

West Valley Central School Board of Education

Official Minutes

Annual Reorganization Meeting July 11, 2017 Library-Media Center

Members Present: Kazmierczak, Cizdziel, Kowalski, Samborski, Frank, Ploetz

Absent: Jackson-McCarty

Others Present: Lawton, Amodeo, O'Brien, Boberg, Amy Butler, Shawna Gugino, Art Munson, Steve Wedvik, Orlando Perez, Max Borsuk – Springville Journal

I. CALL to ORDER

The meeting was called to order at 6:34 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)

* Dawn Samborski – 5-year term

IV. Moved by Cizdziel, seconded by Frank to adopt the re-organizational agenda as is. 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 a nomination for President

A. Cizdziel nominated Stephen Kowalski for President of the Board of Education. Carolyn Boberg, District Clerk asked if there were any other nominations. None stated. Moved by Cizdziel, seconded by Frank to elect Stephen Kowalski as Board President. 6 ayes, 0 nays motion accepted

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

B. Kazmierczak nominated Kimberly Cizdziel for Vice President of the Board of Education. Carolyn Boberg, District Clerk asked if there were any other nominations. None stated. Moved by Kazmierczak, seconded by Kowalski to elect Kimberly Cizdziel as Board Vice President. 6 ayes, 0 nays, 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.

Stephen Kowalski led the meeting as President

VI. APPOINTMENT OF OFFICERS

A. Moved by Kazmierczak, seconded by Frank to appoint Carolyn Boberg as District Clerk for school year 2017/18. 6 ayes, 0 nays, motion accepted

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

B. Moved by Frank, seconded by Kazmierczak to appoint Michelle Hogenmiller as District Treasurer for school year 2017/18. 6 ayes, 0 nays, motion accepted

C. Moved by Kazmierczak, seconded by Cizdziel to appoint Ann O'Brien as Deputy Treasurer for 2017/18. 6 ayes, 0 nays, motion accepted

D. Moved by Frank, seconded Samborski to appoint Patricia Dashnaw as Tax Collector, for the 2017/18 school year, stipend of \$2,706.
6 ayes, 0 nays, motion accepted

E. Moved by Samborski, seconded by Cizdziel to appoint John Seltzer as Internal Claims Auditor, for the 2017/18 school year, stipend of \$1,082.
6 ayes, 0 nays, motion accepted

F. Moved by Frank, seconded by Samborski to appoint Patricia Dashnaw as Deputy Claims Auditor, for the 2017/18 school year.
6 ayes, 0 nays, motion accepted

VII. OTHER APPOINTMENTS

A. Moved by Cizdziel, seconded by Kazmierczak to appoint Charles M. Harrigan as School Attorney for the 2017/18 school year, fee on an as per incident basis. 6 ayes, 0 nays, motion accepted

B. Moved by Frank, seconded by Samborski to appoint Hodgson and Russ as School Attorney for the 2017/18 school year, fee on an as per incident basis.
6 ayes, 0 nays, motion accepted

C. Moved by Cizdziel, seconded by Kamierczak to appoint Harris Beach Law firm as School Attorney, for the 2017/18 school year, fee on an as per incident basis.
6 ayes, 0 nays, motion accepted

D. Moved by Frank, seconded by Cizdziel to appoint R.A. Mercer & Co., P.C. as External (Independent) Auditor, for the 2017/18 school year.
6 ayes, 0 nays, motion accepted

E. Moved by Frank, seconded by Kowalski to appoint Fiscal Advisors as the Districts' Financial consultants for Capital projects and BAN's/BOND issues, for the 2017/18 school year. 6 ayes, 0 nays, motion accepted

F. Moved by Samborski, seconded by Kazmierczak to appoint the Superintendent as Attendance Officer, at no additional salary. 6 ayes, 0 nays, motion accepted

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

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

I. Moved by Frank, seconded by Samborski to appoint William Sloand as Asbestos Designee, at no additional salary. 6 ayes, 0 nays, motion accepted

J. Moved by Frank, 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. 6 ayes, 0 nays, motion accepted

K. Moved by Cizdziel, seconded by Frank to appoint the Principal as Title IX Coordinator, at no additional salary. 6 ayes, 0 nays, motion accepted

L. Moved by Frank, seconded by Cizdziel to appoint the Principal as Dignity Act Coordinator for the 2017/18 school year, at no additional salary. 6 ayes, 0 nays, motion accepted

M. Moved by Frank, seconded by Samborski to appoint Jennifer Seltzer as the Verification Official for Participation in the Federal Child Nutrition Program for the 2017/18 school year, at no additional salary. 6 ayes, 0 nays, motion accepted

N. Moved by Frank, seconded by Cizdziel to appoint the Superintendent as Reviewing Official for participation in the Federal Child Nutrition Program for the 2017/18 school year, at no additional salary. 6 ayes, 0 nays, motion accepted

O. Moved by Frank, seconded by Cizdziel to appoint the Principal as Hearing Official for participation in the Federal Child Nutrition Program for the 2017/18 school year, at no additional salary. 6 ayes, 0 nays, motion accepted

P. Moved by Frank, seconded by Samborski to appoint the Superintendent as Faculty Auditor for 2017/18, at no additional salary. 6 ayes, 0 nays, motion accepted

Q. Moved by Frank, seconded by Cizdziel to appoint the Principal and School Business Official as Sexual Harassment Complaint Officers, at no additional salary. 6 ayes, 0 nays, motion accepted

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

S. Moved by Samborski, seconded by Kazmierczak to appoint the following bonded employees through Utica National Insurance (administered through ~~West Agency~~ Evans Agency & Richardson Stout):

- 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

T. Moved by Cizdziel, seconded by Samborski to appoint Robert Conrad, Michael Frascella, Charles E. Pfeffer and Brad Frank, BOE member, was nominated, to act as an alternate for the Audit Committee for 2017/18. 6 ayes, 0 nays, motion accepted

U. Moved by Ploetz, seconded by Samborski to appoint William Sloand as School Pesticide Representative for the 2017/18 school year, at no additional salary. 6 ayes, 0 nays, motion accepted

V. Moved by Frank, seconded by Cizdziel 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 2017/18 fiscal year. 6 ayes, 0 nays, motion accepted

W. Moved by Cizdziel, seconded by Samborski to approve Springville Pediatrics, LLP as the school physician for student services during the 2017/18 school year. 6 ayes, 0 nays, motion accepted

X. Moved by Samborski, seconded by Cizdziel to approve Health Works Western New York, as the school physician for occupational medicine (bus drivers and staff) during the 2017/18 school year. 6 ayes, 0 nays, motion accepted

VIII. DESIGNATIONS

A. Moved by Frank, seconded by Samborski to designate the following dates, times and place of regularly scheduled meetings: **RESOLVED**, that regular Board of Education meetings of the West Valley Central School District be as per the following schedule, in the Library.

**2017-2018
West Valley Central School Board of Education
Scheduled meetings**

Tuesday, July 11th @6:30pm

Reorganization Meeting
and Regular Meeting to follow
Regular Meeting

Monday, August 7th@7pm

Monday, August 28 th @7pm	Regular Meeting
Monday, September 11 th @7pm	Regular Meeting
Monday, October 16 th @7pm	Regular Meeting
Monday, November 13 th @7pm	Regular Meeting
Monday, December 11 th @7pm	Regular Meeting
Monday, January 8 th @7pm	Regular Meeting/Budget discussion
Monday, February 12 th @7pm	Regular Meeting/Budget discussion
Monday, March 12 th @7pm	Regular Meeting/Budget discussion
Tuesday, April 17 th @7pm	Regular meeting – BOE will vote on BOCES Admin. Budget, BOCES BOE Election and school 2018/19 budget
Monday, May 7 th @7pm	Annual Budget Hearing/Regular meeting (Auditorium)
Tuesday, May 15 th from noon-9pm	Annual Budget Vote/BOE Election (gymnasium)
	Regular meeting @ 8pm (cafeteria)
Monday, June 11 th @7pm	Regular Meeting

6 ayes, 0 nays, motion accepted

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

1. Five Star Bank
2. Cattaraugus County Bank

6 ayes, 0 nays, motion accepted

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

D. Moved by Frank, seconded by Cizdziel to approve 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

IX. AUTHORIZATIONS

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

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

C. Moved by Frank, 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.

6 ayes, 0 nays, motion accepted

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

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

6 ayes, 0 nays, motion accepted

E. Moved by Frank, seconded by Cizdziel 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 Samborski, seconded by Frank 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 Frank, seconded by Samborski 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 Frank, seconded by Cizdziel 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 Frank, seconded by Samborski 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 Frank, 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.

6 ayes, 0 nays, motion accepted

K. Moved by Frank, seconded by Samborski 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

X. OTHER ITEMS

A. Moved by Samborski, seconded by Kowalski to approve the following list of members for the CSE, CPSE and 504 Committees for the 2016718 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

6 ayes, 0 nays, motion accepted

B. Moved by Frank, seconded by Samborski to approve Antonette Leonard as the emergency CSE/CPSE/504 chairperson upon the superintendent's recommendation for the 2017/18 school year, at no additional salary. 6 ayes, 0 nays, motion accepted

C. Moved by Cizdziel seconded by Samborski to approve the mileage allowance for 2017/18 be set per the standard IRS rate. 6 ayes, 0 nays, motion accepted

D. Moved by Frank, 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. 6 ayes, 0 nays, motion accepted

E. Moved by Frank, seconded by Cizdziel 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. 6 ayes, 0 nays, motion accepted

F. Moved by Cizdziel, seconded by Frank to approve Board of Education membership in NYS School Boards' Association, Cattaraugus/Allegany School Boards' Association and Rural Schools Association. 6 ayes, 0 nays, motion accepted

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

G. Moved by Kazmierczak, seconded by Cizdziel to designate Kowalski as the voting delegate for NYS School Boards' Association for the 2017/18 school year. 6 ayes, 0 nays, motion accepted

H. Designate the following representatives to the Cattaraugus/Allegany County School Boards' Association for 2017/18 school year:

1. Moved by Frank, seconded by Kazmierczak to designate Kowalski to the **Executive** Committee. 6 ayes, 0 nays, motion accepted

a. Moved by Kazmierczak, seconded by Cizdziel to designate Samborski as the **Alternate** to the Executive Committee. 6 ayes, 0 nays, motion accepted

2. Moved by Samborski, seconded by Kazmierczak to designate Frank as the Representative to the **Legislative** Committee. 6 ayes, 0 nays, motion accepted

I. Moved by Cizdziel, seconded by Frank 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) and Canada Hill Rd.
6 ayes, 0 nays, motion accepted

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

K. Moved by Cizdziel, seconded by Ploetz 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 Frank, seconded by Samborski to approve James Boberg, Casey Cummins, Todd Miller and Michael Parish as School Constables for the 2017/18 school year. 6 ayes, 0 nays, motion accepted

M. Moved by Frank, seconded by Kowalski to establish the following prices for the districts Breakfast/Lunch program, for the 2017/2018 school year, as recommended by the Superintendent:

Breakfast: Grades PreK-12 - currently \$1.40 increase to \$1.50

Lunch: Grades PreK-8 - currently \$1.80 increase to \$1.90

Grades 9-12 - currently \$1.95 increase to \$2.15

6 ayes, 0 nays, motion accepted

N. Moved by Frank, seconded by Samborski to approve the following 2017/2018 substitute rates:

- *substitute monitor and substitute clerk– New York State minimum hourly wage
 - *substitute cleaner - New York State minimum hourly wage plus \$.25 through 12/31/17, after 12/31/17 minimum wage
 - *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 - \$75.00 per full day
 - *substitute uncertified teacher - \$80.00 per full day
 - *substitute certified teacher assistant - \$85.00 per full day
 - *substitute certified teacher - \$95.00 per full day
- 6 ayes, 0 nays, motion accepted

O. Moved by Frank, seconded by Cizdziel 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, Jackie Mumback, kitchen staff, Kevin Murray-fire department, Mary Crandall-fire department, Tim Ploetz, BOE member. 6 ayes, 0 nays, motion accepted

P. Moved by Frank, seconded by Cizdziel 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

6 ayes, 0 nays, motion accepted

XI. Moved by Cizdziel, seconded by Samborski to **ADJOURN** the Re-organizational Meeting at 7:20pm and continue on to the Regular Meeting.
6 ayes, 0 nays, motion accepted.

District Clerk