

West Valley Central School Board of Education

Official Minutes

Annual Reorganization Meeting July 5, 2016 Library-Media Center

Members Present: Fleischman, Kazmierczak, Cizdziel, Kowalski, Jackson-McCarty, Frank, Ploetz

Others Present: Lawton, Amodeo, O'Brien, Boberg, Kay and Bob Conrad, John Zerfas, Orlando Perez, Greg and Beth Bock

The meeting was called to order at 7:35pm by Carolyn Boberg, Board of Education Clerk presiding.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG

I. Administration of the Oath of Office by the District Clerk to the newly elected BOE Members

* Timothy Ploetz – 5-year term

II. Moved by Ploetz, seconded by Frank to adopt the re-organizational agenda as is. 7 ayes, 0 nays, motion accepted

III. 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. Kazmierczak 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 Kazmierczak, seconded by Cizdziel to elect Stephen Kowalski as Board President. 7 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 Jackson-McCarty to elect Kimberly Cizdziel as Board Vice President. 7 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

III. APPOINTMENT OF OFFICERS

A. Moved by Frank, seconded by Jackson-McCarty to appoint Carolyn Boberg as District Clerk for the 2016/17 school year. 7 ayes, 0 nays, motion accepted

Administration of the Oath of Office by the BOE President to the District Clerk, was completed

B. Moved by Jackson-McCarty, seconded by Kazmierczak to appoint Michelle Hogenmiller as District Treasurer for 2016/17. 7 ayes, 0 nays, motion accepted

C. Moved by Jackson-McCarty, seconded by Cizdziel to appoint Ann O'Brien as Deputy Treasurer for 2016/17. 7 ayes, 0 nays, motion accepted

D. Moved by Jackson-McCarty, seconded by Kazmierczak to appoint Patricia Dashnaw as Tax Collector for 2016/17 school year, will be paid a stipend of \$2,653. 7 ayes, 0 nays, motion accepted

E. Moved by Jackson-McCarty, seconded by Kazmierczak to appoint John Seltzer as Internal Claims Auditor for the 2016/17 school year, will be paid a stipend of \$1,061. 7 ayes, 0 nays, motion accepted

F. Moved by Jackson-McCarty, seconded by Fleischman to appoint Patricia Dashnaw as Deputy Claims Auditor for the 2016/17 school year. 7 ayes, 0 nays, motion accepted

G. Moved by Jackson-McCarty, seconded by Cizdziel to appoint R.A. Mercer & Co., P.C. as External (Independent) Auditor, for the 2016/2017 school year. 7 ayes, 0 nays, motion accepted

IV. OTHER APPOINTMENTS

A. Moved by Jackson-McCarty, seconded by Ploetz to appoint Charles M. Harrigan, as School Attorney for the 2016/17 school year, fee on an as per incident basis. 7 ayes, 0 nays, motion accepted

B. Moved by Kazmierczak, seconded by Jackson-McCarty to appoint Hodgson and Russ as School Attorney for the 2016/17 school year, fee on an as per incident basis. 7 ayes, 0 nays, motion accepted

C. Moved by Jackson-McCarty, seconded by Cizdziel to appoint Harris Beach Law firm as School Attorney, for the 2016/17 school year, fee on an as per incident basis.
7 ayes, 0 nays, motion accepted

D. Moved by Fleischman, seconded by Jackson-McCarty to appoint the Superintendent as Attendance Officer, at no additional salary.
7 ayes, 0 nays, motion accepted

E. Moved by Jackson-McCarty, seconded by Cizdziel to appoint the District Clerk as Records Access Officer, at no additional pay. 7 ayes, 0 nays, motion accepted

F. Moved by Jackson-McCarty, seconded by Cizdziel to appoint the School Business Official as Records Retention Officer and Records Management Officer, at no additional salary.
7 ayes, 0 nays, motion accepted

G. Moved by Jackson-McCarty, seconded by Frank to appoint William Sloand as Asbestos Designee, at no additional salary. 7 ayes, 0 nays, motion accepted

H. Moved by Jackson-McCarty, seconded by Fleischman to appoint the Superintendent as 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

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

J. Moved by Cizdziel, seconded by Frank to appoint the Principal as Dignity Act Coordinator for the 2016/17 school year, at no additional salary.
7 ayes, 0 nays, motion accepted

K. Moved by Ploetz, Seconded by Jackson-McCarty to approve Jennifer Seltzer as the Verification Official for participation in the Federal Child Nutrition Program at no additional salary for the 2016/17 school year. 7 ayes, 0 nays, motion accepted

L. Moved by Jackson-McCarty, seconded by Cizdziel to approve the Superintendent as the Reviewing Official for participation in the Federal Child Nutrition Program at no additional salary for the 2016/2017 school year.
7 ayes, 0 nays, motion accepted

M. Moved by Jackson-McCarty, seconded by Cizdziel to approve the Principal as the Hearing Official for participation in the Federal Child Nutrition Program at no additional salary for the 2016/17 school year.
7 ayes, 0 nays, motion accepted

N. Moved by Jackson-McCarty, seconded by Frank to accept the 2016-2017 Federal Government's policy statement for Free and Reduced Price Meals.
7 ayes, 0 nays, motion accepted

O. Moved by Jackson-McCarty, seconded by Cizdziel to appoint the Superintendent as Faculty Auditor for the 2016/17 school year, at no additional salary. 7 ayes, 0 nays, motion accepted

P. Moved by Jackson-McCarty, seconded by Fleischman to appoint the Principal and School Business official as the Sexual Harassment Complaint Officers for the 2016-17 school year, at no additional salary. 7 ayes, 0 nays, motion accepted

Q. Moved by Jackson-McCarty, seconded by Cizdziel to appoint the Principal as the Liaison for Homeless Children and Youth for the 2016-17 school year, at no additional salary. 7 ayes, 0 nays, motion accepted

R. Moved by Jackson-McCarty, seconded by Frank to bond employees through Utica National Insurance (administered through Weast Agency) as follows:

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 Kazmierczak, seconded by Jackson-McCarty to appoint Robert Conrad, Michael Frascella, Charles E. Pfeffer and Brad Frank (BOE member, to act as an alternate) as members of the Audit Committee for 2016/17. 7 ayes, 0 nays, motion accepted

T. Moved by Jackson-McCarty, seconded by Frank to appoint William Sloand as School Pesticide Representative, at no additional salary for the 2016/17 school year. 7 ayes, 0 nays, motion accepted

U. Moved by Jackson-McCarty, seconded by Cizdziel to appoint James Howe as Safety, Chemical Hygiene and Risk Management Coordinator, as the as per WVSEA contract for 2016/17 school year. 7 ayes, 0 nays, motion accepted

V. Moved by Jackson-McCarty, seconded by Cizdziel to appoint the Chief School Officer 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 2016-17 fiscal year. 7 ayes, 0 nays, motion accepted

W. Moved by Jackson-McCarty, seconded by Fleischman to approve Dana Westfall as the substitute coordinator for the 2016/2017 school year. Pay will be according to the MOA between the West Valley Central School District and the West Valley Service Employees Association. 7 ayes, 0 nays, motion accepted

X. Moved by Cizdziel, seconded by Ploetz to approve Springville Pediatrics, LLP as the school physician for student services during the 2016/2017 school year. 7 ayes, 0 nays, motion accepted

Y. Moved by Jackson-McCarty, seconded by Fleischman to approve Health Works Western New York, as the school physician for occupational medicine (bus drivers and staff) during the 2016/2017 school year. 7 ayes, 0 nays, motion accepted

V. DESIGNATIONS

A. Moved by Jackson-McCarty, seconded by Frank to designate the following determination of 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.

| 2016-2017 West Valley Central School Board of Education Scheduled meetings | |
|--|--|
| Tuesday, July 5 th @7:30pm | Reorganization Meeting and Regular Meeting to follow |
| Monday, August 1 st @7pm | Regular Meeting |
| Monday, August 22 nd @7pm | Regular Meeting |
| Monday, September 12 th @7pm | Regular Meeting |
| Monday, October 3 rd @7pm | Regular Meeting |
| Monday, November 7 th @7pm | Regular Meeting |
| Monday, December 5 th @7pm | Regular Meeting |
| Monday, January 9 th @7pm | Regular Meeting* |
| Monday, February 6 th @7pm | Regular Meeting* |
| Monday, March 6 th @7pm | Regular Meeting* |
| Monday, April 3 rd @7pm | Regular Meeting** |
| Tuesday, April 18 th @7pm | BOE vote on BOCES Admin. Budget & BOCES BOE election during the regular meeting |
| Monday, May 8 th @7pm | Annual Budget Hearing (Auditorium) and Regular meeting |
| Tuesday, May 16 th from noon-9pm | Annual Budget Vote/BOE Election @8pm Regular Meeting |
| Monday, June 12 th @7pm | Regular Meeting |

* *Budget Meetings*

***Date for 2017/18 Budget approval consideration*

7 ayes, 0 nays, motion accepted

B. Moved by Jackson-McCarty, seconded by Fleischman to designate the following as Official Bank Depositories of funds:

1. J.P. Morgan Chase Bank
2. Five Star Bank
3. Cattaraugus County Bank

7 ayes, 0 nays, motion accepted

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

D. Moved by Jackson-McCarty, seconded by Frank 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.
7 ayes, 0 nays, motion accepted

VI. AUTHORIZATIONS

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

C. Moved by Jackson-McCarty, seconded by Kazmierczak 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
Beth Roy, \$100.00 School Library.

7 ayes, 0 nays, motion accepted

D. Moved by Fleischman, seconded by Kazmierczak 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

7 ayes, 0 nays, motion accepted

E. Moved by Kazmierczak, seconded by Frank 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 Jackson-McCarty, seconded by Kazmierczak 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 Jackson-McCarty, seconded by Cizdziel 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 Jackson-McCarty, 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. 7 ayes, 0 nays, motion accepted

I. Moved by Jackson-McCarty, seconded by Fleischman 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 Jackson-McCarty, seconded by Kazmierczak 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 Jackson-McCarty, seconded by Cizdziel 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

VII. OTHER ITEMS

A. Moved by Jackson-McCarty, Seconded by Kazmierczak to approve the following list of members for the CSE, CPSE and 504 Committees for the 2016/17 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 Jackson-McCarty, seconded by Frank to approve Daniel Amodeo as the emergency CSE/CPSE/504 chairperson upon the superintendent's recommendation for the 2016/2017 school year, at no additional salary. 7 ayes, 0 nays, motion accepted

C. Moved by Cizdziel, seconded by Fleischman to approve the mileage allowance for 2016-17 will be set per the standard IRS rate. 7 ayes, 0 nays, motion accepted

D. Moved by Jackson-McCarty, seconded by Fleischman 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 Jackson-McCarty, seconded by Ploetz 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 Jackson-McCarty, seconded by Cizdziel to approve the Board of Education to have membership in NYS School Boards' Association and Cattaraugus/Allegany School Boards' Association. 7 ayes, 0 nays, motion accepted

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

G. Moved by Jackson-McCarty, Seconded by Cizdziel to designate Stephen Kowalski as the voting delegate for NYS School Boards' Association for the 2016/2017 school year. 7 ayes, 0 nays, motion accepted

H. Designate the following representatives to the Cattaraugus/Allegany County School Boards' Association for 2016/2017 school year:

1. Moved by Kazmierczak, seconded by Frank to designate Stephen Kowalaski to the Executive Committee. 7 ayes, 0 nays, motion accepted

a. Moved by Kazmierczak, seconded by Frank to designate Teaseleman Jackson-McCarty as the Alternate to the Executive Committee. 7 ayes, 0 nays, motion accepted

2. Moved by Cizdziel, seconded by Jackson-McCarty to designate Bradley Frank as the Representative to the Legislative Committee. 7 ayes, 0 nays, motion accepted

I. Moved by Jackson-McCarty, 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) and Canada Hill Rd.
7 ayes, 0 nays, motion accepted

J. Moved by Fleischman, seconded by Ploetz to appoint William Sloand as New York State approved water systems operator, stipend per WVCS/WVSEA contract.

7 ayes, 0 nays, motion accepted

K. Moved by Kazmierczak, seconded by Jackson-McCarty 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 – gymnasium) 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 Ploetz, seconded by Cizdziel to approve James Boberg, Michael Parish and Todd Miller as School Constables for the 2016/2017 school year.

7 ayes, 0 nays, motion accepted

XI. Moved by Jackson-McCarty, seconded by Kazmierczak to ADJOURN the meeting at 8:12pm and continue on to the Regular Meeting.

7 ayes, 0 nays, motion accepted

District Clerk