

**West Valley Central School Board of Education  
Official Minutes**

**Regular Meeting November 17, 2020 via in person and ZOOM due to COVID restrictions**

Members Present: Niesyty, Ploetz, Davis, Harmony, Klahn, Amanda

Absent: Frank

Others Present: Amodeo - ZOOM, O'Brien -ZOOM, Ward, Gugino, Boberg, Mark Jagord – Springville Journal, Alicia Dix, Jordan Robbins

**I. CALL TO ORDER**

Regular Meeting called to order at 7pm with Ploetz presiding.

**II. PLEDGE OF ALLEGIANCE to the UNITED STATES FLAG**

**III.** Moved by Harmony, seconded by Niesyty to **ADOPT** the amended agenda as listed below:

Additions: Personnel item C, D and E; New Business item M

Deletions: none

Changes: none

6 ayes, 0 nays, motion accepted

**IV. Correspondence/BOE information**

Mike Harmony asked if it was possible to have a policy that states new board members would need to familiarize themselves with information in Robert Rules of Order

**V. PUBLIC COMMENTS**

*The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern that you might have with us.*

*The Board President will be happy to recognize those of you who wish to speak. Please indicate this on the sign in sheet and you will be called on in order, identify yourself with your name and address.*

*Those items brought to the attention of the Board during this time may be taken under consideration for future response or action. We ask that individual comments be limited to a few minutes in order to accomplish the evening's agenda.*

*We respectfully ask that issues related to specific school district personnel or students be brought to the attention of the Superintendent or Principal privately.*

**none**

**VI. BOARD COMMENTS**

*Within this section of the agenda, the Board of Education or Administration may take the opportunity to comment on matters of interest or concern. **none***

**VII. PRESENTATIONS**

none

## VIII. REPORTS

A. Interim Superintendent, Mark Ward states that it is exciting that there will be a motion on the agenda for interscholastic sports here at West Valley. It will be the formation of West Valley girls' softball team and boys track; girls can run on that team, but the team is going to be a boys' team based on numbers – this is a recommendation from Chris Schiumo, athletic director. We are looking into purchasing uniforms now, it has been a long time since West Valley has had a team of its own and Ann assures me that we have money for this. Right Ann? and she states yes. The school has always hoped that West Valley would be able to bring back some sports to West Valley and have always planned for that. It will be very good for the students and families. We have completed four days of remote instruction and we have three more days this week and two half day next week. You know, obviously, I was not part of things last year. So, I had really no experience with this. I mean other than what we were preparing here in the fall. What we have is working. Is it optimum, no, it will never be in my mind, and that is probably one man's opinion but you're not going to replace a teacher in front of a classroom, you know, we're doing this because we have to. I think there is some things we can do to make it better. Dan, Ann, Shawna and I are talking about doing something to help the teachers out – it is not something that we are ready to talk about in open session. One of the real problems is the internet, every place is different, but it is terrible. It is a negative and that is not good for the school or community, it is a disadvantage that we face in rural America. We do not have good internet access, maybe not even any, and we do have some families that don't have any. I was talking about maybe having the school district, put some hot spots in the community. I mean, pay a monthly fee, put them at the fire halls, maybe, or somewhere else. We need to have more discussion about this moving forward. I am hoping that this pandemic, COVID 19 is going to settle down but, it may get worse before better. I just think we need to do what we can to make it better for teachers, students and families. The fact that we were able to offer in person instruction from the beginning of the school year until just now is better than any other school district in Western New York. I compliment the teachers on the good job that is being done.

In the upcoming newsletter there will be three different specific articles that I have written on the projects. All the projects have to do with the facilities. The first one is called the capital outlay project. Ann has done a lot of work behind scenes with Young and Wright. Every year, we could do a project here at West Valley for \$100,000 and turn around and get 85% of that back the following year. This was approved back in June and we have a reoccurring ability to do this. It is a wonderful thing that this was done, very smart. With this project you can only work on one trade and we will do masonry this year. The second one is the smart school grant and will be technology upgrades – wiring, cameras, equipment improvements. The third project will be the capital project and we hope to put that up to the voters in March 2021. The board needs to decide on the scope of it yet, somewhere between 2.5 and 4 million. The board just does not want to raise taxes and reserves will be used to off-set the difference. All of these projects are very positive for us. We just have to decide what we are going to do, and the board

has the final decision. Some of the items are; replacing the garage roof, playground, improve lighting outside and inside, ventilation in the weight room, overhead doors in garage, fire alarm system – required – due to opening up a project, flooring, water storage tank, lockers and security for the school, possibly changing the school entrance to different location. Most of these items are maintaining and securing the building. We find ourselves in a great need. I think next year a full-time position, that would be a combination ELA and math specialist. I know I will not be here, but I just wanted to leave this in your minds. We need that support, a mentor, it is critically important to let us give the support that our teachers need. I think getting somebody that is connected to both areas, well trained and on the cutting edge of what is out there. This need will also help with special education.

B. Principal, Daniel Amodeo reported that we are looking for some more support with the implementation of our curriculum resources and ongoing professional development. With working on improving our student's achievement we have partnered with BOCES to have some instructional coaching coming into our elementary and 7<sup>th</sup> and 8<sup>th</sup> grades. Already group sessions have been completed and now are to the point where teachers are working individually on individual sessions with our instructional coaches. One of the best choices and decisions we made as a staff in the summer was to have all of us use the same resource material PK through 6 using the NYS ELA modules. The staff would probably predict that I would say this it is not always about the resources that you are using, because there are other resources. However, the fact that we are all using the same resource that will build on each other from one year to the next. And that we are using the same language theme of vocabulary with the students that will expedite any achievement gains that we want to see and make that happen a little bit faster. The other benefit of using the New York State Modules is that CABOCES is very familiar with and has expertise in this area. Often if you are going to go and look at purchasing a series from a company you will not have them come in to teach all nuances of the series. This is why we want to continue that process moving forward in the next year and start having the opportunity to start the alignment from one grade level to the next on what students' skills are. If we are consistent with the materials and the resources, we are using and have that ongoing support and professional development again it will just make our improvement gains faster. With BOCES we have been working on really evaluating our programs, our systems and just kind of helping us to really look at what it is that we do. There is a lot of components and a lot of things that we are doing that we should be doing. But we are recognizing areas where we can become more consistent and have a stronger framework around the things that we are doing to help support student achievement. This process is going to continue, we are having another meeting next week and then one in December and then we hope to transition that into the actual development of our district comprehensive improvement plan and our school comprehensive education plan. We did hold a parent meeting to share our schools every student succeeds act. Tim Cox, from BOCES facilitated the meeting. Parents had the opportunity to complete a survey. It is very important to have parent participation in developing our plan.

C. Business Official, Ann O'Brien reported on the sale of 2016 Dodge Caravan were open on November 10<sup>th</sup>. We receive 5 bids and the winning bid was in the amount of \$3,707 from Charles Schuster of Belmont, NY.

There is a resolution on the agenda to close out the Library Club and transfer the remaining balance of \$14.81 to student council. The reason for the resolution is that there has been no financial activity in the library club and the state requires schools to close out student activity accounts that are no longer in operation.

Credit card – motion to authorize the superintendent to sign a credit card application with five-star bank. We currently have a credit card with M&T bank, we need to make a change for a couple of reasons First is the current care we have in in Eric's name.

Secondly, we would like to increase the limit from \$2,500 to \$3,000 as we often find ourselves short when people travel out of district for training and conferences. We would like to work with Five Star as we do our banking with them and they are local. Record retention schedule, New York State has revised its records retention and disposition schedule and is requiring governing bodies of municipalities to approve the revised schedule. Essential, this is the schedule we use to determine how long we have to keep certain records and when we can destroy others.

SEQRA Resolution that has been prepared by our school attorneys, Hodgson Russ.

This resolution is for the \$100,000 Capital Outlay project. A SEQRA resolution is the first step a board must take to formally acknowledge its intent to do a capital project.

The resolution confirms the District has considered the environment impact of the capital outlay project, defines the scope of the work to be done, and makes the determination the project is what is referred to as a Type II action. This means no further review is required. In other words, an Environmental Impact Study is not needed. Following the SEQRA resolution, there is a resolution to approve Young and Wright's proposal for the capital outlay project.

Tax Collection Summary was provided and there are outstanding taxes that were not paid. That amount will be levied under the town and county tax bills and then toward the end of March, we will get a payment from the county to make us whole. So, in other words we don't have to bear the burden of worrying about whether or not we are going to get paid, and the county would pursue, or the town would pursue the unpaid taxes.

D. Director of Special Education, Shawna Gugino is working with the New York State Department of Education special education quality assurance department. We have had several meetings over the last month and been observed by this individual from this department, we have received very positive feedback, thus far as to our processes regarding the Committee on Special Education that representative is actually going to meet with me on the 24<sup>th</sup> of this month. She will go over the specifics of our first part of our improvement plan, which includes a document review.

Medicaid reimbursement is important because it does have to do with our district finances. Going into the budget season this is a good time to discuss how these play into our school budget. As a school district were eligible to receive funds for Medicaid to help cover the cost of providing special education services and this is not Medicaid. A person's personal Medicaid or personal health insurance, this is New York State Medicaid. This is only for services that are provided by clinical providers, physical  
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therapy and speech therapy, not teaching services. They are not educational services, only clinical based services. So, it has to be provided by someone with a license, documented specific goals to support that service and session notes by our providers. A script from a doctor to justify the service. Evaluations conducted in order to justify that and have reports written in a correct format. Once we have all the documentation, we can submit that and then we can receive payment from the state. All this documentation is reviewed through my office for compliance before billing the State. This documentation is stored for six years because NYS can go back six years and ask for some money back. If they find that there is an irregularity, or some sort of non-compliance. In our 2018 audit we were found to be 100% complaint and there is going to be another audit roughly two years if the state stays on their current schedule. In Consultation with Dan I applied for and received approval from your state to become an Evaluation Agency. What that means is that we are now evaluators for Medicaid. We conduct in house OT, PT, speech and psychological evaluations instead of sending them out to an agency. We are now able to recoup that money from conducting those evaluations in house. This is an additional source of revenue. In December we do a Medicaid cost report. She takes all of the revenues, all the expenses and puts everything together. And it is a formula that the state uses to determine our reimbursement for the next year. So basically, if we are showing that we are using it appropriately we are efficient. I input this information into Cleartrack and then it is uploaded to the State. She states that she just wanted to illuminate the board because it is a very specific area for schools and we don't think a lot about Medicaid being an educational piece, but it is an educational piece because we provide OT and speech services. It is an amalgamation of the education and the clinic piece together. I use my license as a speech pathologist to oversee this and then bill for it. We need a provider number and need to work with somebody that has a license that can be a provider. We also provide Preschool services for our Prek program as well as evaluations, we always had K through 12. We do any kids in district at our UK service and then any families that want to use us as an evaluation agency in a typical year.

## **IX. CONSENT AGENDA**

A. Moved by Lawrence, seconded by Harmony to approve the unofficial minutes from the following ZOOM meetings; September 15, 2020 and October 13, 2020 and October budget transfers. 6 ayes, 0 nays, motion accepted

## **X. PERSONNEL**

A. Moved by Niesyty, seconded by Harmony to terminate Eva Gibson from her positions of monitor and substitute cleaner, effective November 18, 2020. 6 ayes, 0 nays, motion accepted

B. Moved by Davis, seconded by Lawrence to approve Zachary Schoepflin as a substitute cleaner, effective November 18, 2020, current West Valley student, fingerprint clearance is not mandatory. 6 ayes, 0 nays, motion accept

C. Moved by Klahn, seconded by Harmony to approve Christina Proefrock as a substitute nurse for the remainder of the 2020/2021 school year. Pending fingerprint clearance. 5 ayes, 0 nays, 1 abstention, motion accepted

D. Moved by Niesyty, seconded by Lawrence to approve Christina Lembke as a substitute teacher (uncertified) for the remainder of the 2020/2021 school year. Fingerprint clearance is on file. 6 ayes, 0 nays, motion accepted

E. Moved by Harmony, seconded by Davis to approve Melissa Fish as a substitute teacher aide for the remainder of the 2020/2021 school year. Pending fingerprint clearance. 6 ayes, 0 nays, motion accepted

**XI. OLD BUSINESS:**

none

**XII: NEW BUSINESS:**

A. Moved by Davis, seconded by Harmony to accept the bid of \$3,707 from Charles Schuster of Belmont, NY for the 2016 Dodge Caravan, VIN #2C4RDGBG4GR143919, with approximately 75,000 miles. 6 ayes, 0 nays, motion accepted

B. Moved by Lawrence, seconded by Niesyty to approve closing out the Library club account and move the remaining balance of \$14.81 to the student council account. 6 ayes, 0 nays, motion accepted

C. Moved by Harmony, seconded by Niesyty to authorize the Superintendent to execute the Five Star Bank credit card application with a \$3,000 credit limit. The authorized card holders are Mark J. Ward, Interim Superintendent and Ann M. O'Brien, Business Official. 6 ayes, 0 nays, motion accepted

D. Moved by Harmony, seconded by Davis that the Board of Education hereby authorizes the Superintendent to make residency determinations in accordance with Board Policy 7130, effective as of September 1, 2020 through June 30, 2021. 6 ayes, 0 nays, motion accepted

E. Moved by Lawrence, seconded by Harmony to approve the CSE recommendations. 6 ayes, 0 nays, motion accepted

F. Moved by Davis, seconded by Harmony to acknowledge the District Code of Conduct for the 2020-2021 school year which can be viewed on the school webpage. 6 ayes, 0 nays, motion accepted

G. Moved by Harmony, seconded by Niesyty to acknowledge the District Emergency Management Plan for the 2020-2021 school year which can be viewed on the school webpage. 6 ayes, 0 nays, motion accepted

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H. Moved by Harmony, seconded by Davis to acknowledge the Building Level School Emergency Response Plan for the 2020-2021 school year, this a confidential and detailed document, Board of Education members can view in the office of the Superintendent at any time. 6 ayes, 0 nays, motion accepted

I. Moved by Harmony, seconded by Niesyty 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.

**FURTHER 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

J. Moved by Davis, seconded by Niesyty to approve the following:

**A RESOLUTION, DATED NOVEMBER 17, 2020, OF THE BOARD OF EDUCATION OF THE WEST VALLEY CENTRAL SCHOOL DISTRICT, CATTARAUGUS COUNTY, NEW YORK (THE "DISTRICT") CONFIRMING THE DETAILS OF A CAPITAL OUTLAY PROJECT (INVOLVING MODEST IMPROVEMENTS AT THE DISTRICT'S MAIN SCHOOL BUILDING) AND CONFIRMING THE PROJECT AS BEING A TYPE II ACTION UNDER SEQRA.**

**WHEREAS**, the West Valley Central School District, Cattaraugus County, New York (the "District"), after consultation by District officials with the District's retained architectural firm of Young + Wright Architectural ("Young + Wright"), has resolved that the District should undertake, during the District's current (2020-2021) fiscal year, a capital outlay project involving modest improvements at the District's main school building, such work being anticipated to include, but not necessarily be limited to, exterior masonry restoration and replacement work and fencing around the dust collection unit, and all associated work (collectively, the "Project"); and

**WHEREAS**, the estimated maximum cost of the Project (inclusive of all preliminary and incidental costs) has been determined by Young + Wright to be \$100,000; and

**WHEREAS**, the Project is to be financed by the application of \$100,000 of funds earmarked for such purpose as a “Transfer to Capital Fund” in the District’s approved (2020-2021) budget, with the work on the Project being expected to be completed during the 2020-2021 fiscal year of the District; and

**WHEREAS**, the District wishes to reserve the right to expand, contract or modify the scope of the Project in light of the level of future construction bids received, with the understanding that the estimated maximum cost of the Project will not exceed \$100,000; and

**WHEREAS**, in accordance with State Education Department guidance and policy, the District/Board of Education is the appropriate agency to be the lead agency to undertake Project review under the State Environmental Quality Review Act (“SEQRA”); and

**WHEREAS**, Section 617.5 of the SEQRA regulations (6 NYCRR Part 617) provides that certain activities are Type II actions which are not subject to review under SEQRA and that such activities include “maintenance or repair involving no substantial changes in an existing structure or facility” and “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site...;” and

**WHEREAS**, the Project constitutes such maintenance, repair, or in-kind, same-site replacement, rehabilitation, or reconstruction activities; and

**WHEREAS**, while Young + Wright has determined that the proposed work involved with the Project is exempt from review by the State Historic Preservation Office (“SHPO”), given that it has no anticipated impacts on cultural resources under the terms of the Letter of Resolution between SHPO and the New York State Education Department, Young + Wright may nonetheless submit information on the work to SHPO for confirmation;

**NOW THEREFORE, BE IT RESOLVED**, that it is the final determination of the District’s Board of Education that the Project is a Type II action, which is not subject to review under SEQRA, and that the Project will not result in a significant adverse impact on the environment: and be it further

**RESOLVED**, that funding for the Project has been included as a “Transfer to Capital Fund” line item (not exceeding \$100,000 in amount) in the District’s approved budget for the 2020-2021 fiscal year (with appropriate additional notification to District voters regarding the anticipated details of the work having been given in connection with the District’s regular budget presentation and approval process), so that the Project may be initiated and completed during the District’s 2020-2021 fiscal year; and be it further

**RESOLVED**, that this resolution will take effect immediately.

6 ayes, 0 nays, motion accepted

K. Moved by Harmony, seconded by Davis to approve the proposal for architectural services by Young and Wright Architectural for the 2020-2021 Capital Outlay Project. 6 ayes, 0 nays, motion accepted



L. Moved by Davis, seconded Niesyty to accept the proposal from Rick Timbs, Inc for West Valley Central School District. The proposal is sectioned into 8 service areas ranging from working with the West Valley Central School District on Long Range Financial Analysis and Plans beginning with budgeting guidelines and strategies, reserves, fund balances, debt service issues for capital projects and buses, calculation of surpluses in revenues and expenditure, long range plans and related issues in support of future capital costs and budgets. 6 ayes, 0 nays, motion accepted

M. Moved by Harmony, seconded by Lawrence to approve West Valley Central School to provide the following interscholastic sports for the spring of 2021, Boys Varsity Track & Field and Girls Varsity Softball. 6 ayes, 0 nays, motion accepted

**XIII:** Moved by Harmony, seconded by Lawrence to **ADJOURN** at 8:04pm  
6 ayes, 0 nays, motion accepted

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District Clerk  
Meeting minutes from transcribed dictation and audio