

**BOARD OF EDUCATION
Ellicottville Central School**

Regular Meeting
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Sht. No. 1915
September 10, 2019

OFFICIAL MINUTES

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

Members Absent: None

Staff Present: Robert Miller, Melissa Sawicki, Aimee Kilby, Maren Bush

Staff Absent: Erich Ploetz

Others Present: Kellen Quigley (Salamanca Press), Keith Carrington & Danna Isaman (Buffamante, Whipple – External Auditors)

Call to order of meeting

President Van Wicklin called the regular meeting of September 10, 2019 of the Ellicottville Central School Board of Education to order at 6:00 p.m. The pledge to the flag of the United States was recited.

Roll Call

All present

Changes, Additions and Deletions to the Agenda

Additions:

16. New Business:

- a. **add:** \$0.00825 per kwh used.
- c. Moved by _____, seconded by _____, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the District's corrective action plan for the New York State Comptroller's Office Report of Examination dated June 2019 Information Technology (audit period July 1, 2016 – December 18, 2018).
- d. Moved by _____, seconded by _____, upon the recommendation of Robert Miller, Superintendent of Schools, acknowledgement of Leah Ratterman, OT Intern Level 2 to work at ECS with Julie Shattuck (BOCES – Occupational Therapist) from September – December 2019. Miss Ratterman attends Gannon University.

17. Personnel

- c. Moved by _____, seconded by _____, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following Advisors for the 2019-2020 school year:
Homework Club Advisors: Lynette Sexton, Shannon Palmatier, Chelsea Cole, Bill Delity, Heather Reed, Katie Taylor, James Przybyla, April Donoghue, Jennifer Gesing and Holly Richardson.
Substitute Homework Club Advisors: Kristen Pearl, Marie Davis, Alice Alessi and Mindy Callaghan
Computer Lab Monitor: Pam Illig (MS/HS), Heather Reed (Elementary).
- d. Moved by _____, seconded by _____, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Sherry Krytus to the substitute cleaner list, effective September 11, 2019 at a rate of \$11.10 per hour.
- e. Moved by _____, seconded by _____, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Jody Maynard to the substitute cleaner, substitute teacher aide and substitute cafeteria worker lists at a rate of \$11.10 per hour. This appointment is contingent upon a successful fingerprint clearance from New York State.

Public Comment

None

Approve Agenda

Moved by Hellwig, seconded by Golley, upon the recommendation of Robert Miller, Superintendent of Schools, to adopt the agenda of the September 10, 2019 Board of Education Meeting with additions.

**Yes – 7
No – 0
Carried**

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Presentations & Reports:

External Audit 2018-2019 school year (Buffamante, Whipple, Buttafaro, PC): Keith Carrington and Danna Isaman presented the 2018-2019 school year audit. The audit was reviewed prior the meeting with Mr. Miller (Superintendent) & Mrs. Kilby (School Business Executive) and then a separate meeting was held with the Board Audit Committee (Mrs. Hellwig and Mr. Murphy). Copies will be available in the business office for review.

Communications, Commendations:

None

Informational Items:

None

Superintendent's Report (Robert Miller):

1. Busy beginning of school year. Thank you to all of our teachers and staff for a successful start of the school year.
2. Lacrosse Tournament – ECS will help out with lining of the fields as well as parking cars, etc. Sports Boosters will have the concession stand open both days of the tournament (September 21st & 22nd).
3. Dave McCann and Bill Hasper have been working out transportation issues regarding Fall Sports.
4. Repairs to kitchen freezers. U&S Services have found some of our electric service had been affected after the pole was hit last spring.
5. NYSCOSS Conference in Saratoga Springs September 22nd-25th. Will also be attending a summit in Chautauqua County on October 11th regarding current issues.

Principals Reports:

MS/HS Principal (Erich Ploetz) - Absent

1. Opening Assembly
2. Parking Lot Update
3. Backpack Update
4. Homecoming Preview

Elementary Principal/Director of Curriculum (Maren Bush) – Absent

1. 3rd grade creating sentences that POP!
2. Fastbridge update
3. Character Education

School Business Executive Report (Aimee Kilby)

1. 2019-2020 Tax Collection
2. STAR documents/requests from the Department of Taxation & Finance have been filed
3. ST-3
4. 2018-2019 audit was a success
5. All tuition payments have been made
6. Electric Bid came in a bit lower than last year
7. District Reserve Plan
8. Salary Notices
9. Smart School Bond Act – filing final claim (around \$36,000)

Consent Items:

Moved by Zlockie, seconded by Golley, 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 meeting of August 27, 2019
- b. Acknowledgement of the September 3, 2019 Claims Auditor Report

**Yes – 7
No – 0
Carried**

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Committee Reports:

Health & Safety – September 9, 2019 @ 3:15 pm

- Door lock and unlock times
- Capital Improvement Project – will include safety/security
- Fire Inspections – door decorations
- Bus Passes in the elementary
- Immunizations
- Fire Drills
- Exit posters in each classroom
- Lock Down Drills
- Buddy System in building
- Emergency Response Plans
- Staff ID tags
- Signage for front doors
- Substitute nurses and fieldtrips

Audit – September 10, 2019 @ 5:00 pm

Connie Hellwig and Bill Murphy stated that the Audit Committee met with Keith Carrington and Danna Isaman and everything was well done. The auditors stated that it was easy to get the info they needed from the Business Office and ECS was well prepared. Mr. Murphy stated that the auditors were very complimentary of Aimee Kilby. Mr. Murphy and Mrs. Hellwig congratulated Mrs. Kilby on the audit and thanked her for a job well done.

Discussion Items:

None

Old Business:

None

New Business:

Moved by Calarco, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, approval of a Cooperative Electric Bid (Energy Enterprise) to Energy Coop of America at the fixed indexed adder rate of \$0.00825 per kwh used. The actual amount that will be charged for the commodity will be the index-based adder, plus the current market price as established by the NYISO/LBMP Day Ahead Market Price. The term of the bid approval is from November 1, 2019-October 31, 2020 or First meter read date.

**Yes – 7
No – 0
Carried**

Moved by Golley, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the 2018-2019 school year audit (as presented by Buffamante, Whipple, Buttafaro, PC – External Auditors).

**Yes – 7
No – 0
Carried**

Moved by Hellwig, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the District's corrective action plan for the New York State Comptroller's Office Report of Examination dated June 2019 Information Technology (audit period July 1, 2016 – December 18, 2018).

**Yes – 7
No – 0
Carried**

Moved by Golley, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, acknowledgement of Leah Ratterman, OT Intern Level 2 to work at ECS with Julie Shattuck (BOCES – Occupational Therapist) from September – December 2019. Miss Ratterman attends Gannon University.

**Yes – 7
No – 0
Carried**

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Personnel:

Moved by Calarco, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Matt Finn as an 8th grade class advisor for the 2019-2020 school year.

**Yes – 7
No – 0
Carried**

Moved by Golley, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Dave McCann, Athletic Director, as a member of the School Safety Committee.

**Yes – 7
No – 0
Carried**

Moved by Golley, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following Advisors for the 2019-2020 school year: **Homework Club Advisors:** Lynette Sexton, Shannon Palmatier, Chelsea Cole, Bill Delity, Heather Reed, Katie Taylor, James Przybyla, April Donoghue, Jennifer Gesing and Holly Richardson. **Substitute Homework Club Advisors:** Kristen Pearl, Marie Davis, Alice Alessi and Mindy Callaghan. **Computer Lab Monitor:** Pam Illig (MS/HS), Heather Reed (Elementary).

**Yes – 7
No – 0
Carried**

Moved by Hellwig, seconded by Chudy, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Sherry Krytus to the substitute cleaner list, effective September 11, 2019 at a rate of \$11.10 per hour.

**Yes – 7
No – 0
Carried**

Moved by Golley, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Jody Maynard to the substitute cleaner, substitute teacher aide and substitute cafeteria worker lists at a rate of \$11.10 per hour. This appointment is contingent upon a successful fingerprint clearance from New York State.

**Yes – 7
No – 0
Carried**

Policy & Regulation

None

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Executive Session

Moved by Hellwig, seconded by Zlockie, to enter into executive session at 6:40 pm to discuss one personnel matter.

**Yes – 7
No – 0
Carried**

Moved by Calarco, seconded by Murphy, to come out of executive session and return to the regular meeting at 6:44 pm.

**Yes – 7
No – 0
Carried**

Adjournment of Meeting

Moved by Zlockie, seconded by Golley, to adjourn the regular meeting of September 10, 2019 at 6:44 p.m.

**Yes – 7
No – 0
Carried**

District Clerk

Deputy District Clerk