

West Valley Central School Board of Education
Annual Reorganization Meeting official minutes
July 13, 2021

Members Present: Harmony, Klahn, Davis, Lawrence, Tracy Chai, Carla Heitman
Others Present: Dr Farrar, Amodeo, O'Brien, Boberg, Mark Jagord – Springville journal

I. CALL TO ORDER

The meeting was called to order at 6:40 pm by Carolyn Boberg, Board of Education Clerk presiding.

II. PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG

III. Administration of the Oath of Office (by District Clerk) to newly elected BOE Member
* Amanda Lawrence – 5-year term

IV. Moved by Harmony, seconded by Lawrence to adopt the re-organizational agenda 6 ayes, 0 nays, motion accepted

V. Nomination of BOARD OFFICERS and administration of the OATH of OFFICE by the BOE CLERK to the newly ELECTED BOARD OFFICERS

Nomination of Board Officers

Carolyn Boberg, District Clerk asked the Board members for nominations for President

A. Davis nominated Heather Klahn for President of the Board of Education.

Carolyn Boberg, District Clerk asked if there were any other nominations.

None stated.

Heather Klahn nominated by Davis, seconded by Harmony for President of the Board of Education. 6 ayes, 0 nays, motion accepted.

Carolyn Boberg, District Clerk announced Heather Klahn as the newly elected President.

Carolyn Boberg, District Clerk asked the Board members for nominations for Vice President.

B. Harmony nominated Charles Davis for Vice President of the Board of Education.

Carolyn Boberg, District Clerk asked if there were any more nominations. Chai nominated Amanda Lawrence for Vice President of the Board of Education.

First nomination is Charles Davis who was nominated by Harmony, seconded by Heitman roll call: Heitman – aye, Davis - aye, Harmony – aye, Klahn – aye, Lawrence – nay, Chai – nay, Ploetz. 4 ayes, 2 nays, motion accepted. No need to vote on second nomination.

Carolyn Boberg, District Clerk announced Charlie Davis as the newly elected Vice President of the Board

Administration of the Oath of Office by the District Clerk to the newly Elected Board of Education officers was completed.

Administration of the Oath of Office by the District Clerk to the Superintendent, Dr Taweepon Farrar was completed.

VI. APPOINTMENT OF OFFICERS

A. Moved by Chai, seconded by Davis to appoint Carolyn Boberg as District Clerk for 2021/22. 6 ayes, 0 nays, motion accepted

➤ ***Administration of the Oath of Office to the District Clerk by the BOE President***

B. Moved by Harmony, seconded by Heitman to appoint Michelle Hogenmiller as District Treasurer for 2021/22. 6 ayes, 0 nays, motion accepted

C. Moved by Heitman, seconded by Harmony to appoint Ann O'Brien as Deputy Treasurer for 2021/22. 6 ayes, 0 nays, motion accepted

D. Moved by Davis, seconded by Chai to appoint Patricia Dashnaw as Tax Collector for the 2021/22 school year, will be paid a stipend of \$3,899. 6 ayes, 0 nays, motion accepted

E. Moved by Heitman, seconded by Harmony to appoint John Seltzer as Internal Claims Auditor for the 2021/22 school year, will be paid a stipend of \$1,195. 6 ayes, 0 nays, motion accepted

VII. OTHER APPOINTMENTS

A. Moved by Harmony, seconded by Heitman to appoint Hodgson Russ as the School Attorney for the 2021/22 school year, fee on an as per incident basis. 6 ayes, 0 nays, motion accepted

B. Moved by Chai, seconded by Harmony to appoint Harris Beach Law firm as School Attorney for the 2021/22 school year, fee on an as per incident basis. 6 ayes, 0 nays, motion accepted

C. Moved by Davis, seconded by Harmony to appoint R.A. Mercer & Co., P.C. as External (Independent) Auditor, for the 2021/22 school year. 6 ayes, 0 nays, motion accepted

D. Moved by Heitman, seconded by Chai to appoint Dr. Rick Timbs, Inc. as the Districts' Financial consultants for Capital projects and BAN's/BOND issues, for the 2021/22 school year. 6 ayes, 0 nays, motion accepted

E. Moved by Harmony, seconded by Chai to appoint the Superintendent as the Attendance Supervisor, at no additional salary. 6 ayes, 0 nays, motion accepted

F. Moved by Davis, seconded by Harmony to appoint the District Clerk as Records Access Officer, at no additional pay. 6 ayes, 0 nays, motion accepted

G. Moved by Harmony, seconded by Chai to appoint the School Business Official as the Records Retention Officer and Records Management Officer, at no additional salary. 6 ayes, 0 nays, motion accepted

H. Moved by Heitman, seconded by Davis to appoint William Sloand as the Asbestos Hazard Emergency Response Act (AHERA) Local Education Agency (LEA) designee, at no additional salary. 6 ayes, 0 nays, motion accepted

I. Moved by Harmony, seconded by Chai to appoint the Superintendent as the Civil Rights Compliance Officer for discrimination and harassment issues, at no additional salary. 6 ayes, 0 nays, motion accepted

J. Moved by Heitman, seconded by Davis to designate and authorize the Principal and Business Official Designate as Title IX Coordinator(s), at no additional salary. 6 ayes, 0 nays, motion accepted

K. Moved by Chai, seconded by Heitman to appoint the Principal as Dignity Act Coordinator for the 2021/22 school year, at no additional salary. 6 ayes, 0 nays, motion accepted

L. Moved by Harmony, seconded by Chai to appoint Jennifer Seltzer as Verification Official for Participation in the Federal Child Nutrition Program for the 2021/22 school year, at no additional salary. 6 ayes, 0 nays, motion accepted

M. Moved by Harmony, seconded by Heitman to appoint Jennifer Seltzer as Reviewing Official for participation in the Federal Child Nutrition Program for the 2021/22 school year, at no additional salary. 6 ayes, 0 nays, motion accepted

N. Moved by Davis, seconded by Harmony to appoint Ann O'Brien as Hearing Official for participation in the Federal Child Nutrition Program for the 2021/22 school year, at no additional salary. 6 ayes, 0 nays, motion accepted

O. Moved by Harmony, seconded by Heitman to appoint the Superintendent as Faculty Auditor, Extra classroom Activities Account for 2021/22, at no additional salary. 6 ayes, 0 nays, motion accepted

P. Moved by Harmony, seconded by Heitman to appoint the Principal as Liaison for Homeless Children and Youth, at no additional salary. 6 ayes, 0 nays, motion accepted

Q. Moved by Davis, seconded by Harmony to appoint William Sloand as School Pesticide Representative, at no additional salary for the 2021/22 school year. 6 ayes, 0 nays, motion accepted

R. Moved by Harmony, seconded by Davis to appoint the following as Bonded employees through Utica National Insurance: Treasurer - \$1,000,000, Tax Collector - \$1,000,000, Internal Claims Auditor \$1,000,000, All others – employee theft and forgery \$100,000
6 ayes, 0 nays, motion accepted

S. Moved by Harmony, seconded by Heitman to appoint the Superintendent as the delegate, and the School Business Official as the alternate delegate, to the Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan for the 2021-22 fiscal year. 6 ayes, 0 nays, motion accepted

T. Moved by Heitman, seconded by Davis to appoint Springville Pediatrics, LLP as the school physician for student services during the 2021/22 school year. 6 ayes, 0 nays, motion accepted

U. Moved by Heitman, seconded by Harmony to appoint Health Works Western New York, as the school physician for occupational medicine (bus drivers and staff) during the 2021/22 school year. 6 ayes, 0 nays, motion accepted

V. Moved by Harmony, seconded by Heitman to appoint the Business Official as the Chemical Hygiene Officer, at no additional salary. 6 ayes, 0 nays, motion accepted

W. Moved by Harmony, seconded by Davis to appoint the Superintendent as the Chief Emergency Officer, at no additional salary. 6 ayes, 0 nays, motion accepted

X. Moved by Davis, seconded by Harmony to appoint William Sloand as the New York State approved water systems operator, per the agreement with the Town of Ashford. 6 ayes, 0 nays, motion accepted

Y. Moved by Harmony, seconded by Heitman to appoint the Superintendent as the Copyright Officer, at no additional salary. 6 ayes, 0 nays, motion accepted

VIII. DESIGNATIONS

A. Moved by Harmony, seconded by Heitman to designate the date, time and place of regularly scheduled meetings: **RESOLVED**, that the regular meeting of the West Valley Central School District Board of Education be as per the following schedule, in the High School Conference room. 6 ayes, 0 nays, motion accepted

2021-2022 West Valley Central School Board of Education Scheduled meetings

Tuesday, August 24 th @ 7pm	Regular meeting
Tuesday, September 21 st @7pm	Regular meeting
Tuesday, October 19 th @7pm	Regular meeting
Tuesday, November 16 th @7pm	Regular meeting
Tuesday, December 21 st @7pm	Regular meeting
Tuesday, January 18 th @7pm	Regular meeting
Tuesday, February 15 th @7pm	Regular meeting
Tuesday, March 15 th @7pm	Regular meeting
Tuesday, April 19 th @7pm	Regular meeting (agenda item – BOCES Admin Budget and election)
Tuesday, May 10 th @7pm	Regular meeting and Annual Budget Hearing
Tuesday, May 17 th Annual Budget Vote/BOE Election noon - 9pm gymnasium	Regular meeting at 9pm
Tuesday, June 21 st @7pm	Regular meeting

B. Moved by Heitman, seconded by Davis to designate the following as Official Bank Depositories:
1. Five Star Bank 2. Cattaraugus County Bank 3. NYCLASS (local government investment pool). 6 ayes, 0 nays, motion accepted

C. Moved by Harmony, seconded by Chai to designate Springville Journal as the official newspaper for the district. 6 ayes, 0 nays, motion accepted

D. Moved by Harmony, seconded by Heitman to designate the Superintendent as the Educational Official designated to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings. 6 ayes, 0 nays, motion accepted

E. Moved by Harmony, seconded by Davis to designate the following:

RESOLVED that the President or Vice President of the Board of Education is hereby designated to appoint an Impartial Hearing Officer to serve in that capacity with respect to an impartial due process hearing initiated pursuant to the Individual with Disabilities in Education Act (IDEA) in between formal meetings of the Board of Education in accordance with the rotational selection process set forth in the Regulations of the New York State Commissioner of Education. 6 ayes, 0 nays, motion accepted

F. Moved by Harmony, seconded by Heitman to approve the Impartial Hearing Officer Compensation Rates Resolution as follows:

RESOLVED that the Board of Education of the Wes Valley Central School District, upon recommendation of the Superintendent of Schools, shall compensate Impartial Hearing Officers who have been certified by the Commissioner of Education of the State of New York to serve as Impartial Hearing Officers in accordance with Education Law section 4404(1) and 8 N.Y.C.R.R. Section 200.1(x), at the following rates for services and expenses:

[1] Certified Impartial Hearing Officers shall be compensated at the rate of one hundred dollars (\$100) per hour for time spent in pre-hearing, hearing, and post-hearing activities of researching and writing a decision. The District does not and will not pay for hearing dates which are adjourned or cancelled, regardless of the reason, when the adjournment or cancellation is on two or more business days' notice.

[2] Certified Impartial Hearing Officers will be reimbursed for reasonable and customary office expenses of photocopying, postage and facsimiles incurred and for travel time to and from the hearing at the rate of forty dollars (\$40) per hour.

[3] Automobile travel shall be reimbursed at the actual reasonable costs incurred by the Impartial Hearing Officer.

[4] Airline or travel shall be reimbursed at the actual reasonable costs incurred by the Impartial Hearing Officer.

[5] The District will reimburse Impartial Hearing Officers for the cost of their lodging up to eighty dollars (\$80) per night with receipt submitted or fifty-five dollars (\$55) per night without receipt submitted for hearing dates that fall on consecutive days.
6 ayes, 0 nays, motion accepted

IX. AUTHORIZATIONS

A. Moved by Harmony, seconded by Heitman to authorize the Superintendent as Payroll Certification Agent, at no additional salary. 6 ayes, 0 nays, motion accepted

B. Moved by Harmony, seconded by Chai to authorize the Superintendent to approve the attendance at conferences, conventions, and workshops. 6 ayes, 0 nays, motion accepted

C. Moved by Heitman, seconded by Chai to authorize the allocation for Petty Cash Funds to the following, pursuant to Regulation 1703 of the Commissioner of Education:
Michelle Hogenmiller, \$100.00, Business Office
6 ayes, 0 nays, motion accepted

D. Moved by Harmony, seconded by Heitman to authorize the following as official signatures for checks: Michelle Hogenmiller - District Treasurer, Ann O'Brien - Deputy Treasurer, Heather Klahn -President of the Board and Carolyn Boberg - BOE District Clerk
6 ayes, 0 nays, motion accepted

E. Moved by Davis, seconded by Heitman to authorize the following as official electronic signature plates for checks: Michelle Hogenmiller, District Treasurer
Ann O' Brien, Deputy Treasurer 6 ayes, 0 nays, motion accepted

F. Moved by Harmony, seconded by Chai to authorize the Superintendent to act as representative of the School District and to apply for and sign all applications in conjunction with any private sources and all Federal and/or State Aid projects and Child Nutrition Program. 6 ayes, 0 nays, motion accepted

G. Moved by Harmony, seconded by Heitman to authorize the Superintendent to approve Budgetary Transfers:

RESOLVED, that the Superintendent of the West Valley Central School District be authorized to make budgetary transfers, if submitted and approved in the advance of the issuance of purchase orders, in accordance with § 170.2 of the Regulations of the Commissioner of Education. All requests for transfers shall be submitted to the Superintendent by the Business Official/District Treasurer. 6 ayes, 0 nays, motion accepted

H. Moved by Heitman, seconded by Davis to authorize the advance payment of all regular payrolls bi-weekly on Friday to be authorized and if a holiday falls on such Friday to be paid the day before. 6 ayes, 0 nays, motion accepted

I. Moved by Heitman, seconded by Chai to authorize the advance payment of bills for public utility services, postage, freight, and express charges, and when discounts can be earned, or when finance charges are applicable, be authorized.
6 ayes, 0 nays, motion accepted

J. Moved by Chai, seconded by Harmony to authorize Jennifer Seltzer as Central Treasurer and as official signature for checks in the Custodial Fund formerly known as the Extra Classroom Activity Fund, at no additional salary.
6 ayes, 0 nays, motion accepted

K. Moved by Davis, seconded by Heitman to authorize the School Business Official as Purchasing Agent, at no additional salary. Authorize the use of electronic signature plates for purchase orders. 6 ayes, 0 nays, motion accepted

L. Moved by Harmony, seconded by Heitman to authorize the Superintendent to make residency determinations in accordance with Board Policy #7132 for the 2021/22 school year. 6 ayes, 0 nays, motion accepted

M. Moved by Chai, seconded by Heitman to approve the tuition fee of \$400 per year for a non-resident student to attend West Valley Central School, for the 2021/22 school year. 6 ayes, 0 nays, motion accepted

X. OTHER ITEMS

A. Moved by Davis, seconded by Heitman to approve the following list of members for the CSE, CPSE and 504 Committees for the 2021/22 school year as follows:

CSE Committee:

Chairperson – Shawna Gugino
Emergency Alternate – Antonette Backert, at no additional salary
School Psychologist
WVCS Special Education Teacher or Service Provider
WVCS Regular Teacher
School Physician (if requested)

CPSE Committee:

Chairperson – Shawna Gugino
Emergency Alternate – Antonette Backert, at no additional salary
Parent Member (if requested)
Special Education Teacher or service provider – CPSE service provider
WVCS General Education Teacher – PreK teacher
Cattaraugus County Representative
School Physician (if requested)

504 Committee:

Chairperson – Shawna Gugino
Emergency Alternate – Antonette Backert, at no additional salary
WVCS Regular Education Teacher
Service Provider as necessary

B. Moved by Harmony, seconded by Heitman to approve the mileage allowance for 2021/22 will be set per the standard IRS rate. 6 ayes, 0 nays, motion accepted

C. Moved by Harmony, seconded by Heitman to approve that classes may not be held in grades seven and eight in West Valley Central High School on any authorized day when Regents Examinations are given when, at the discretion of the Superintendent, such action is necessary to provide adequate staff and space to administer said examinations in grades 9 through 12 in said school. 6 ayes, 0 nays, motion accepted

D. Moved by Harmony, seconded by Davis to approve ceremonial firearms on campus as follows:

BE IT RESOLVED, that upon the recommendation of the Superintendent, ceremonial firearms will be allowed on the West Valley Central School campus for National Holiday celebrations. 6 ayes, 0 nays, motion accepted

E. Moved by Harmony, seconded by Heitman to approve Board of Education membership in NYS School Boards' Association, Cattaraugus/Allegany School Boards' Association and Rural Schools Association and Western New York Educational Services. 6 ayes, 0 nays, motion accepted

(if (E) is approved - appoint a BOE member for the following in motion F).

F. Moved by Harmony, seconded by Davis to designate a Board member for each position for the 2021/22 school year.

Voting delegate for NYS School Boards' Association	Charles Davis
Representatives to the Catt/All County School Boards' Association – Executive Committee	Charles Davis
Alternate to Executive Committee	Mike Harmony
Legislative Committee	Tracy Chai

6 ayes, 0 nays, motion accepted

G. Moved by Heitman, seconded by Chia to designate a board member(s) to the following committees for the 2021/22 school year.

Town of Ashford Water District	Carla Heitman
Visitation/Capital Project	Amanda Lawrence
Emergency Management	Mike Harmony
Personnel	Heather Klahn
Citizen Task Force	Charles Davis and Gary Niesyty

6 ayes, 0 nays, motion accepted

I. Moved by Harmony, seconded by Heitman to approve all Railroad Crossings in District for the transportation of students. Rt. 240, Fox Valley Rd., Roszyk Hill Rd., Kruse Rd., Fancy Tract Rd., Canada Hill Rd., Robbins Rd. and Rt. 242. 6 ayes, 0 nays, motion accepted

J. Moved by Harmony, seconded by Davis to approve the Board of Education to be the Audit Committee for the 2021/22 school year.
6 ayes, 0 nays, motion accepted

K. Moved by Harmony, seconded by Heitman to approve the following resolution:
Minimum Emergency Building Temperature/Emergency Closings.

BE IT RESOLVED, that upon the recommendation of the Superintendent, the school will be closed if the temperature in the occupied (the word occupied refers to the building as a whole) spaces of the building falls below 65 degrees, from September 15th to May 31st, excluding the exceptions (for processing spaces – coolers or freezers and vigorous physical activities area – gymnasiums) per state law, or if predicted/existing weather or other conditions threaten the health and safety of students and staff.
6 ayes, 0 nays, motion accepted

L. Moved by Harmony, seconded by Davis to approve the following 2021/2022 substitute rates:

- *substitute monitor, substitute cleaner and substitute clerk– New York State minimum hourly wage \$12.50 per hourly
- *substitute nurse - \$25 per hour
- *substitute bus driver - \$19.45 per hour for drive time and \$13.60 per hour for down time
- *substitute bus mechanic - \$19.45 per hour
- *substitute aides - \$88 per full day
- *substitute uncertified teacher - \$93 per full day
- *substitute certified teacher assistant - \$98 per full day
- *substitute certified teacher - \$108 per full day
- *substitute certified long-term teacher - \$135 per day

6 ayes, 0 nays, motion accepted

M. Moved by Heitman, seconded by Harmony to adopt the following **RESOLUTION:**
RESOLVED, By the Board of Education of West Valley Central School District that *Retention and Disposition Schedule for New York Local Government Records* (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FUTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records* (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

6 ayes, 0 nays, motion accepted

XI. ADJOURNMENT

Moved by Harmony, seconded by Heitman to adjourn the Re-organizational Meeting at 7:30pm and continue to the Board of Education Regular Meeting.
6 ayes, 0 nays, motion accepted

District Clerk