

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 1**

**Sht. No. 1711
July 6, 2011**

OFFICIAL MINUTES

Members Present: Mary Ellen Campbell, Steve Crowley, Connie Hellwig, Roger Spell,
James Wiley, Lynn Eddy, Carl Calarco

Members Absent: None

Staff Present: Mark Ward, Melissa Sawicki, Robert Miller

Staff Absent: Connie Poulin, Sharon Morton

Others Present: None

Call to order of meeting

Superintendent Ward called the reorganizational meeting of July 6, 2011 of the Ellicottville Central School District Board of Education to order at 7:33 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:

- 9v. should read Connie Poulin (delete Kevin Eagan)
- 47. Should read Connie Poulin (delete Kevin Eagan)
- 58. Should read Kevin Eagan (delete Connie Poulin)

Additions:

- 67a. Thank you note from Deborah Hintz
- 68c. Review of Textbooks:
 - Chemistry - Chemistry - Publisher = Prentice Hall. Copyright = 2005
 - Consumer Math - Mathematics for Business and Personal Finance. Publisher = Glencoe. Copyright = 2010
 - Spanish - Avancemos: Level 2 - Publisher = McDougal Littell. Copyright = 2008
 - English - Grammar in Practice Series - Publisher = Amsco
 - English - Currents in Literature Series - Publisher = Amsco
- 70b. Moved by _____, seconded by _____ upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of a Memorandum of Understanding with the Cattaraugus County Office of Emergency Services to use Ellicottville Central School in the event of a public health emergency.
- 70c. Moved by _____, seconded by _____ upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of Health Plan Municipal Cooperative Agreement with Cattaraugus/Allegany BOCES.
- 71b. Audit Committee
- 71c. Moved by _____, seconded by _____ upon the recommendation of the Audit Committee (Linda McAndrew, Steve Crowley and Connie Hellwig) to accept the recommendations of the Internal Audit by Management Advisory Group dated May 2011.
- 72b. Moved by _____, seconded by _____ to approve joining Rural Schools Association at a cost of \$550 for the 2011-2012 school year.

Statements and questions from the audience

None

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 2**

**Sht. No. 1711
July 6, 2011**

Oath of Office

The Oath of Office was administered to newly elected Board Member Carl Calarco and Superintendent Mark J. Ward.

Selection of Meeting Chairman (temporary)

Superintendent Ward opened the floor to nominations for President (Board of Education).

(a) President

Motion by Crowley, seconded by Wiley the following resolution was offered:

RESOLVED, that Mary Ellen Campbell be elected President of the Board of Education of the Ellicottville Central School District for the 2011-2012 school year.

**Yes - 7
No - 0
Carried**

President Campbell resumed charge of the meeting. President Campbell opened the floor to nominations for Vice-President (Board of Education).

Motion by Hellwig, seconded by Spell the following resolution was offered:

RESOLVED, that James Wiley be elected Vice-President of the Board of Education of the Ellicottville Central School District for the 2011-2012 school year.

**Yes - 7
No - 0
Carried**

The Oath Office was administered to Mrs. Campbell (Board President), Mr. Wiley (Board Vice-President).

Motion by Campbell, second by Wiley to appoint the following board officers for the 2010/2011 school year:

Appointment of Board Officers:

District Clerk – Melissa Sawicki	\$3,500
Deputy District Clerk & Deputy District Treasurer – Mark Ward	no stipend
Treasurer – Sharon Morton	

**Yes - 7
No - 0
Carried**

The Oath of Office was administered to Melissa Sawicki (District Clerk).

Motion by Crowley, seconded by Wiley the following resolution was offered:

RESOLVED, that Sharon Morton be and is hereby appointed Treasurer of this District to serve at the pleasure of the Board of Education during the 2011/2012 school year at a salary of \$55,606.96.

**Yes - 7
No - 0
Carried**

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 3**

**Sht. No. 1711
July 6, 2011**

Motion by Crowley, seconded by Hellwig to approve the following:

Tax Collector - Marjorie Halloran \$5,882.82
District Claims Auditor – Sherry Dunkleman @ \$25 per hour
Physicians - Dr. Arun Patel annual salary \$12,500
Attorneys - Peters & Ploetz and Hodgson & Russ
MS/High School Classroom & Activity Funds Comptroller - Robert Miller
MS/High School Classroom & Activity Funds Treasurer – Marjorie Halloran
Attendance Officer- Diana Golley, School Nurse
Consulting Dentist - Dr. Stephen Illig
District External Auditor – Buffamante, Whipple & Buttafaro CPA
Records Access Officer – Melissa Sawicki
Asbestos LEA Designee – Mark Duerr
Purchasing Agent – Sharon Morton
Records Management Officer – Melissa Sawicki
Depository of Funds & Investments (All Accounts) – Five Star Bank, M&T Bank, HSBC Bank,
Chase Bank and CCB.
Deputy Claims Auditor - Karen Fitzpatrick @ \$25 per hour
Harris Beach Attorneys at Law - legal services pertaining to Special Education Law

**Yes - 7
No - 0
Carried**

Motion by Wiley, seconded by Eddy the following resolution was offered:

RESOLVED, that the following Banks and/or Trustee Companies be and are hereby designated as the official Depositories for the funds & investments shown during the 2010/2011 school year:

Bank or Trust Company Fund

M&T Bank HSBC Bank Chase Bank
Five Star Bank CCB

**Yes - 7
No - 0
Carried**

Motion by Eddy, seconded by Spell to approve the following:

Official Newspaper – Times Herald & Salamanca Press
Title IX 504 ADA Compliance Officer – Connie Poulin
Chief Information Officer – Mark Ward
Sexual Harassment Officers – Robert Miller and Connie Poulin

**Yes - 7
No - 0
Carried**

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 4**

**Sht. No. 1711
July 6, 2011**

Motion by Crowley, seconded by Spell to approve the following:
RESOLVED, that the regular meetings of the Ellicottville Central School Board of Education shall be held on the following days at 7:30 p.m. in the Ellicottville Central High School Library. The 2011-2012 Board of Education Meeting Calendar is as follows:

1.	Wednesday July 6, 2011	7:30 pm	(Reorganizational Meeting)
2.	Tuesday July 19, 2011	7:30 pm	(Regular Meeting)
3.	Tuesday August 9, 2011	7:30 pm	(Regular Meeting)
4.	Tuesday August 30, 2011	7:30 pm	(Regular Meeting)
5.	Tuesday September 13, 2011	7:30 pm	(Regular Meeting)
6.	Tuesday September 27, 2011	7:30 pm	(Regular Meeting)
7.	Tuesday October 11, 2011	7:30 pm	(Regular Meeting)
8.	Tuesday October 25, 2011	7:30 pm	(Regular Meeting)
9.	Tuesday November 8, 2011	7:30 pm	(Regular Meeting)
10.	Tuesday December 6, 2011	7:30 pm	(Regular Meeting)
11.	Tuesday January 10, 2012	7:30 pm	(Regular Meeting)
12.	Tuesday January 24, 2012	7:30 pm	(Regular Meeting)
13.	Tuesday February 7, 2012	7:30 pm	(Regular Meeting)
14.	Tuesday February 21, 2012	7:30 pm	(Regular Meeting)
15.	Tuesday March 6, 2012	7:30 pm	(Budget Worksession)
16.	Tuesday March 20, 2012	7:30 pm	(Budget Worksession)
17.	Tuesday March 27, 2012	7:30 pm	*(Regular Meeting)*
18.	Tuesday April 24, 2012	7:30 pm	(Regular Meeting)
19.	Tuesday May 8, 2012	7:30 pm	(Budget Hearing)
20.	Tuesday May 15, 2012	7:30 pm	(Regular Meeting - Budget Vote)
21.	Tuesday June 5, 2012	7:30 pm	(Regular Meeting)
22.	Tuesday June 26, 2012	7:30 pm	(Regular Meeting)
23.	Tuesday July 3, 2012	7:30 pm	(Reorganizational Meeting)

*Last day to ok budget for 2012/2013 school year

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.

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 2011-2012 school year.

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.

RESOLVED, The Superintendent of Schools shall be authorized to approve travel and other related expenses including advanced payments and reimbursements for board members attending conferences or conventions.

RESOLVED, a petty cash fund be established as outlined below
District Office - \$100 (Melissa Sawicki - custodian)

RESOLVED, the Treasurer and Superintendent are authorized to sign all checks from all accounts including payroll checks.

RESOLVED, the Treasurer is authorized to use a facsimile signature, to wit, to use a check writer.

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 5**

**Sht. No. 1711
July 6, 2011**

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 \$2,000.00.

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, with Board approval.

RESOLVED, that the Superintendent of Schools, or his designee, be authorized to apply for, accept and administer Federal Funds.

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.

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).

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.

RESOLVED, that the automobile mileage reimbursement rate be set at the current Internal Revenue Service rate per mile, effective with the 2011-2012 school year.

RESOLVED, that all policies, rules, regulations standard practices and procedures heretofore existing in this district in 2010/2011 unless specifically amended or changed are continued in full effect for the 2011/2012 school year.

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.

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.

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.

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 6**

**Sht. No. 1711
July 6, 2011**

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.

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.

RESOLVED: that the BOCES Education Advisory Committee is authorized to act on behalf of local Boards for Vocational Grants.

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 9/1/11 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.

RESOLVED, that the School Lunch Prices for the 2011-2012 school year be set as follows: Grades K-4 at \$1.50 for a complete lunch and Grades 5-12 at \$1.75 for a complete lunch. Reduced Lunch Price for all levels will now be \$.25 per mandate. Adult lunch price \$4.75 + tax (for a complete lunch).

RESOLVED, that the School Breakfast Prices for the 2011-2012 school year be set as follows: Grades K-4 \$1.00 for a complete breakfast and Grades 5-12 at \$1.00 for a complete breakfast. Reduced Breakfast Price for all levels will now be \$.25 per mandate. Adult breakfast price is \$2.50 + tax (for a complete breakfast).

RESOLVED that the price of half-pints of milk for the 2011-2012 school year be \$.60 per carton for students and \$.75 a half-pint for adults.

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 7**

**Sht. No. 1711
July 6, 2011**

RESOLVED to renew the following M&T Bank credit card debt limit during the 2010-2011 school year:

<u>NAME</u>	<u>INDIVIDUAL CREDIT LIMIT</u>
(1) Mark J. Ward	\$25,000
(2) Sharon Morton	\$5,000

**Yes - 7
No - 0
Carried**

Moved by Eddy, seconded by Wiley, upon the recommendation of Mark J. Ward, Superintendent of Schools, to approve the following appointments of Committee 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 – Diana Golley
5. Psychologist – Dr. Kevin Eagan
6. Recorder - Tina Barrett
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. Recorder - Tina Barrett
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 – Diana Golley
4. Psychologist – Dr. Kevin Eagan
5. Recorder - Tina Barrett
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**

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 8**

**Sht. No. 1711
July 6, 2011**

Moved by Spell, seconded by Wiley, upon the recommendation of Mark J. Ward, Superintendent of Schools, to approve the following appointments of the School Safety/Health Team.

Appointment of School Safety/Health Team Members:

Mark Ward	Superintendent
Robert Miller	MS/HS Principal
Connie Poulin	Elementary Principal/CSE-CPSE Chairperson
Diana Golley	School Nurse
David Pelton	Transportation Supervisor
Mark Duerr	Maintenance Supervisor
Tim Bergan	Physical Education Teacher
Mary Neilon	Physical Education & Health Teacher
Vicky Williams	Cafeteria Manager
Tammy Eddy	Guidance Counselor
Melissa Sawicki	Superintendent's Secretary
Debra Simpson	Elementary Teacher
Mary Ellen Campbell	Board Member
Connie Hellwig	Board Member

**Yes - 7
No - 0
Carried**

Motion by Crowley, seconded by Spell to approve the following resolutions.

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.

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.

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 2011/2012 school year the following rates:

<u>Teacher</u>	\$65.00 (Non-Certified w/2 years of college)
	\$75.00 (Non-Certified w/4 year degree other than in Education)
	\$85.00 (Certified with 4 year degree in Education)
*Long Term Subs	\$125.00 per day *More than 10 Consecutive Days
Teacher Aides	\$8.00 per hour
Secretaries	\$8.00 per hour
Cafeteria Workers	\$8.00 per hour
Bus Drivers	\$15.00 per hour
Cleaners	\$8.00 per hour
Substitute School Nurse	\$80.00 per day

Support Staff hourly rates and salaries approved, RESOLVED: that the 2011/2012 support staff hourly rates and salaries are approved.

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 9**

**Sht. No. 1711
July 6, 2011**

Required Staff Memberships, 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 her 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 a counselor to fulfill their official duties.

RESOLVED: that the 6-12 Principal, Robert Miller 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 District 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.

RESOLVED: that the Superintendent, Mark Ward, 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.

RESOLVED: that 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.

Robert Miller appointed DEO "designated school official", RESOLVED: that Mr. Robert Miller, 6-12 Principal is hereby appointed the DEO "designated school official" at ECS for the 2011-2012 school year. The Designated Educational Official receives court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.

Approval of substitute teachers, teacher aides, nurses, cafeteria workers, cleaners and bus drivers for the 2011-12 school year.

Approval of District Investment Policy (annual approval), RESOLVED: that the Ellicottville Central School District hereby approves its policy on District Investments.

Approval of Title IX/Section 504/ADA Compliance Officer, RESOLVED: that Connie Poulin is hereby appointed as the Title IX/Section 504/ADA Compliance Officer for the Ellicottville Central School District for the 2011/2012 school year.

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 2011/2012 school year.

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 10**

**Sht. No. 1711
July 6, 2011**

Approval of Chemical Hygiene Officer for District, RESOLVED: that Mark Duerr, Senior Maintenance Mechanic, is hereby appointed as the Chemical Hygiene Officer for the Ellicottville Central School District for the 2011/2012 school year.

Approval of Official Bank Signatories, RESOLVED: that Mark Ward, Superintendent and Sharon Morton, District Treasurer are hereby appointed as the Official Bank Signatories for the Ellicottville Central School District for the 2011/2012 school year.

Approval of Certifier of Payroll, RESOLVED: that Mark Ward, Superintendent is hereby appointed as the certifier of payroll for the Ellicottville Central School District for the 2011/2012 school year.

Approval of School Pesticide Representative, RESOLVED: that Mark Duerr is hereby appointed as the School Pesticide representative for the Ellicottville Central School District for the 2011/2012 school year.

Approval of Insurance Advisor, RESOLVED: that Utica Mutual Insurance Company is hereby appointed as the Insurance Advisor for the Ellicottville Central School District for the 2011/2012 school year.

Approval of Substitute Caller, RESOLVED: that Tina Barrett is hereby appointed the substitute caller for the 2010/2011 school year at a salary of \$1,578.

Approval of Kevin Eagan 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. Dr. Eagan when in this capacity will assume all responsibilities of the position.

Approval of Pamela Illig as the district's copyright officer for the 2011/2012 school year. RESOLVED: that Pamela Illig is hereby appointed the district's copyright officer for the 2011/2012 school year.

Approval of Mark Ward, Superintendent as the Purchasing Agent for the district in the event the District Treasurer is unable to fully complete such duties. RESOLVED: that Mark Ward, Superintendent is hereby appointed the Purchasing Agent for the district in the event the District Treasurer is unable to fully complete such duties.

Approval of temporary/acting 504 Chairperson, RESOLVED: that Kevin Eagan 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. Kevin Eagan in this capacity will assume all responsibilities of the position.

Approval authorizing Director of Special Education 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.

Approval of Bus Drivers for the 2011-2012 School Year:
RESOLVED: Upon the recommendation of Superintendent Mark J. Ward and Transportation Supervisor Dave Pelton, approval of the following bus drivers for the 2011-2012 school year: Jeanne Brown, Richard Burkhard, Edward Crowley, James Golley, John Golley, Karen Kent, Larry Kent, Charles Marek, Tim O'Brien, and Debbie Stokes.

Approval of District Pandemic Coordinator for the 2011-2012 School Year:
RESOLVED: that Mark Ward is hereby appointed as the District Pandemic Coordinator for the Ellicottville Central School District for the 2011/2012 school year.

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 11**

**Sht. No. 1711
July 6, 2011**

Approval of District Energy Manager for the 2011-2012 School Year:
RESOLVED: that Mark Duerr is hereby appointed as the District Energy Manager for the Ellicottville Central School District for the 2011/2012 school year.

Approval of District Integrated Pest Management Coordinator (IPM) for the 2011-2012 School Year:
RESOLVED: that Mark Duerr is hereby appointed as the District Energy Manager for the Ellicottville Central School District for the 2011/2012 school year.

Approval of Ala Carte Cafeteria Prices for the 2011-2012 school year:
RESOLVED: that following are the Ala Carte Cafeteria prices for the 2011-2012 school year:

	<u>Students (MS/HS, Elem.)</u>	<u>Staff</u>
Entrée	\$1.65/\$1.25	\$2.50
Pizza	\$1.65/\$1.65	\$2.50
Subs	\$1.75/\$1.25	\$4.75
Chef Salad	\$1.65/\$1.40	\$4.75
PB&J Sandwich	\$1.00/\$0.85	\$1.50
Meat/Egg Salad Sandwich	\$1.25/\$1.05	\$1.75
Hot Dog	\$1.25/\$1.25	\$1.75
Sides (Fries, Noodles, Potato)	\$1.00/\$1.00	\$1.25
Soup	\$0.85/\$0.85	\$1.25
Chile	\$1.00/\$0.75	\$1.50
Dessert	\$0.60/\$0.60	\$1.00
Chips	\$0.85	\$0.85
Rice Krispy Treats	\$0.85	\$0.85
Nutri Grain Bars	\$0.85	\$0.85
Ice Cream	\$0.85	\$0.85
Bottled Drinks	\$1.25	\$1.25
Juice	\$0.60	\$0.75
Fresh Fruit	\$0.85	\$1.25
Bagel	\$1.00	\$1.50
Cereal	\$0.75	\$1.50
Toast	\$0.75	\$1.50
Breakfast Sandwich/Burrito	\$1.00	\$1.50
Breakfast Pizza	\$1.00	\$1.50
French Toast/Pancakes	\$1.00	\$1.50
L.A.Cinnamon Bread	\$1.00	\$1.50
Cinnamon Roll	\$0.85	\$1.50
Muffin	\$0.85	\$1.25

**Yes - 7
No - 0
Carried**

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 12**

**Sht. No. 1711
July 6, 2011**

Consent Items

Moved by Hellwig, seconded by Wiley, upon the recommendation of Mark J. Ward, Superintendent to approve the following consent items:

- a. That the Board approve the minutes of the Public Hearing (Driveway Rehabilitation) of Tuesday, June 21, 2011 and the Regular Meeting of June 21, 2011.
- b. Acknowledgment of Claims Auditor Report dated June 29, 2011.
- c. Approval of May 2011 Treasurer's Report

**Yes - 7
No - 0
Carried**

Presentations & Reports

- a. None

Communications, Commendations

- a. Thank you card from Deborah Hintz

Informational Items

- a. June 2011 & 2010 Cafeteria Reports
- b. New York State Transportation Department - Bus Inspection System Operator Profile
- c. Review of Textbooks:
 - Chemistry - Chemistry - Publisher = Prentice Hall. Copyright = 2005
 - Consumer Math - Mathematics for Business and Personal Finance. Publisher = Glencoe. Copyright = 2010
 - Spanish - Avancemos: Level 2 - Publisher = McDougal Littell. Copyright = 2008
 - English - Grammar in Practice Series - Publisher = Amsco
 - English - Currents in Literature Series - Publisher = Amsco

Superintendent's Report

- 1. Letter from PERB - Support Staff position from FT to PT. Union withdrew its improper practice charge.
- 2. BOCES Summer School - approximately 135 students on the 1st day. Plus ECS Driver Ed around 22 students. Cafe is selling food and using machines. Busy summer. Mark Duerr working on summer cleaning schedule.
- 3. Good Graduation. 3 seniors are attending summer school.
- 4. Testing air and ventilation in elementary.

Principal's Reports

Connie Poulin - No Report Absent

Bob Miller - No written report: Mr. Miller stated that he will review the NYS Regents test results at the July 19th meeting. President Campbell commented it was nice to see 9 students graduate with an Advanced Regents Diploma with Honors.

Policies

Moved by Hellwig, seconded by Spell, upon the recommendation of Mark J. Ward, Superintendent of Schools, second reading and approval of policy #5511 Reserve Funds.

**Yes - 7
No - 0
Carried**

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 13**

**Sht. No. 1711
July 6, 2011**

New Business

Moved by Wiley, seconded by Eddy, upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of response to New York State Cafeteria Report.

**Yes - 7
No - 0
Carried**

Moved by Hellwig, seconded by Spell, upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of a Memorandum of Understanding with the Cattaraugus County Office of Emergency Services to use Ellicottville Central School in the event of a public health emergency.

**Yes - 7
No - 0
Carried**

Moved by Spell, seconded by Eddy, upon the recommendation of Mark J. Ward, Superintendent of Schools, approval of Health Plan Municipal Cooperative Agreement with Cattaraugus/Allegany BOCES.

Discussion: Superintendent Ward read the changes as outlined in the agreement.

**Yes - 7
No - 0
Carried**

Committee Reports

Buildings & Grounds Committee:

Buildings & Grounds Committee Meeting - July 6, 2011 meeting @ 6 pm (verbal report).

Discussion: Superintendent Ward stated that the committee looked at the soccer field. He stated that work will have to begin soon on the soccer field in order for it to be ready for the fall season. Carl Calarco will take some grade shots and then lay out a plan with prices.

The committee also looked at the driveway paving situation again. Carl Calarco stated that straight overlay would run about \$.85-\$1.05 per square foot adding that there is roughly around 133,000 square feet. He stated that it would not be possible to work within to complete that amount of area. Carl Calarco stated that the driveway needs to be widened and work needs to be done in the ripped up area in the HS parking lot. He stated that with the money that would be left as much overlay as possible could be done. Superintendent Ward stated that he will contact the local town supervisors and see if they can help out with the project. The Board agreed that they agree with the concept of having the Towns help with the digging out, update specs and advertise for bids with the work to be completed by August 30th.

Audit Committee:

Steve Crowley stated that the Audit Committee (Linda McAndrew, Connie Hellwig, Steve Crowley) met with Nancy Taylor (Management Advisory Group) on Tuesday, June 28, 2011 to discuss the Internal Audit dated May 2011. He stated that among the findings were: the maintenance department is suppose to have an operating manual. Steve Crowley stated that Mrs. Taylor stated she has a good working relationship with the Business Office and said alot of good things about Marjorie Halloran, Sharon Morton and Superintendent Ward. Among her other comments, Steve Crowley stated: The extra curricular and students funds are handled very well in the District. Connie Hellwig stated that Mrs. Taylor talked alot about the Food Service account and the district's corrective action going forward as well as commenting on the fact that ECS is one of the few school districts who still runs their own cafeteria. Mrs. Taylor also advised the District to really concentrate on protecting the Fund Balance for the future. Steve Crowley stated that the five year contract will be up this fall with Management Advisory Group so the District will need to look for proposals this fall. Superintendent Ward stated that he will compile a response to the audit and send it to the State.

**BOARD OF EDUCATION
Ellicottville Central School**

**Reorganizational Meeting
Page 14**

**Sht. No. 1711
July 6, 2011**

Moved by Eddy, seconded by Spell, upon the recommendation of the Audit Committee (Linda McAndrew, Steve Crowley and Connie Hellwig) to accept the recommendations of the Internal Audit by Management Advisory Group dated May 2011.

**Yes - 7
No - 0
Carried**

Discussion

Rural Schools Association of New York State: Superintendent Ward stated that the Board may want to look at joining the Rural Schools Association. Connie Hellwig stated that there was a presenter at the meeting she went to in Cuba and the Association can help with projections, budgets, etc. She stated that as non-members you can go on-line and read about the Association. Superintendent Ward stated it may be a good time for the Board to look at joining. He stated that they can test it out for a year and see if they like it. He added that a few districts in the area have opted out of NYSSBA because of the price.

Moved by Hellwig, seconded by Calarco to approve joining Rural Schools Association at a cost of \$550 for the 2011-2012 school year.

**Yes - 7
No - 0
Carried**

Adjournment of Meeting:

Moved by Calarco, seconded by Spell to adjourn the reorganizational meeting of July 6, 2011 at 10:08 p.m.

**Yes - 7
No - 0
Carried**

District Clerk

Deputy District Clerk