to offer both languages at ECS. Deb Golley stated that she agreed with President Hellwig and stated that she has been approached regarding the topic. The Board and Superintendent Miller agrees that the district would advertise for a French Teacher and look for dual certification if possible.

Executive Session

Moved by Calarco, seconded by Zlockie, to enter into executive session at 8:31 p.m. to discuss three specific personnel matters.

**Yes - 7
No - 0
Carried**

Moved by Klein, seconded by Golley, to come out of executive session and return to the regular meeting at 10:02 p.m.

**Yes - 7
No - 0
Carried**

Adjournment of Meeting

Moved by Van Wicklin, seconded by Murphy, to adjourn the reorganizational and regular meeting of July 9, 2018 at 10:02 pm.

**Yes - 7
No - 0
Carried**

District Clerk

Deputy District Clerk