

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

DATE: July 2, 2013

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
Susan Bokman, Director of Special Education
Brett Dusinberre, Elementary Principal
Connie Emery, District Clerk

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 Jennifer Burt and David Herne newly appointed Board of Education members. Oath of Office

Motion made by Burdette Merrelle and seconded by Carol Greene to elect David Herne as the President of the Board of Education for the 2013-2014 fiscal year. Unanimously carried. Elect Pres.

Motion made by Carol Greene and seconded by Heather Iantorno to elect Burdette Merrell as the Vice President of the Board of Education for the 2012-2013 fiscal year. Unanimously carried. Elect VP

Required Annual Appointments:

Motion made by Burdette Merrell and seconded by Elizabeth Schiralli to make the following appointments:

Appts.

- a. Appoint District Clerk – Connie Emery
Appoint Deputy District Clerk – Superintendent
- 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 – David Herne, Heather Iantorno, and Elizabeth Schiralli

Unanimously carried.

Additional Appointments:

Motion made by Heather Iantorno and seconded by Erin Baldwin 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 – Michael Schott
- 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 – Michael Schott and Angela Keiser

Unanimously carried.

Designations:

Motion made by Burdette Merrell and seconded by Erin Baldwin to approve the following designations:

- a. Establish petty cash fund of \$100 with Debra Sisson as custodian in the Bolivar building and Brenda Robinson 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 Heather Iantorno and seconded by Erin Baldwin 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 2012-2013 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		7.50
Aide*		7.25
Bus monitor		8.00
Custodian/cleaner		9.50
Food Service*		7.25
Weight Room Monitor*		7.25
Substitute School Nurse	RN	15.00
	LPN	8.00
8. Internal Claims Auditor		50.00/review
		(70.00/review
		for June, July, & August)
9. School Lunch price		1.75
School Breakfast Price		1.50

*Minimum wage

Unanimously carried.

BOLIVAR-RICHBURG CENTRAL SCHOOL
Board of Education
Standing Committees
2013-2014

Athletics	Burdette Merrell Jennifer Burt
Budget	Entire Board
Faculty Liaison	David Herne Heather Iantorno
Financial Review	Entire Board
Curriculum	Erin Baldwin Carol Greene Heather Iantorno
Ex-Officio member of all committees	Entire Board
Policy	Entire Board
Liaison with County School Boards	Beth Schiralli Jennifer Burt
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	Elizabeth Schiralli Burdette Merrell Alternate – Erin Baldwin
Facilities	David Herne 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

Motion made by Burdette Merrell and seconded by Elizabeth Schiralli to approve the minutes of June 18, 2013 of the Board of Education meeting. Unanimously carried. Minutes

Consent Agenda:

Motion made by Carol Greene and seconded by Burdette Merrell to approve the following consent agenda items:

- To appoint David Herne as a voting delegate and Burdette Merrell as the alternate voting delegate for the upcoming NYSSBA Annual Meeting in Rochester, New York. NYSSBA Delegates
- To appoint Erin Baldwin as a voting delegate and Burdette Merrell as the alternate voting delegate for the Allegany and Cattaraugus Association of School Boards. ACASB Delegates
- To approve the following CSE/CPSE recommendations for the following students #5563, 10169, and 10230. CSE/CPSE Rec.
- To declare as surplus the following items: Surplus

Writers Inc. – A Student Handbook for Writing and Learning – 25 copies
ISBN: 0-669-47164-X
A Book of Short Stories, Perspective in Literature – 6 copies
ISBN: 0-15-336780-6
Experiencing Poetry, Eileen Thompson + 1 teacher’s manual – 7 copies
ISBN: 087065-227-9
Values, Literature Anthologies – 3 copies
ISBN: 0-590-34585-0
McDougal, Littell Literature, Red Level – 2 copies
ISBN: 0-8123-5900-3
McDougal, Littell Literature, Green Level – 1 copy
ISBN: 0-08123-5912-7
McDougal, Littell Literature, Green Level – Annotated Teacher’s Edition – 1 copy
ISBN: 08123-6040-0
McDougal, Littell Literature & Language – 3 copies
ISBN: 0-8123-8042-8
McDougal, Littell Literature & Language – Annotated Teacher’s Edition – 1 copy
ISBN: 0-8123-8043-6
Podium Inventory No. A00158321

All of these items were unanimously carried.

Items for Board Action:

- Motion made by Heather Iantorno and seconded by Burdette Merrell to approve the Allegany County Department of Health contract for preschool transportation from July 1, 2013 through June 30, 2014. Unanimously carried. Preschool Trans.
- Motion made by Burdette Merrell and seconded by Elizabeth Schiralli to approve the Bolivar-Richburg Central School District Code of Conduct for the 2013-2014 school year. Unanimously carried. Code of Conduct
- Motion made by Heather Iantorno and seconded by Erin Baldwin to approve the Bolivar-Richburg Central School Athletic Code of Conduct for the 2013-2014 school year. Unanimously carried. Athletic Code of Conduct

- Motion made by Burdette Merrell and seconded by Heather Iantorno for the second reading and adoption of the following revised policies: Revised Policies
 - Policy 3410 – Code of Conduct on School Property (revised)
 - Policy 7552 – Dignity for All Students Act (revised)
 - Policy 8242 – Civility, Citizenship and Character Education; Interpersonal Violence Prevention Education (revised)

Connie Emery
District Clerk

Motion made by Erin Baldwin and seconded by Heather Iantorno to move into executive session at 8:21 PM, to discuss contract negotiations. Unanimously carried. Exec. Session

Motion made by Burdette Merrell and seconded by Erin Baldwin to move out of executive session at 8:44 PM, and back into regular session. Unanimously carried. Out of Exec. Session

Motion made by Elizabeth Schiralli and seconded by Burdette Merrell to approve the 2013-2016 individual contract for Connie Emery, Secretary to the Superintendent, as presented. Unanimously carried. C. Emery Contract

Motion made by Elizabeth Schiralli and seconded by Burdette Merrell to approve the 2013-2016 individual contract for Debra Sisson, Account Clerk, as presented. Unanimously carried. D. Sisson Contract

Motion made by Heather Iantorno and seconded by Burdette Merrell to approve the 2013-2016 individual contract for Megan Unfus, District Treasurer, as presented. Unanimously carried. M. Unfus Contract

Motion made by Burdette Merrell and seconded by Heather Iantorno to adjourn the meeting at 9:17 PM, there being no further business. Unanimously carried. Adjourn

John R. Marshall
Clerk Pro-Tem