

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

DATE: July 1, 2014

TIME: 7:00 PM

PLACE: Bolivar Building Conference Room 107

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

BOARD MEMBERS ABSENT:

OTHER PEOPLE IN ATTENDANCE: John Marshall, Superintendent
Jenny Bilotta, School Business Administrator
Connie Emery, District Clerk
Cathy Fuller, Community Member

The Board of Education Re-Organizational meeting was opened at 7 PM with Clerk, Connie Emery presiding. Opening

The clerk administered the Oath of Allegiance to Carol Greene and Burdette Merrell newly appointed Board of Education members. Oath of Office

Motion made by David Herne and seconded by Heather Iantorno to elect Erin Baldwin as the President of the Board of Education for the 2014-2015 fiscal year. Unanimously carried. Elect Pres.

Motion made by David Herne and seconded by Burdette Merrell to elect Heather Iantorno as the Vice President of the Board of Education for the 2014-2015 fiscal year. Unanimously carried. Elect VP

Required Annual Appointments:

Motion made by Burdette Merrell and seconded by Jennifer Burt to make the following appointments:

Appts.

- a. Appoint District Clerk – Connie Emery
Appoint Deputy District Clerk – John Marshall
- 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 – Heather Iantorno, Elizabeth Schiralli, Carol Greene, and David Herne - Alternate

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 – John Marshall
- 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 – Middle School Guidance Counselor and Elementary School Guidance Counselor

Unanimously carried.

Designations:

Motion made by Jennifer Burt and seconded by Heather Iantorno to approve the following designations:

- a. Establish petty cash fund of \$100 with Debra Sisson as custodian in the Bolivar building and Elementary Secretary 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- Tim Houseknecht
- 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 Burdette Merrell 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 2014-2015 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*		8.00
Aide*		8.00
Bus monitor*		8.00
Custodian/cleaner		9.50
Food Service*		8.00
Weight Room Monitor*		8.00
Substitute School Nurse	RN	15.00
	LPN	8.00
8. Internal Claims Auditor		57.50/review
		(80.50/review
		for June, July, & August)
9. School Lunch price		1.75
School Breakfast Price		1.50

*Minimum wage – subject to change December 31, 2014 to \$8.75

Unanimously carried.

BOLIVAR-RICHBURG CENTRAL SCHOOL
Board of Education
Standing Committees
2014-2015

Athletics	Burdette Merrell Jennifer Burt
Budget	Entire Board
Faculty Liaison	David Herne Heather Iantorno
Financial Review	Entire Board
Curriculum	David Herne Carol Greene Heather Iantorno
Ex-Officio member of all committees	Entire Board
Policy	Entire Board
Liaison with County School Boards	Beth Schiralli Erin Baldwin
Non-Teaching Negotiation Committee	Burdette Merrell Erin Baldwin Alternate – David Herne
Public Relations	Erin Baldwin Heather Iantorno Burdette Merrell Alternate – David Herne
Teacher Negotiating Committee	Erin Baldwin Burdette Merrell Alternate – Jennifer Burt
Facilities	David Herne Burdette Merrell
Shared Decision Making	K-5 – Carol Greene 6-12 – Burdette Merrell
Technology Committee	Elizabeth Schiralli Jennifer Burt
Administrative Negotiating Liaison	Burdette Merrell Carol Greene Alternate – David Herne
Audit Committee	Elizabeth Schiralli Heather Iantorno David Herne

Superintendent Report: Graduation went well—positive feedback
Project update
BR Educational Foundation – donation to local organizations

Motion made by David Herne and seconded by Burdette Merrell to approve the minutes of June 17, 2014 of the Board of Education meeting. Unanimously carried. Minutes

Consent Agenda:

Motion made by Carol Greene and seconded by David Herne to approve the following consent agenda items:

- To appoint Burdette Merrell as a voting delegate and Heather Iantorno as the alternate voting delegate for the New York State School Boards Association. NYSSBA Delegates
- To appoint Erin Baldwin as a voting delegate and Carol Greene as the alternate voting delegate for the Allegany and Cattaraugus Association of School Boards. ACASB Delegates
- To approve the following CSE recommendations for the following students #5705, 5600, 10549, 10548, 10206, 40023, 1453, 40410, 10122, 10513, 5534, 40084, 5688, 10306, 10120, 10264, and 5574. CSE Rec.
- To declare as surplus the following textbooks: Surplus

McDougal Littell Literature and Language: English and World Literature
ISBN: 0-8123-8275-7
75 books

Glencoe: Teen Health
ISBN: 0-02-652443-0
30 books

All of these items were unanimously carried.

Items for Board Action:

- Motion made by David Herne and seconded by Burdette Merrell to approve the purchase of the textbook—Earth Science: The Physical Setting, Second Edition by Thomas McGuire. Unanimously carried. Textbook
- Motion made by David Herne and seconded by Elizabeth Schiralli to approve the purchase and adaptation of the Expeditionary Learning ELA Modules for grades 3-12 and Common Core, Inc., Math Modules for grades K-8. Unanimously carried. Modules
- Motion made by Carol Greene and seconded by David Herne to approve the Allegany County Department of Health contract for preschool transportation from July 1, 2014 through June 30, 2015. Unanimously carried. Preschool Trans.
- Motion made by David Herne and seconded by Burdette Merrell to approve the attached list of extracurricular positions for the 2014-2015 school year. Unanimously carried. Extracurricular
- Motion made by Burdette Merrell and seconded by David Herne to accept a letter of resignation from Lacey Hill, English Language Arts teacher and yearbook advisor, effective August 31, 2014. Unanimously carried. L. Hill Resign

- Motion made by Carol Greene and seconded by Burdette Merrell to accept letter of resignation for retirement from Brenda Robinson, typist, effective July 25, 2015. Unanimously carried.

B. Robinson
Retire

- Motion made by David Herne and seconded by Burdette Merrell to grant the request of Nicole Davis, teacher aide, for maternity leave to commence September 3, to October 1, 2014. Unanimously carried.

N. Davis
Maternity
Leave

- Motion made by David Herne and seconded by Burdette Merrell to grant Margaret LoBello, special education teacher, a half day of unpaid leave for June 19, 2014. Unanimously carried.

M. LoBello

- Motion made by Carol Greene and seconded by David Herne, that the Board of Education of the Bolivar-Richburg Central School District authorizes the Superintendent to execute the Memorandum of Understanding between the Bolivar-Richburg Central School District and the Bolivar-Richburg Faculty Association regarding the terms pertaining to guidance counselors for the summer of 2014. Unanimously carried.

MOU
Guidance
Counselors

- Motion made by David Herne and seconded by Heather Iantorno, that the Board of Education of the Bolivar-Richburg Central School District authorizes the Superintendent to execute the Memorandum of Agreement between the Bolivar-Richburg Central School District and the Bolivar-Richburg Faculty Association pertaining to the creation of a Teacher on Special Assignment (TOSA) position. Ayes: Erin Baldwin, Jennifer Burt, David Herne, Heather Iantorno, Burdette Merrell, and Elizabeth Schiralli No: Carol Greene
Motion carried.

MOA
Dean of Students

- Motion made by Heather Iantorno and seconded by Elizabeth Schiralli, that Francisco Morales, who holds a Provisional New York State Teaching Certificate permitting him to teach in the School Counselor certification area in the public schools of New York State, is hereby appointed to the position of Guidance Counselor in the School Counselor and Guidance tenure area for a probationary period of three (3) years, to commence September 1, 2014 and to end on August 31, 2017. The salary will be paid in accordance with Step 1 of the salary schedule as outlined in the collective bargaining agreement between the Bolivar-Richburg Faculty Association and the Board of Education. Unanimously carried.

F. Morales

- Motion made by David Herne and seconded by Burdette Merrell, that Brock Bess, who holds an Initial New York State Teaching Certificate permitting him to teach in the Students with Disabilities (Generalist) certification area in the public school of New York State, is hereby appointed to the position of Special Education Teacher in the General Special Education tenure area for a probationary period of three (3) years to commence on September 1, 2014 and to end on August 31, 2017. The salary will be paid in accordance with Step 1 of the salary schedule as outlined in the collective bargaining agreement between the Bolivar-Richburg Faculty Association and the Board of Education,. Unanimously carried.

B. Bess

- Motion made by Burdette Merrell and seconded by Carol Greene to approve Robert Wandover as a regular bus driver for a one-year probationary period to commence September 1, 2014 and to end August 31, 2015. The hourly rate of pay will be \$13.22. Unanimously carried.

R. Wandover
Bus Driver

- Motion made by David Herne and seconded by Elizabeth Schiralli to approve an overnight trip by the FCCLA to Owego, NY from July 28 to July 30, 2014. Unanimously carried. FCCLA Overnight
- Motion made by Jennifer Burt and seconded by David Herne to accept a letter of resignation from Denise Evens, co-yearbook advisor, for the upcoming 2014-2015 school year. Unanimously carried. D. Evens Co-Advisor Resign

Addendum:

- Motion made by David Herne and seconded by Burdette Merrell to accept a letter of resignation from Kelly Stout, Special Education Teacher, effective July 2, 2014. Unanimously carried. K. Stout Resign
- Motion made by Carol Greene and seconded by Burdette Merrell, that Kristen Durow, who holds an Initial New York State Teaching Certificate permitting her to teach in the Students with Disabilities (Gr. 1-6) certification area in the public schools of New York State, is hereby appointed to the position of Special Education teacher in the General Special Education tenure area for a probationary period of three (3) years to commence on September 1, 2014 and to end on August 31, 2017. The salary will be paid in accordance with Step 1 of the salary schedule as outlined in the collective bargaining agreement between the Bolivar-Richburg Faculty Association and the Board of Education. Unanimously carried. K. Durow

Motion made by David Herne and seconded by Jennifer Burt to move into executive session at 8:36 PM, to discuss the employment history of a particular person. Unanimously carried. Exec. Session

Connie Emery
District Clerk

Motion made by David Herne and seconded by Burdette Merrell to move out of executive session at 9:10 PM, and back into regular session. Unanimously carried. Out of Exec. Session

- Motion made by Carol Greene and seconded by Burdette Merrell, that Sarah Johnson, who holds a license as a Registered Professional Nurse, is hereby appointed to the position of Middle/High School Nurse for a one-year probationary period to commence August 1, 2014 and to end on July 31, 2015. The hourly rate of pay will be \$19.00. Unanimously carried. S. Johnson School Nurse

Motion made by David Herne and seconded by Burdette Merrell to adjourn the meeting at 9:11 PM, there being no further business. Unanimously carried. Adjourn

John R. Marshall
Clerk Pro-Tem