

**BOARD OF EDUCATION
Ellicottville Central School**

**Regular Meeting
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**Sht. No. 1649
November 18, 2008**

OFFICIAL MINUTES

Members Present: Linda McAndrew, Mary Ellen Campbell, Steve Crowley, Stephen Ward,
James Wiley, Roger Spell

Members Absent: Lynn Eddy

Staff Present: Mark Ward, Connie Pound, Robert Miller, Melissa Sawicki, Sharon Morton

Staff Absent: None

Others Present: None

Call to order of meeting

President McAndrew called the regular meeting of November 18, 2008 of the Ellicottville Central School Board of Education to order at 7:37 p.m. The pledge to the flag of the United States was recited.

Roll Call

Lynn Eddy - absent

Changes, Additions and Deletions to the Agenda

- 10g. Appoint Robert Miller and Connie Pound to serve as the District's approved source for referral to Special Education
- 10h. Establish an employee sick day account to be administered by the district to be used by an individual employee on a one time only basis for the 2008/2009 school year (to cover health insurance only).
- 10i. Approval of the proposed high school French student trip to Quebec and Montreal, Canada May 22-25, 2009.
- 10j. Approval of a contract with Advisory Solutions for Strategic Planning.
Delete 12a and 12b. 12c becomes 12a, 12d becomes 12b
- 12c. Accept a letter of resignation from Tamara Peters as HS Student Council Co-Advisor effective November 13, 2008.

Statements and questions from the audience

None

Approve Agenda

Moved by S. Ward, seconded by Spell to approve the board meeting agenda for the November 18, 2008 meeting as amended.

**Yes - 6
No - 0
Carried**

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Discussion Items

Quebec and Montreal, Canada proposed trip (May 22-25, 2009) - Superintendent Ward stated that he expressed his concerns to Mrs. Whistler regarding the trip. Superintendent Ward stated that the cost of the trip will be \$619 and that Mrs. Whistler has had good trips in the past. Superintendent Ward stated that the trip to Canada is much more reachable for families than traveling to Europe. Steve Crowley stated that Mrs. Whistler alternates trips to Canada and Europe. Superintendent Ward stated that his main concern is that he would like to make sure that all kids have an opportunity to go on the trips. Steve Crowley stated that last year when Mrs. Whistler went to France she took quite a diverse group of people. Superintendent Ward stated that he gives Mrs. Whistler a lot of credit and that she is a real go getter. Steve Ward asked if Mrs. Whistler fundraises for the trips. Superintendent Ward stated that she does not. He added that the students do not want to raise money and then have it put in to a general fund for language club so everyone can share. Superintendent Ward stated that perhaps this should be re-visited. Superintendent Ward stated that he would recommend the board approve the proposed language club trip to Quebec and Montreal, Canada (May 22-25, 2009) later in the meeting.

Communications, Commendations

- a. October Cafeteria Report
- b. October Character Trait Role Models (Elementary)

Superintendent's Report

1. Bus driver situation taken care of. Driver suspended without pay for 10 days.
2. Bus drivers signed an MOA regarding extra runs (will expire on June 30, 2009)
3. Traffic changes: everything is in place and the information will be in the December newsletter. There will also be information on the district web-site as well as a map. 8 new traffic signs have been posted in the u-drive. Cattaraugus County very supportive of the school district. They believe the situation was very dangerous that we had out front.
4. Strategic Planning - Superintendent Ward stated that he would like Penny from Advisory Solutions to meet with the administration and board members. He stated that he will try and set it up for December 9th before the board meeting, but is not sure if she is available. He stated that he will use December 16th as an alternate date to have Advisory Solutions meet with board members at 6:30 pm.
5. Governor's proposed budget cuts - Superintendent Ward stated that the proposed cuts to ECS would amount to around \$188,000. He stated that they may let districts use their EMBLR money to off-set the losses but this would need to be passed in legislation.
6. Restructuring Reserve Funds - Superintendent Ward stated that this should be discussed at the December 9th board meeting. He stated that he will have some information from Scott Reed. Steve Ward mentioned that Craig Roberts, NYS Auditor suggested the district could contact him if they needed help on certain issues. Superintendent Ward stated that he will give Mr. Roberts a call. Mary Ellen Campbell stated that the woman from Tonawanda that spoke at the Fiscal Oversight Training that she went to was very good as well.
7. 403b language in board member packets. Superintendent Ward stated that the district would pay \$500 and we would not be paying for recordkeeping. He stated that recordkeeping is not mandatory. Superintendent Ward stated that all the district is doing is hiring them to be the 3rd party administrator.
8. Superintendent Ward stated that he spoke at St. Bonaventure today in regards to Trends in Education. He stated that it was part of the Cattaraugus County Leadership program.

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Consent Items:

Moved by Campbell, seconded by Wiley, upon the recommendation of Mark J. Ward , Superintendent, to adopt the following Consent Agenda items as amended:

- That the board approve the minutes of the regular meeting of October 21, 2008 and the special meeting of November 12, 2008. Also, change the staff appreciation luncheon date to November 24. It is incorrect in the minutes and states November 17th.
- Acknowledge the Claims Auditor Reports dated October 30, 2008 and November 13, 2008.

Discussion: Superintendent Ward stated that a copy of the warrant was provided to board members. He stated that it would give board members a little idea of what is going on. He asked if this was something the board would like to be provided with. Mary Ellen Campbell suggested having one copy available at the meeting to pass around. She stated that this would save on copying and paper.

**Yes - 6
No - 0
Carried**

New Business

Moved by Spell, seconded by Campbell, upon the recommendation of Mark J. Ward, Superintendent to approve a contract for Health and Welfare Services with Springville Griffith Institute Central School District for the 2008-2009 school year in the amount of \$4,136.40 for Ellicottville Central School District residents attending St. Aloysius Regional School in Springville, New York.

**Yes - 6
No - 0
Carried**

Moved by Wiley seconded by Campbell, upon the recommendation of Mark J. Ward, Superintendent to accept a report from the Office of the New York State Comptroller on the Ellicottville Central School District's Internal Controls Over Selected Financial Operations for a period from July 1, 2006 – February 13, 2008.

**Yes - 6
No - 0
Carried**

Moved by Campbell, seconded by Spell, upon the recommendation of Mark J. Ward, Superintendent of Schools to approve the agreement between the Ellicottville Central School District and P&A Group for the implementation of a 403(b) program for the 2008-2009 school year. Fee Schedule: \$500 document fee for the preparation of Plan documents and an additional quarterly per participant fee equal to \$7.00 for each participant at of the beginning of each quarter to be paid by employee.

**Yes - 6
No - 0
Carried**

Moved by S. Ward, seconded by Campbell, upon the recommendation of Mark J. Ward, Superintendent to accept a donation from Jay Monti, (Monti Gallery - Ellicottville) of mat boards for the ECS Art Department.

**Yes - 6
No - 0
Carried**

Moved by Campbell, seconded by Wiley, upon the recommendation of Mark J. Ward, Superintendent to approve the 2008 Tax Collectors Report.

**Yes - 6
No - 0
Carried**

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Moved by Spell, seconded by Wiley, upon the recommendation of Mark J. Ward, Superintendent to approve the following volunteers for the 2008/2009 school year: Amy Swalcy, Molly Tomsick, Angela Pierce, Bobby Lafferty, Deb Grinols and Shelly Nagel.

**Yes - 6
No - 0
Carried**

Moved by Campbell, seconded by Crowley, upon the recommendation of Mark J. Ward, Superintendent to appoint Robert Miller and Connie Pound to serve as the District's approved source for referral to Special Education.

**Yes - 6
No - 0
Carried**

Moved by Wiley, seconded by S. Ward, upon the recommendation of Mark J. Ward, Superintendent to establish an employee sick day account to be administered by the district to be used by an individual employee on a one time only basis for the 2008/2009 school year (to cover health insurance only).

Discussion: Steve Ward asked what a sick day constitutes. He stated that a day of pay for an administrator is more than a teacher and a teacher more than support staff. Steve Ward stated that perhaps one administrative sick day may constitute two or three support staff sick days (monetarily). Superintendent Ward stated that it would have to be worked out. Superintendent Ward stated that he will do an MOA with the two Unions stating that by donating to the sick fund it does not set a precedent or establish past practice.

**Yes - 6
No - 0
Carried**

Moved by S. Ward, seconded by Campbell, upon the recommendation of Mark J. Ward, Superintendent to approve the proposed high school French student trip to Quebec and Montreal, Canada May 22-25, 2009.

**Yes - 6
No - 0
Carried**

Moved by Spell, seconded by Crowley, upon the recommendation of Mark J. Ward, Superintendent to approve a contract with Advisory Solutions for Strategic Planning not to exceed \$19,000 in cost.

Discussion: The board members would like the agreement with Advisory Solutions not to exceed \$19,000.

**Yes - 6
No - 0
Carried**

Old Business

Athletic Fields - the roofs are on the baseball dugouts.

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Personnel:

Moved by Campbell, seconded by Spell, upon the recommendation of Mark J. Ward, Superintendent of Schools to accept a letter of resignation from Kenneth Green as a temporary part-time cleaner effective November 6, 2008.

**Yes - 6
No - 0
Carried**

Moved by Crowley, seconded by Wiley approval of addendum to Superintendent, Mark J. Ward's contract to be read as follows:

The said Contract, effective date July 1, 2008 is hereby amended as follows:

The Ellicottville Central School Board of Education is pleased to recognize that Superintendent Mark J. Ward is an elected officer of the New York State Public High School Athletic Association (NYSPHSAA). His volunteer duties will occasionally require him to attend events and meetings that may require him to be out of the District. In support of his official position with NYSPHSAA, the Board of Education grants Superintendent Ward the time necessary to perform the duties associated with being an elected officer of NYSPHSAA.

Additionally, Superintendent Ward is a member of the Cattaraugus County Legislature. As such, duties will occasionally require him to attend events and meetings that may require him to be out of the District. Superintendent Ward will use vacation and personal time to fulfill obligations related to being a county legislature that coincide with school time.

Discussion: Steve Crowley stated that this is something the board had discussed previously. Superintendent Ward stated that there will be a Superintendent's Conference at Holiday Valley in May and around 90 superintendent's will come to ECS for the technology piece of the Conference. He stated that the High School Computer Labs will be used.

**Yes - 6
No - 0
Carried**

Moved by Campbell, seconded by Spell, upon the recommendation of Mark J. Ward, Superintendent of Schools, to accept a letter of resignation from Tamara Peters as HS Student Council Co-Advisor effective November 13, 2008.

**Yes - 6
No - 0
Carried**

Principal's Reports

Discussion: Superintendent Ward stated that the two principals will alternate when they present reports at board meetings.

Connie Pound (Elementary Principal/Director of Curriculum):

No report. Ms. Pound will have a report for the December 9, 2008 board meeting.

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Robert Miller (MS/HS Principal):

- Red Ribbon Week
- Academic Eligibility
- IST
- Extra-Classroom Advisors Meeting

Discussion: Mr. Miller stated that there are a lot of teachers meeting with kids. He stated that as of date, no seniors have been on ineligibility. President McAndrew stated that it seems as if kids are just not as involved in activities anymore. Superintendent Ward stated that he has started pupil services meetings. He stated that the administrators, the two counselors, Melanie Kerns and Kevin Eagan are invited to the meetings. He added that this team has great potential. Mr. Miller stated that he will have an IST (Instructional Support Team) report in January. Mr. Miller stated that on the two 1/2 days next week students will go to periods 1-4 on Monday and 5-8 on Tuesday. He stated that BOCES is letting the students swap times. Mr. Miller added that it was very nice of BOCES to work with ECS. Mr. Miller stated that he had one more item to add to his report. He stated that Mrs. Elaine Snyder (long-term substitute for Courtney Ingham, MS English) gave students in her classes and opportunity to enter an essay contest for the "Make A Wish Foundation. He stated that 7th grader Dennis Davies won the local contest as well as a regional winner. He stated that Dennis will receive a total of \$550 in US Savings Bonds as well as a \$100 grant for his classroom teacher. In addition, on Friday, November 21st the "Make A Wish Foundation" will come to ECS to make a presentation to Dennis as well as give his class a pizza party. Mr. Miller stated that they will provide ECS with a press release and it will be sent out to the local newspapers as well as put on the web-page and in the district newsletter.

Committee Reports:

Health & Safety Committee: Superintendent Ward stated that the committee is just getting going. He stated that during fire drills the entire building will not re-locate on the front lawn. He stated that the idea is to get out of the building. Superintendent Ward stated that all eight fire drills for the first half of the year have been completed. The next meeting of the Safety Committee will be on Thursday, November 20th at 3:05 pm in the High School Library. Minutes from the October 23, 2008 meeting were provided to board members in their packets.

Buildings & Grounds: The committee reported at the last meeting.

Audit Committee: Minutes of the October 21, 2008 meeting were provided to board members in their packets. Board members were also provided with a list of Audit Committee Goals.

Policies:

None

Adjournment of Meeting:

Moved by S. Ward, second by Spell to adjourn the regular meeting of November 18, 2008 at 9:04 pm.

**Yes - 6
No - 0
Carried**

District Clerk