

**BOARD OF EDUCATION  
Ellicottville Central School**

**Reorganizational & Regular Meeting  
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**Sht. No. 1864  
July 11, 2017**

**OFFICIAL MINUTES**

- Members Present:** Carl Calarco, Connie Hellwig, Nicole Klein, William Murphy, Roger Spell, Robert Van Wicklin, Leonard Zlockie
- Members Absent:** All Present
- Staff Present:** Robert Miller, Melissa Sawicki, Aimee Kilby, Connie Poulin
- Staff Absent:** None
- Others Present:** Elizabeth Riggs (Ellicottville Times)

**Call to order of meeting**

President Calarco called the reorganizational and regular meeting of July 11, 2017 of the Ellicottville Central School Board of Education to order at 7:00 p.m. The pledge to the flag of the United States was recited.

**Roll Call**

All Present

**Changes, Additions and Deletions to the Agenda**

**Changes/Additions:**

- 70. Personnel:**
- a.** Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Robert Miller, Superintendent of Schools, the Ellicottville Central School District Board of Education does hereby appoint Kristin Schmick, who holds a Professional Certificate in NYS Childhood Education 1-6, a Professional Certification in Students with Disabilities 1-6 and 5-9 and a pending certification in Students with Disabilities 7-12 to the position of a FTE Special Education Teacher effective September 1, 2017. This position is in the tenure area of Special Education and is for a 3-year probationary period commencing on September 1, 2017 and ending on September 1, 2020. Ms. Schmick will be placed on Step 7 of the ETA Salary schedule (IC-B step schedule) with additional salary credit for graduate hours and a master’s degree as provided for in the ETA Contract.
- b.** Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following summer school personnel for July-August 2017:
- |                  |                                                                                                                                                                   |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Teachers:        | Marie Davis, Leah Klahn, Therese Pierce, Kelly McMahon (\$30 per hour)                                                                                            |
| Speech:          | Alice Alessi (\$59 per hour)                                                                                                                                      |
| Teacher Aides:   | Kristen Brady (8:30 am – 3:00 pm) - (\$10.20 per hour)<br>Leanne Pfeffer ( <del>12:00–3:00 pm</del> ) ( <b>11:30-2:30 pm</b> )- (\$10.20 per hour)                |
| Cafeteria:       | Vicky Williams (\$28.73 per hour)                                                                                                                                 |
| Adaptive Phys Ed | Tracie Myers (\$30 per hour)                                                                                                                                      |
| Transportation   | As per schedule from Dave Pelton (\$17 per hour)                                                                                                                  |
| Substitutes:     | Lynette Sexton (teacher) (\$30 per hour)<br>Diana Olson (teacher) (\$30 per hour)<br>Laurie Caldwell (aide) (\$10.20 per hour)<br>Beverly Valencic (\$85 per day) |
- c.** Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Linda Baldwin to the position of temporary summer cleaner retroactive effective July 10, 2017 – August 31, 2017 at a rate of \$10.00 per hour (5 hours per day).

**Public Comment**

None

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**Approve Agenda**

Moved by Klein, seconded by Van Wicklin, upon the recommendation of Robert Miller, Superintendent of Schools, to adopt the agenda of the July 11, 2017 Board of Education Meeting with additions and changes.

**Yes – 7  
No – 0  
Carried**

**Administration of Oath of Office to Newly Elected Board Members, (Leonard Zlockie – 5 year term - effective July 1, 2017 to June 30, 2022 and to the Superintendent of Schools (Robert Miller)**

Selection of Meeting Chairman (temporary) – Superintendent Robert Miller was selected as the temporary meeting chairman.

Nominations and Election of New Board Officers:

- (a) President
- (b) Vice-President

Roger Spell nominated Connie Hellwig for the seat of President – Board of Education.  
Upon motion made by Zlockie, seconded by Klein, the following resolution was offered:

RESOLVED, that Connie Hellwig be elected President of the Board of Education of this District for the 2017-2018 school year.

**Yes – 7  
No – 0  
Carried**

Carl Calarco nominated William Murphy for the seat of Vice President – Board of Education  
Upon motion made by Klein, seconded by Spell, the following resolution was offered:

RESOLVED, that William Murphy, be elected Vice President of the Board of Education of this District for the 2017-2018 school year.

**Yes – 7  
No – 0  
Carried**

Appointment of Board Officers:

Upon motion made by Calarco, seconded by Zlockie, the following appointments were offered 8 a – b.

- |                           |                                                          |            |
|---------------------------|----------------------------------------------------------|------------|
| *(a)                      | District Clerk – Melissa Sawicki                         | \$4,346    |
| *(b)                      | Deputy District Clerk & Deputy Treasurer – Robert Miller | no stipend |
| *Administer Oath to Above |                                                          |            |

**Yes – 7  
No – 0  
Carried**

Upon motion made by Spell, seconded by Klein, the following resolution was offered:  
RESOLVED, that Aimee Kilby be and is hereby appointed School Business Executive of this District to serve at the pleasure of the Board of Education during the 2017-2018 school year at a salary of \$71,037.

\*Administer Oath to Above

**Yes – 7  
No – 0  
Carried**

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Upon motion made by Van Wicklin, seconded by Spell, the following appointments were offered (d) – (s).

- \* (d) Tax Collector - Marjorie Halloran \$7,000
- \* (e) District Claims Auditor – Karen Fitzpatrick @ \$27 per hour
- \* Administer Oath to Above

**Yes – 7  
No – 0  
Carried**

Appointment of Others:

- (f) Physician - Dr. Arun Patel (Olean Medical Group) \$12,500
- (g) Attorneys - Hodgson & Russ LLP (\$262 per hour – partners, \$248 per hour - senior associates, \$224 an hour – associates, \$119 per hour – legal assistants, \$174 per hour – law clerks and Harris Beach Attorneys at Law (\$250 per hour for legal services by partners and senior counsel, \$230 per hour for legal services by associates, \$240 per hour for educational consultants, \$195 per hour for management matters, \$130 per hour for law clerk services and \$105 per hour for paraprofessional services).
- (h) MS/High School Classroom & Activity Funds Comptroller – Erich Ploetz
- (i) MS/High School Classroom & Activity Funds Treasurer – Marjorie Halloran
- (j) Attendance Officer- Karin Hager, School Nurse
- (k) Consulting Dentist - Dr. Stephen Illig
- (l) District External Auditor – R.A. Mercer & Co. P.C.
- (m) District Internal Auditor – Management Advisory Group
- (n) Records Access Officer – Melissa Sawicki
- (o) Asbestos LEA Designee – Kevin Blendinger
- (p) Purchasing Agent – Aimee Kilby
- (q) Records Management Officer – Melissa Sawicki
- (r) Depository of Funds & Investments (All Accounts) – Five Star Bank, M&T Bank, HSBC, Chase Bank and CCB.
- (s) Central Treasurer – Marjorie Halloran

**Yes – 7  
No – 0  
Carried**

Upon motion made by Zlockie, seconded by Calarco, the following appointments were offered (t) – (z).

- (t) Official Newspapers – Olean Times Herald & Ellicottville Times
- (u) Title IX 504 ADA Compliance Officer – Connie Poulin
- (v) Chief Information Officer – Robert Miller
- (w) Sexual Harassment Officers – Connie Poulin and Erich Ploetz
- (x) CSE/CPSE Chairperson – Connie Poulin
- (y) Civil Rights Compliance Officer – Robert Miller
- (z) Dignity Act Coordinators - Tammy Eddy & Dan LaCroix

**Yes – 7  
No – 0  
Carried**

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Upon motion made by Spell, seconded by Murphy, the following resolution was offered 10-36.

10. RESOLVED, that the regular meetings of the Ellicottville Central School Board of Education shall be held on the following Tuesdays at 7:00 p.m. in the Ellicottville Central High School Library. The 2017-2018 Board of Education Meeting Calendar is as follows:

**2017-2018**

**Ellicottville Central School Board of Education Scheduled Meetings**

1.	Tuesday July 11, 2017	7:00 pm (Reorganizational Meeting)
2.	Tuesday August 1, 2017	7:00 pm (Regular Meeting)
3.	Tuesday August 22, 2017	7:00 pm (Regular Meeting)
4.	Tuesday September 5, 2017	7:00 pm (Regular Meeting)
5.	Tuesday September 19, 2017	7:00 pm (Regular Meeting)
6.	Tuesday October 3, 2017	7:00 pm (Regular Meeting)
7.	Tuesday October 17, 2017	7:00 pm (Regular Meeting)
8.	Tuesday November 7, 2017	7:00 pm (Regular Meeting)
9.	Tuesday December 5, 2017	7:00 pm (Regular Meeting)
10.	Tuesday January 9, 2018	7:00 pm (Regular Meeting)
11.	Tuesday January 23, 2018	7:00 pm (Regular Meeting)
12.	Tuesday February 6, 2018	7:00 pm (Regular Meeting)
13.	Tuesday February 27, 2018	7:00 pm (Regular Meeting)
14.	Tuesday March 6, 2018	7:00 pm (Budget Worksession)
15.	Tuesday March 20, 2018	7:00 pm (Budget Worksession)
16.	Tuesday March 27, 2018	7:00 pm (Regular Meeting)*
17.	Tuesday April 10, 2018	7:00 pm (Regular Meeting)
18.	Tuesday April 17, 2018	4:30 pm Regular Meeting/BOCES Budget Vote)
19.	Tuesday April 24, 2018	7:00 pm (Regular Meeting)
20.	Tuesday May 8, 2018	7:00 pm (Budget Hearing)
21.	Tuesday May 15, 2018	8:00 pm (Regular Meeting – Budget Vote)
22.	Tuesday May 29, 2018	7:00 pm (Regular Meeting)
23.	Tuesday June 5, 2018	7:00 pm (Regular Meeting)
24.	Tuesday June 19, 2018	7:00 pm (Regular Meeting)
25.	Tuesday July 10, 2018	7:00 pm (Reorganizational Meeting)

\*Last day to ok budget for 2018/2019 school year

11. RESOLVED, the Treasurer is authorized to make payments of wages of all personnel of the school district in accordance with the agreed and contracted amounts deducting there from any obligation required by law or agreement. The Superintendent of Schools is authorized and directed to certify payrolls for the Board of Education.
12. RESOLVED, the Superintendent of Schools is authorized to approve staff personal days, professional or visitation days and travel as indicated in contractual agreements and as provided for in the budget during the 2017-2018 school year.
13. RESOLVED, that the Superintendent of Schools, be authorized to approve the travel and other business expenses of teaching and non-teaching personnel under adopted Board policy including advanced payments and reimbursements.
14. RESOLVED, that the authorization for Board members to attend a conference, convention and the like shall be by Board resolution adopted prior to such attendance. The Superintendent of Schools will then be authorized to approve the travel and other related expenses including advanced payments and reimbursements.
15. RESOLVED, a petty cash fund be established as outlined below
- (1) \$100 (Melissa Sawicki - custodian)
  - (2) \$10 (Marjorie Halloran – Tax Collector Account)
16. RESOLVED, the Treasurer and Superintendent are authorized to sign all checks from all accounts including payroll checks.

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17. RESOLVED, the Treasurer is authorized to use a facsimile signature, to wit, to use a check writer.
18. RESOLVED, the District Treasurer is authorized to make necessary budget transfers up to \$2,000 with the approval of the Superintendent of Schools as authorized by New York State Department of Audit and Control regulations and recommended by the New York State Commissioner of Education guidelines and brief explanation for any item over \$2,000.
19. RESOLVED, that the Superintendent is hereby authorized to make necessary budget transfers up to \$100,000 as authorized by New York State Department of Audit and Control regulations and recommended by the New York State Commissioner of Education guidelines and brief explanation for any item over \$100,000.
20. RESOLVED, that the Superintendent of Schools, or his designee, be authorized to apply for, accept and administer Federal Funds.
21. RESOLVED, that the Vice-President will have the authority to act on behalf of the President, including signatory powers in the absence of the President.
22. RESOLVED, the Business Administrator is authorized to purchase bonds required by law for the Treasurer and Tax Collector (in the amount of \$1,000,000).
23. RESOLVED, the District Treasurer is authorized to invest such portion of district monies as she may determine in U.S. Treasury Securities to be held to maturity and maturing in one year, in special time deposit accounts, in certificates of deposits issued by a bank or trust company, or Repurchase Agreements, provided, however, that such investments shall be payable within such time as the proceeds shall be needed to meet expenditures for which such money was obtained and, further, that such transaction meets all the requirements outlined in Education Law 1723-A.  
  
BE IT ALSO RESOLVED, that the District Treasurer must require any bank or trust company, which has district, deposits over \$100,000 to provide state approved securities as collateral on aggregate deposits in excess of \$100,000. Such collateral must be held in a collateral account at an independent third party bank with the account registered in the name of the Ellicottville Central School Board of Education. All transactions from this account are to be controlled by the District Treasurer to insure continued adequate collateralization.
24. RESOLVED, that the automobile mileage reimbursement rate be set at the current Internal Revenue Service rate per mile, effective with the 2017-2018 school year.
25. RESOLVED, that all policies, rules, regulations standard practices and procedures heretofore existing in this district in 2016/2017 unless specifically amended or changed are continued in full effect for the 2017/2018 school year.
26. RESOLVED, that the School Physician, or his designee, be authorized at their discretion to provide influenza inoculations for school district personnel choosing to receive same.
27. RESOLVED, that the Superintendent of Schools be authorized to require employees to submit to a medical examination to determine his/her fitness to continue employment, and to make such arrangements as are necessary to effectuate this resolution.
28. RESOLVED, that the Superintendent of Schools be authorized to act as the representative of the school district and to sign all applications in conjunction with any and all Federal and State aid projects, BOCES Contracts and Agreements as well as local agency contracts with Board approval.
29. RESOLVED, that the Treasurer be authorized to pay invoices or billings offering discounts and to pay billings for retirement, federal and state taxes, scholarships, liability and health insurance, employee voluntary deductions, and other invoice or billings the Business Administrator deems necessary to be in the best interest of the District.

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30. Resolved that the current list of certified hearing officers from the State Education Department’s web-based Impartial Hearing Officer Reporting System, who are identified as available to serve in this District, and the list as amended from time-to-time by the State Education Department and posted on the web-based IHO reporting System as the District’s list of impartial hearing officers. BE IT ALSO RESOLVED that the District Clerk and Superintendent or Superintendent’s designee shall select certified hearing officers from the State Education Department’s web-based Impartial Hearing Officer Reporting System, who are available to serve in the District from the list of Impartial Hearing Officers who are certified by the Commissioner of Education of New York State; and document the rotational selection process and engage in the ministerial acts necessary to determine the first available impartial hearing officer for selection in each particular case. The State Education Department’s then-current published list on the web-based Impartial Hearing Officer Reporting System will constitute the District’s list of the names and statement of the qualifications of each Hearing Officer.  
BE IT ALSO RESOLVED that when an Impartial Hearing Officer must be appointed at a time when the Board of Education is not in session or between board meetings, the Board President or Vice-President are authorized to appoint the first available hearing officer to serve in a particular case. In the event that neither the Board President nor Vice President is available to make such an appointment, any member of the Board may appoint the first available hearing officer to serve on a particular case. Board member appointment of an Impartial Hearing Officer to conduct a hearing shall be promptly reported to the Board.
31. Resolution authorizing BOCES Education Advisory Committee to act on behalf of local Boards for Vocational Grants.
32. BE IT RESOLVED, that the Superintendent of Schools, or his designee, be authorized to apply for, accept, administer and participate in the Free and/or Reduced School Lunch and School Breakfast Programs.  
RESOLVED, that the Ellicottville Central School District amends its Free and Reduced Price Breakfast and Lunch Policy effective 9/1/17 to meet the family income standards for determining the eligibility of students to receive free and reduced price meals under the National School Lunch Program as established by the United States Secretary of Agriculture. Further, RESOLVED: the Ellicottville Central School District adopts the maximum scale for free and reduced price lunches as established by the New York State Education Department.
33. RESOLVED, that the School Lunch Prices for the 2017-2018 school year be set as follows: Grades K-4 at \$1.85 for a complete lunch and Grades 5-12 at \$2.10 for a complete lunch. 2<sup>nd</sup> lunch prices will be as follows: K-4<sup>th</sup>: \$2.45 and 5<sup>th</sup> – 12<sup>th</sup> grade: \$2.75. Reduced Lunch Price for all levels will be \$.25 per mandate.  
Adult lunch price \$4.75 (+tax) (for a complete lunch).
34. RESOLVED, that the School Breakfast Prices for the 2017-2018 school year be set as follows: Grades K-4 \$1.15 for a complete breakfast and Grades 5-12 at \$1.15 for a complete breakfast. 2<sup>nd</sup> breakfast will be \$1.65. Reduced Breakfast Price for all levels will now be \$.25 per mandate.  
Adult breakfast price \$2.50 (+tax) (for a complete breakfast).
35. RESOLVED that the price of half-pints of milk for the 2017-2018 school year be \$.60 per carton.  
Adult milk price for a half-pint \$.75. Chips & Ice Cream \$1.00 and Bottled Drinks \$1.25.
36. RESOLVED to renew the following M&T Bank credit card debt limit during the 2017-2018 school year:
- | <u>NAME</u>          | <u>INDIVIDUAL CREDIT LIMIT</u> |
|----------------------|--------------------------------|
| (1) Robert Miller    | \$25,000                       |
| (2) Aimee Kilby      | \$5,000                        |
| (3) Kevin Blendinger | \$3,000                        |

**Yes – 7  
No – 0  
Carried**

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37. Moved by Van Wicklin, seconded by Spell, upon the recommendation of Robert Miller, Superintendent of Schools, to approve the following appointments of Committees on Special Education and Pre-School Education.

**Committee on Special Education  
Part 200 Regulations  
Section 200.3**

1. CSE Chair – Connie Poulin
2. Parent of Student
3. Student if appropriate
4. School Nurse – Karin Hager
5. School Psychologist
6. Keyboard Specialist
7. Parent Representative
8. Special Education Teacher
9. Regular Education Teacher
10. All Providers of Services

**Sub-Committee on Special Education  
Part 200 Regulations  
Section 200.3**

1. CSE Chair – Connie Poulin
2. Parent of Student
3. Keyboard Specialist
4. Special Education Teacher
5. Regular Education Teacher
6. All Providers of Services

**Committee on Preschool Special Education  
Part 200 Regulations  
Section 200.3**

1. CSE Chair – Connie Poulin
2. Parent of Student
3. School Nurse – Karin Hager
4. School Psychologist
5. Keyboard Specialist
6. Cattaraugus County CPSE Representative
7. Parent Representative
8. Special Education Teacher
9. Regular Education Teacher
10. All Providers of Services

**Yes – 7  
No – 0  
Carried**

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38. Moved by Spell, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, to approve the following appointments of School Safety/Health Team.
- |                                |                                           |
|--------------------------------|-------------------------------------------|
| Robert Miller                  | Superintendent                            |
| Erich Ploetz                   | MS/HS Principal                           |
| Connie Poulin                  | Elementary Principal/CSE-CPSE Chairperson |
| Karin Hager                    | School Nurse                              |
| David Pelton                   | Transportation                            |
| Kevin Blendinger               | Maintenance                               |
| Mary Neilon                    | Physical Education and Health Teacher     |
| Vicky Williams                 | PTO                                       |
| Nicole Klein & Bob Van Wicklin | Board Members                             |
| Tammy Eddy                     | Guidance Counselor                        |
| Melissa Sawicki                | Superintendent’s Secretary                |
| Dan LaCroix                    | Guidance Counselor                        |
| Chad Bartoszek                 | Physical Education Teacher                |
| Randy Wiser                    | Great Valley Fire Department              |
| Don Auge                       | Ellicottville Police – Chief              |
| Aimee Kilby                    | Parent                                    |
| Ed Fredrickson                 | Ellicottville Fire Department             |
- Yes – 7  
No – 0  
Carried**

Upon motion made by Spell, seconded by Zlockie, the following resolution was offered 39-63.

39. Business Office authorized to pay claims  
RESOLVED: that according to Education Law 1724, paragraph 3, the Business Office is authorized to make payment in advance of audit of claims for utilities, postage, freight, and express charges.
40. District Treasurer authorized to invest  
RESOLVED: that the School District Treasurer is hereby authorized to invest portions of district monies she may determine, in special time deposit accounts, or in certificates of deposit issued by a bond or trust company provided however, that such investments shall be payable within such time as the proceeds shall be needed to meet expenditures for which such money was obtained and further that such transaction meet all the requirements outlined in Education Law 1723-A.
41. District Treasurer authorized to pay substitutes  
RESOLVED: that the District Treasurer is hereby authorized, on the approval of the Superintendent, to pay substitute employees during the 2017/2018 school year the following rates:
- |                    |                                                                 |
|--------------------|-----------------------------------------------------------------|
| <u>Teacher</u>     | \$75.00 (Non-Certified w/2 years of college)                    |
|                    | \$85.00 (Non-Certified w/4 year degree other than in Education) |
|                    | \$95.00 (Certified with 4 year degree in Education)             |
| *Long Term Teacher | \$130.00 per day *More than 10 Consecutive Days                 |
| Teacher Aides      | \$9.70 per hour (\$10.40 effective 12/31/17)                    |
| Secretaries        | \$9.70 per hour (\$10.40 effective 12/31/17)                    |
| Cafeteria Workers  | \$9.70 per hour (\$10.40 effective 12/31/17)                    |
| Bus Drivers        | \$16.00 per hour                                                |
| Cleaners           | \$9.70 per hour (\$10.40 effective 12/31/17)                    |
| School Nurse       | \$20.00 per hour                                                |
42. Support Staff hourly rates and salaries approved  
RESOLVED: that the 2017/2018 support staff hourly rates and salaries are approved.



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43. Required Staff Memberships
- 43.1 RESOLVED: that Guidance Counselors, Tamara Eddy and Daniel LaCroix, are required to keep current on recent changes in guidance, acquire new information, and develop advanced skills in the area of guidance as part of their official duties as guidance counselors. The Board of Education has determined that membership, at the Districts expense, in the New York State School Counselor's Association and the Cattaraugus/Allegany County School Counselor's Association is a necessary requirement for these counselors to fulfill their official duties.
- 43.2 RESOLVED: that the 6-12 Principal, Erich Ploetz is required to keep current on recent changes in the administration of secondary schools and to acquire new information and develop advanced skills in the area of school administration and management as part of his official duties as a school administrator. The Board of Education has determined that membership at the Districts expense in the School Administrators Association of New York State and the Cattaraugus/Allegany County Secondary Principal's Association is a necessary requirement for him to fulfill his official duties. Therefore, be it further RESOLVED, that the 6-12 Principal is required as part of his official duties to be a member of the School Administrators Association of New York State and the Cattaraugus/Allegany Secondary Principal's Association.
- 43.3 RESOLVED: that the Superintendent, Robert Miller, is hereby required to keep current on recent changes in school law, school finances, school management, and school curriculum as part of his official duties as Superintendent of Schools. The Board of Education has determined that membership in the Cattaraugus/Allegany County Council of School Superintendents and the New York State Council of School Superintendents is important for the Superintendent to fulfill his official duties. Therefore, be it further RESOLVED, that the Superintendent of Schools, as part of his official duties, may at the Districts expense be a member of the New York State Council of School Superintendents and the Cattaraugus/Allegany County Council of School District Superintendents.
- 43.4 RESOLVED: that the Elementary Principal, Connie Poulin, is required to keep current on recent changes in the administration of elementary schools and to acquire new information and develop advanced skills in the area of school administration and management as part of her official duties as a school administrator. The Board of Education has determined that membership at the Districts expense in the School Administrators Association of New York State and the Cattaraugus/Allegany County Elementary Principal's Association. Therefore, be it further RESOLVED, that the elementary principal is required as part of her official duties to be a member of the School Administrators Association of New York State and the Cattaraugus/Allegany County Elementary Principal's Association.
- 43.4 RESOLVED: that the District Treasurer, Aimee Kilby, is required to keep current on recent changes in the area of School District Business Office Procedures and Policies. The Board of Education has determined that membership at the Districts expense in the Allegany/Cattaraugus Chapter of NYSASBO and NYSASBO (New York State Association of School Business Officials). Therefore, be it further RESOLVED, that the district treasurer is required as part of her official duties to be a member of the local chapter and the New York State Association of School Business Officials.
44. Erich Ploetz appointed DEO "designated school official"  
RESOLVED: that Mr. Erich Ploetz, 6-12 Principal is hereby appointed the DEO "designated school official" at ECS for the 2017-2018 school year. The Designated Educational Official receives court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.
45. Approval of substitutes: teachers, teacher aides, nurses, cafeteria workers, cleaners and bus drivers for the 2017/2018 school year.
46. Approval of District Investment Policy & Code of Ethics for Board Members and All District Personnel (annual approval).  
RESOLVED: that the Ellicottville Central School District hereby approves the following policy: District Investments and Code of Ethics for Board Members and All District Personnel.
47. Approval of Title IX/Section 504/ADA Compliance Officer  
RESOLVED: that Connie Poulin, Elementary Principal is hereby appointed as the Title IX/Section 504/ADA Compliance Officer for the Ellicottville Central School District for the 2017/2018 school year.
48. Approval of Liaison for Homeless Children & Youth Designee  
RESOLVED: that Tina Barrett is hereby appointed as the Liaison for Homeless Children and Youth for the Ellicottville Central School District for the 2017/2018 school year.

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49. Approval of Chemical Hygiene Officer for District  
RESOLVED: that Kevin Blendinger, Senior Maintenance Mechanic, is hereby appointed as the Chemical Hygiene Officer for the Ellicottville Central School District for the 2017/2018 school year.
50. Approval of Official Bank Signatories  
RESOLVED: that Robert Miller, Superintendent and Aimee Kilby, District Treasurer are hereby appointed as the Official Bank Signatories for the Ellicottville Central School District for the 2017/2018 school year.
51. Approval of Certifier of Payroll  
RESOLVED: that Robert Miller, Superintendent is hereby appointed as the certifier of payroll for the Ellicottville Central School District for the 2017/2018 school year.
52. Approval of School Pesticide Representative  
RESOLVED: that Kevin Blendinger is hereby appointed as the School Pesticide representative for the Ellicottville Central School District for the 2017/2018 school year.
53. Approval of Insurance Company  
RESOLVED: that Richardson & Stout (Insurance) and The Evans Agency (Claims & Risk Management) is hereby appointed as the Insurance Companies for the Ellicottville Central School District for the 2017/2018 school year.
54. Approval of the School Psychologist to the position of acting CSE Chairperson  
Approval of the School Psychologist to the position of acting CSE Chairperson on an as needed interim/temporary basis in the event of the absence of the official CSE Chairperson. The School Psychologist when in this capacity will assume all responsibilities of the position.
55. Approval of Pamela Illig as the district's Copyright Officer  
RESOLVED: That Pamela Illig is hereby appointed the district's copyright officer for the 2017/2018 school year.
56. Approval of Robert Miller, Superintendent as the Purchasing Agent for the district in the event the District Treasurer is unable to fully complete such duties.  
RESOLVED: That Robert Miller, Superintendent is hereby appointed the Purchasing Agent for the district in the event the District Treasurer is unable to fully complete such duties.
57. Approval of temporary/acting 504 Chairperson  
RESOLVED: That the school psychologist is hereby appointed to the position of acting 504 Chairperson on an as needed interim/temporary basis in the event of the absence of the official 504 Chairperson. The School Psychologist in this capacity will assume all responsibilities of the position.
58. Approval authorizing CSE/CPSE Chairperson to sign CSE/CPSE recommendations on behalf of the Board of Education  
RESOLVED: That Connie Poulin is hereby authorized to sign CSE/CPSE recommendations on behalf of the Board of Education.
59. Approval of Bus Drivers for the 2017/2018 School Year:  
RESOLVED: Upon the recommendation of Superintendent Robert Miller and Transportation Supervisor Dave Pelton, approval of the following bus drivers for the 2017/2018 school year: Jeanne Brown, Edward Crowley, James Golley, John Golley, Karen Kent, Larry Kent, Charles Marek, Tim O'Brien, and Debbie Stokes.
60. Approval of District Pandemic Coordinator for the 2017/2018 School Year:  
RESOLVED: that Robert Miller is hereby appointed as the District Pandemic Coordinator for the Ellicottville Central School District for the 2017/2018 school year.
61. Approval of District Energy Manager for the 2017/2018 School Year:  
RESOLVED: that Kevin Blendinger is hereby appointed as the District Energy Manager for the Ellicottville Central School District for the 2017/2018 school year.
62. Approval of District Integrated Pest Management Coordinator (IPM) for the 2017/2018 School Year:  
RESOLVED: that Kevin Blendinger is hereby appointed as the District Integrated Pest Management Coordinator (IPM) for the Ellicottville Central School District for the 2017/2018 school year.

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63. Approval of Chief Emergency Officer for the 2017/2018 School Year:  
RESOLVED: that Robert Miller is hereby appointed as the Chief Emergency Officer for the Ellicottville Central School District for the 2017/2018 school year. The chief emergency officer is responsible for coordinating communication between school staff and law enforcement and first responders. The chief emergency officer must ensure that all district staff understand the district-wide safety plan, and is also responsible for ensuring that building-level emergency response plans are completed, reviewed annually and updated when needed.

**Yes – 7  
No – 0  
Carried**

**Consent Items:**

- a. Moved by Murphy, seconded by Calarco, upon the recommendation of Robert Miller, Superintendent of Schools, approval to adopt the following Consent Agenda items:

- a. That the board approve the minutes of the meetings of June 20, 2017 & June 27, 2017  
b. Acknowledgement of the June 28, 2017 Claims Auditor Report

**Yes – 7  
No – 0  
Carried**

**Presentations & Reports:**

None

**Communications, Commendations:**

None

**Informational Items:**

None

**Policies:**

None

**New Business:**

Moved by Klein, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval to accept a donation from the Rotary Club Of Ellicottville Foundation For Youth in the amount of \$2,500 to be used for the ECS Summer Reading Program.

**Yes – 7  
No – 0  
Carried**

Moved by Klein, seconded by Hellwig, upon the approval of Robert Miller (Superintendent), Carl Calarco, Roger Spell, Leonard Zlockie, William Murphy and Robert Van Wicklin (Board Members) to attend the NYSSBA conference in Lake Placid, New York (October 12-14, 2017). The district will cover the cost of expenses for the conference, lodging, meals, etc.

**Yes – 7  
No – 0  
Carried**

**Personnel**

Moved by Calarco, seconded by Van Wicklin, upon the recommendation of Robert Miller, Superintendent of Schools, the Ellicottville Central School District Board of Education does hereby appoint Kristin Schmick, who holds a Professional Certificate in NYS Childhood Education 1-6, a Professional Certification in Students with Disabilities 1-6 and 5-9 and a pending certification in Students with Disabilities 7-12 to the position of a FTE Special Education Teacher effective September 1, 2017. This position is in the tenure area of Special Education and is for a 3-year probationary period commencing on September 1, 2017 and ending on September 1, 2020. Ms. Schmick will be placed on Step 7 of the ETA Salary schedule (IC-B step schedule) with additional salary credit for graduate hours and a master's degree as provided for in the ETA Contract.

**Yes – 7  
No – 0  
Carried**

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Moved by Spell, seconded by Klein, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following summer school personnel for July-August 2017:

Teachers:	Marie Davis, Leah Klahn, Therese Pierce, Kelly McMahon (\$30 per hour)
Speech:	Alice Alessi (\$59 per hour)
Teacher Aides:	Kristen Brady (8:30 am – 3:00 pm) - (\$10.20 per hour) Leanne Pfeffer ( <del>12:00–3:00 pm</del> ) (11:30-2:30 pm)- (\$10.20 per hour)
Cafeteria:	Vicky Williams (\$28.73 per hour)
Adaptive Phys Ed	Tracie Myers (\$30 per hour)
Transportation	As per schedule from Dave Pelton (\$17.50 per hour)
Substitutes:	Lynette Sexton (teacher) (\$30 per hour) Diana Olson (teacher) (\$30 per hour) Laurie Caldwell (aide) (\$10.20 per hour) Beverly Valencic (\$85 per day)

**Yes – 7  
No – 0  
Carried**

Moved by Murphy, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Linda Baldwin to the position of temporary summer cleaner effective retroactive to July 10, 2017 – August 31, 2017 at a rate of \$10.00 per hour (5 hours per day).

**Yes – 7  
No – 0  
Carried**

**Superintendent’s Report (Robert Miller):**

- a. Superintendent Miller and Mrs. Poulin attended a Title Grant & Application process seminar today (July 11, 2017). Superintendent Miller stated that he would like to learn as much as he can regarding the Grant process. He stated that Mrs. Poulin prepares the grants.
- b. NYS Testing & Curriculum will be going to a two-day format. Received a letter from Tim Clarke, Senior Program Manager for Professional Development (CA BOCES) regarding Two-day Testing and Next Generation ELA/Math Standards. Superintendent Miller stated that it is nice to have a Commissioner and Board of Regents that is willing to listen.
- c. Hot water booster in cafeteria is broke and needs to be replaced. The price of a new one is \$1,700 and a used one is between \$1,300-\$1,400. It is a no brainer to purchase the new one. Kevin & Randy are moving the copy room to the elementary and will then start the conversion of the rooms in the high school end for the Big Picture Program.
- d. Summer Curriculum Work – because ECS does not purchase pre-canned curriculum the teachers need to work on the curriculum and workbooks. Superintendent Miller and Mrs. Kilby met and feel comfortable with the amount of hours being allocated.
- e. Summer School – MS/HS students. Not very many attending. Summer school is in Franklinville this year. BOCES will be offering a two-day review program and will be administering the exams.
- f. Superintendent’s golf outing on Monday, July 10, 2017. 142 golfers. Money raised is used for scholarships. Superintendent Miller golfed with financial advisor from Bernard Donnegan’s Office, Candy Rose (CA BOCES Certification Specialist) and Chris Siebert (Salamanca Principal). Great opportunity to make contacts.
- g. Superintendent Miller will be at NYSCOSS Conference July 13<sup>th</sup> and 14<sup>th</sup>. The conference is for new superintendents. There will be another conference later in the month at Holiday Valley, one in September in Saratoga Springs and on August 16<sup>th</sup> Lynda Quick will be hosting a workshop for new superintendents in the CA BOCES.

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**Principals Report  
Connie Poulin – Elementary Principal/CSE-CPSE Chairperson**

- a. Elementary Update**
  - Teachers are working on report card updates for grades K, 1, 2, and 3 to accurately and most effectively share information with parents.
  - After the July 21<sup>st</sup> posting close date, looking forward to taking the next steps of the interview process in hiring our new elementary teacher. An interview committee will be involved in the process.
  - Up to date elementary class size numbers will be available for your review.
- b. Special Education Update**
  - The six-week program takes place from July 11<sup>th</sup> through August 17<sup>th</sup> on Tuesdays, Wednesdays, and Thursdays. Updates from the first day in operation.
  - Special Education annual grants have been completed and submitted for the school year.
  - Year-end reporting has been submitted and going through the process of uploading and verification.

**Committee Reports  
None**

**Discussion Items:  
None**

**Executive Session**  
Moved by Zlockie, seconded by Spell, to enter into executive session at 7:45 p.m. to discuss a personnel matter.  
**Yes - 7  
No - 0  
Carried**

Moved by Zlockie, seconded by Spell, to come out of executive session and return to the regular meeting at 9:50 p.m.  
**Yes - 7  
No - 0  
Carried**

**Adjournment of Meeting**  
Moved by Klein, seconded by Murphy, to adjourn the reorganizational and regular meeting of July 11, 2017 at 9:51 pm.  
**Yes - 7  
No - 0  
Carried**

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Deputy District Clerk