

West Valley Central School Board of Education

Official Minutes

Annual Reorganization Meeting      July 10, 2018      Library-Media Center

Members Present: Kazmierczak, Cizdziel, Kowalski, Samborski, Ploetz, Harmony, Niesyty  
Others Present: Lawton, Amodeo, O'Brien, Boberg, John Seltzer, Shannon Niesyty, John Zerfas, Patty Kowalski, Max Borsuk-Springville Journal, Scott VanBuskirk, Lesley Durandetto, Kevin Murray, Sharwn Gugino, Orlando Perez, Gene Seville

**I. CALL to ORDER**

The meeting was called to order at 6:30 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 to newly elected BOE Members (BOE CLERK)**

\* Gary Niesyty – 5-year term

**IV.** Moved by Samborski, seconded by Kowalski to adopt the re-organizational agenda with change stated below:

Under section **X. other items** item (I) add Robbins road and Rte 242

7 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 a nomination for President

A. Samborski nominated Timothy Ploetz for President of the Board of Education. Carolyn Boberg, District Clerk asked if there were any other nominations. None stated. Moved by Samborski, seconded by Harmony to elect Timothy Ploetz as Board President.

6 ayes, 1 nay (Kowalski) motion accepted

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

B. Ploetz nominated Michael Harmony for Vice President of the Board of Education. Carolyn Boberg, District Clerk asked if there were any other nominations. None stated. Moved by Ploetz, seconded by Samborski to elect Michael Harmony as Board Vice President.

6 ayes, 1 nay (Kowalski), motion accepted

***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, Eric Lawton was completed.***

Timothy Ploetz led the meeting as President

**VI. APPOINTMENT OF OFFICERS**

A. Moved by Samborski, seconded by Kazmierczak to appoint Carolyn Boberg as District Clerk for school year 2018/19. 7 ayes, 0 nays, motion accepted

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

B. Moved by Kowalski, seconded by Cizdziel to appoint Michelle Hogenmiller as District Treasurer for school year 2018/19. 7 ayes, 0 nays, motion accepted

C. Moved by Niesyty seconded by Cizdziel to appoint Ann O'Brien as Deputy Treasurer for 2018/19. 7 ayes, 0 nays, motion accepted

D. Moved by Samborski, seconded Niesyty to appoint Patricia Dashnaw as Tax Collector, for the 2018/19 school year, stipend of \$2,706. 7 ayes, 0 nays, motion accepted

E. Moved by Harmony, seconded by Samborski to appoint John Seltzer as Internal Claims Auditor, for the 2018/19 school year, stipend of \$1,082. 7 ayes, 0 nays, motion accepted

F. Moved by Kazmierczak, seconded by Cizdziel to appoint Patricia Dashnaw as Deputy Claims Auditor, for the 2018/19 school year. 7 ayes, 0 nays, motion accepted

**VII. OTHER APPOINTMENTS**

A. Moved by Niesyty, seconded by Harmony to appoint Hodgson and Russ as School Attorney for the 2018/19 school year, fee on an as per incident basis. 7 ayes, 0 nays, motion accepted

B. Moved by Samborski, seconded by Kamierczak to appoint Harris Beach Law firm as School Attorney, for the 2018/19 school year, fee on an as per incident basis. 7 ayes, 0 nays, motion accepted

C. Moved by Cizdziel, seconded by Harmony to appoint R.A. Mercer & Co., P.C. as External (Independent) Auditor, for the 2018/19 school year. 7 ayes, 0 nays, motion accepted

D. Moved by Samborski, seconded by Cizdziel to appoint Fiscal Advisors as the Districts' Financial consultants for Capital projects and BAN's/BOND issues, for the 2018/19 school year. 7 ayes, 0 nays, motion accepted

E. Moved by Harmony, seconded by Cizdziel to appoint the Superintendent as Attendance Officer, at no additional salary. 7 ayes, 0 nays, motion accepted

F. Moved by Samborski, seconded by Harmony to appoint the District Clerk as Records Access Officer, at no additional pay. 7 ayes, 0 nays, motion accepted

G. Moved by Samborski, seconded by Niesyty to appoint the School Business Official as Records Retention Officer and Records Management Officer, at no additional salary.

7 ayes, 0 nays, motion accepted

H. Moved by Samborski, seconded by Cizdziel to appoint William Sloand as Asbestos Designee, at no additional salary. 7 ayes, 0 nays, motion accepted

I. Moved by Harmony, seconded by Cizdziel to appoint the Superintendent as the Compliance Officer (Title IX/Section 504/ADA (Americans w/Disabilities Act)) for discrimination and harassment issues, at no additional salary. 7 ayes, 0 nays, motion accepted

J. Moved by Cizdziel, seconded by Niesyty to appoint the Principal as Title IX Coordinator, at no additional salary. 7 ayes, 0 nays, motion accepted

K. Moved by Samborski, seconded by Cizdziel to appoint the Principal as Dignity Act Coordinator for the 2018/19 school year, at no additional salary.

7 ayes, 0 nays, motion accepted

L. Moved by Harmony, seconded by Niesyty to appoint Jennifer Seltzer as the Verification Official for Participation in the Federal Child Nutrition Program for the 2018/19 school year, at no additional salary. 7 ayes, 0 nays, motion accepted

M. Moved by Samborski, seconded by Cizdziel to appoint the Superintendent as Reviewing Official for participation in the Federal Child Nutrition Program for the 2018/19 school year, at no additional salary. 7 ayes, 0 nays, motion accepted

N. Moved by Harmony, seconded by Cizdziel to appoint the Principal as Hearing Official for participation in the Federal Child Nutrition Program for the 2018/19 school year, at no additional salary. 7 ayes, 0 nays, motion accepted

O. Moved by Kowalski, seconded by Kazmierczak to appoint the Superintendent as Faculty Auditor for 2018/19, at no additional salary. 7 ayes, 0 nays, motion accepted

P. Moved by Harmony, seconded by Kazmierczak to appoint the Principal and School Business Official as Sexual Harassment Complaint Officers, at no additional salary.

7 ayes, 0 nays, motion accepted

Q. Moved by Cizdziel, seconded by Harmony to appoint the Principal as Liaison for Homeless Children and Youth, at no additional salary. 7 ayes, 0 nays, motion accepted

R. Moved by Samborski, seconded by Kowalski to appoint the following 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

7 ayes, 0 nays, motion accepted

S. Moved by Cizdziel, seconded by Kazmierczak to appoint Robert Conrad, James Boberg, Charles E. Pfeffer and Stephen Kowalski, BOE member, was nominated, to act as an alternate for the Audit Committee for 2018/19. 7 ayes, 0 nays, motion accepted

T. Moved by Samborski, seconded by Kowalski to appoint William Sloand as School Pesticide Representative for the 2018/19 school year, at no additional salary. 7 ayes, 0 nays, motion accepted

U. Moved by Cizdziel, seconded by Harmony 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 2018/19 fiscal year. 7 ayes, 0 nays, motion accepted

V. Moved by Cizdziel, seconded by Samborski to approve Springville Pediatrics, LLP as the school physician for student services during the 2018/19 school year. 7 ayes, 0 nays, motion accepted

W. Moved by Harmony, seconded by Samborski to approve Health Works Western New York, as the school physician for occupational medicine (bus drivers and staff) during the 2018/19 school year. 7 ayes, 0 nays, motion accepted

## VIII. DESIGNATIONS

A. Moved by Harmony, seconded by Samborski to designate the following; 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 Library.

### 2018-2019

#### West Valley Central School Board of Education Scheduled meetings

Tuesday, July 10 <sup>th</sup> @6:30pm	Reorganization meeting and Regular meeting to follow
Monday, July 23 <sup>rd</sup> @7pm	Regular meeting
Monday, August 6 <sup>th</sup> @7pm	Regular meeting
Monday, August 27 <sup>th</sup> @7pm	Regular meeting
Monday, September 10 <sup>th</sup> @7pm	Regular meeting
Monday, October 15 <sup>th</sup> @7pm	Regular meeting
Monday, November 5 <sup>th</sup> @7pm	Regular meeting
Monday, December 10 <sup>th</sup> @7pm	Regular meeting
Monday, January 7 <sup>th</sup> @7pm	Regular meeting/Budget discussion
Monday, February 11 <sup>th</sup> @7pm	Regular meeting/Budget discussion
Monday, March 11 <sup>th</sup> @7pm	Regular meeting/Budget discussion
Tuesday, April 16 <sup>th</sup> @7pm	Regular meeting (agenda item, BOE will vote on BOCES Admin. Budget, BOCES BOE Election and school 2018/19 budget)
Monday, May 6 <sup>th</sup> @7pm	Annual Budget Hearing/Regular meeting (auditorium)

Tuesday, May 14<sup>th</sup> from noon-9pm

Annual Budget Vote/BOE Election  
(gymnasium)

Monday, June 3<sup>rd</sup> @7pm

Regular meeting

Monday, June 24<sup>th</sup> @7pm

Regular meeting

7 ayes, 0 nays, motion accepted

B. Moved by Cizdziel, seconded by Kowalski to designate the following Official Bank Depositories - as depositories of funds:

1. Five Star Bank
2. Cattaraugus County Bank

7 ayes, 0 nays, motion accepted

C. Moved by Cizdziel, seconded by Harmony to designate the Springville Journal as the official newspaper for the district. 7 ayes, 0 nays, motion accepted

D. Moved by Harmony, seconded by Cizdziel to approve the Superintendent as the Educational Official designate to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings. 7 ayes, 0 nays, motion accepted

E. Moved by Harmony, seconded by Samborski 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.

7 ayes, 0 nays, motion accepted

## IX. AUTHORIZATIONS

A. Moved by Cizdziel, seconded by Kowalski to authorize the Superintendent as Payroll Certification Agent, at no additional salary. 7 ayes, 0 nays, motion accepted

B. Moved by Kowalski, seconded by Niesyty to approve the Superintendent to authorize the attendance at conferences, conventions and workshops. 7 ayes, 0 nays, motion accepted

C. Moved by Cizdziel, seconded by Samborski 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  
Jody Thiel, \$100.00 School Library.

7 ayes, 0 nays, motion accepted

D. Moved by Samborski, seconded by Harmony to authorize the following as official signatures for checks:

Michelle Hogenmiller, District Treasurer  
Ann O'Brien, Deputy Treasurer  
Timothy Ploetz, President of the Board  
Carolyn Boberg, BOE District Clerk

7 ayes, 0 nays, motion accepted

E. Moved by Cizdziel, seconded by Kowalski to authorize the following as official electronic signature plates for checks:

Michelle Hogenmiller, District Treasurer  
Ann O'Brien, Deputy Treasurer  
7 ayes, 0 nays, motion accepted

F. Moved by Harmony, seconded by Cizdziel 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.  
7 ayes, 0 nays, motion accepted

G. Moved by Kowalski, seconded by Harmony 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.  
7 ayes, 0 nays, motion accepted

H. Moved by Cizdziel, seconded by Samborski 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. 7 ayes, 0 nays, motion accepted

I. Moved by Samborski, seconded by Cizdziel 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.  
7 ayes, 0 nays, motion accepted

J. Moved by Samborski, seconded by Cizdziel to authorize Jennifer Seltzer as Central Treasurer and as official signature for checks in Extra Classroom Activity Accounts and Student Activity Accounts, at no additional salary.  
7 ayes, 0 nays, motion accepted

K. Moved by Cizdziel, seconded by Harmony to authorize the School Business Official as Purchasing Agent, at no additional salary. Authorize the use of electronic signature plates for purchase orders. 7 ayes, 0 nays, motion accepted

**X. OTHER ITEMS**

A. Moved by Cizdziel, seconded by Kowalski to approve the following list of members for the CSE, CPSE and 504 Committees for the 2017/19 school year as follows:

**CSE Committee:**

Chairperson – Shawna Gugino  
School Psychologist  
WVCS Special Education Teacher or Service Provider  
WVCS Regular Teacher

**CPSE Committee:**

Chairperson – Shawna Gugino  
Parent Member  
Special Education Teacher or service provider – CPSE service provider  
WVCS General Education Teacher – PreK teacher  
Cattaraugus County Representative

**504 Committee:**

Chairperson – Shawna Gugino  
WVCS Regular Education Teacher  
Service Provider as necessary

7 ayes, 0 nays, motion accepted

B. Moved by Harmony, seconded by Cizdziel to approve Antonette Leonard as the emergency CSE/CPSE/504 chairperson upon the superintendent's recommendation for the 2018/19 school year, at no additional salary. 7 ayes, 0 nays, motion accepted

C. Moved by Samborski, seconded by Cizdziel to approve the mileage allowance for 2018/19 be set per the standard IRS rate. 7 ayes, 0 nays, motion accepted

D. Moved by Harmony, seconded by Cizdziel 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. 7 ayes, 0 nays, motion accepted

E. Moved by Harmony, seconded by Samborski to approve ceremonial firearms on campus:

**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.

7 ayes, 0 nays, motion accepted

F. Moved by Kowalski, seconded by Cizdziel to approve Board of Education membership in NYS School Boards' Association, Cattaraugus/Allegany School Boards' Association and Rural Schools Association. 7 ayes, 0 nays, motion accepted

**(if (F) is approved - appoint BOE member for item G and H)**

G. Moved by Samborski, seconded by Cizdziel to designate Harmony as the voting delegate for NYS School Boards' Association for the 2018/19 school year.

7 ayes, 0 nays, motion accepted

H. Designate the following representatives to the Cattaraugus/Allegany County School Boards' Association for 2018/19 school year:

1. Moved by Harmony, seconded by Niesyty to designate Kowalski to the **Executive** Committee.  
7 ayes, 0 nays, motion accepted

a. Moved by Kazmierczak, seconded by Samborski to designate Harmony as the **Alternate** to the Executive Committee. 7 ayes, 0 nays, motion accepted

2. Moved by Samborski, seconded by Harmony to designate Niesyty as the Representative to the **Legislative** Committee. 7 ayes, 0 nays, motion accepted

I. Moved by Kowalski, seconded by Cizdziel to approve all Railroad Crossings in District for transportation of students:

Rt. 240, Fox Valley Rd., Roszyk Hill Rd., Kruse Rd., Fancy Tract Rd., (3) Canada Hill Rd, Robbins Road and Rte 242.

7 ayes, 0 nays, motion accepted

J. Moved by Samborski, seconded by Cizdziel to appoint William Sloand as New York State approved water systems operator, per the agreement with the Town of Ashford.

7 ayes, 0 nays, motion accepted

K. Moved by Harmony, seconded by Cizdziel 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 15<sup>th</sup> to May 31<sup>st</sup>, 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.

7 ayes, 0 nays, motion accepted

L. Moved by Samborski, seconded by Harmony to approve James Boberg, Casey Cummins, Todd Miller and Michael Parish as School Constables for the 2018/19 school year.

7 ayes, 0 nays, motion accepted



M. Moved by Samborski, seconded by Kowalski to approve the following 2018/2019 substitute rates:

- \*substitute monitor, substitute cleaner and substitute clerk– New York State minimum hourly wage (currently \$10.40; after 12/31/2018 \$11.10)
- \*substitute nurse - \$20 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 - \$78.00 per full day
- \*substitute uncertified teacher - \$83.00 per full day
- \*substitute certified teacher assistant - \$88.00 per full day
- \*substitute certified teacher - \$98.00 per full day

7 ayes, 0 nays, motion accepted

N. Moved by Cizdziel, seconded by Harmony to the approve the Emergency Management Team – Eric Lawton, Carolyn Boberg, Deb Brown, Bob Harrington, Matt LaBrake, Kathie Larsson, Bill Sloand, Dana Westfall, Rae Ann Lindberg, Kyle Woodin, Ilene Simon, Dan Amodeo, Michelle Enser, Ann O'Brien, Leanna Pfeffer, Bryan Hansen, Jenn Seltzer, Kelly Noto, Meghan George, Pam Casey, Vince Venitelli, Shawna Gugino, Michelle Hogenmiller, Colleen Fuller, Jackie Mumback, kitchen staff, Kevin Murray-fire department, Tim Ploetz, BOE member.  
7 ayes, 0 nays, motion accepted

O. Moved by Samborski, seconded by Harmony to approve the following **Resolution** for standard workdays for elected and appointed officials;

**BE IT RESOLVED**, that the West Valley Central School District / Location code 70400 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these officials to the clerk of this body:

**West Valley Central School  
District  
Standard Workday for  
Appointed Officials  
Location Code:70400**

Title	Standard Work Day (Hrs/day)
District Clerk	8
Tax Collector	8
Treasurer	8

7 ayes, 0 nays, motion accepted

**XI.** Moved by Samborski, seconded by Harmony to **ADJOURN** the Re-organizational Meeting at 7:02pm and continue on to the Regular Meeting.

7 ayes, 0 nays, motion accepted.

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District Clerk