

**BOARD OF EDUCATION
Ellicottville Central School**

**Regular Meeting
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**Sht. No. 1938
August 25, 2020**

OFFICIAL MINUTES

- Members Present:** Robert Van Wicklin, William Murphy, Shana Chudy,
Debra Golley, Karl Northup, Leonard Zlockie
- Members Absent:** None
- Staff Present:** Robert Miller, Melissa Sawicki, Maren Bush, Erich Ploetz
- Staff Absent:** Aimee Kilby
- Others Present:** Erin Cornelius, Schavon Byroads

Call to order of meeting
President Van Wicklin called the regular meeting of August 25, 2020 of the Ellicottville Central School Board of Education to order at 6:06 p.m. The Pledge of Allegiance was recited.

Roll Call
All Present

Changes, Additions and Deletions to the Agenda

- 16. Personnel:**
- h.** Moved by _____, seconded by _____, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Nicholas Delity to the position of full-time cleaner effective tentatively September 9, 2020. This position carries a one-year probationary period which will begin on tentatively September 9, 2020 and end on tentatively September 9, 2021. This appointment is contingent upon a successful fingerprint clearance from New York State.
- i.** Moved by _____, seconded by _____, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Austin Lewis to the position of full-time cleaner effective tentatively September 9, 2020. This position carries a one-year probationary period which will begin on tentatively September 9, 2020 and end on tentatively September 9, 2021. This appointment is contingent upon a successful fingerprint clearance from New York State.

Approve Agenda
Moved by Golley, seconded by Northrup, upon the recommendation of Robert Miller, Superintendent of Schools, to adopt the agenda of the August 25, 2020 Board of Education Meeting with additions.

**Yes – 6
No – 0
Carried**

Public Comment
None

Presentations & Reports
None

Communications, Commendations
-Thank you card from Abby Donoghue

Informational Items
None

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Superintendent's Report:

1. Interscholastic Athletics – some fall sports can start practices and games on September 21st, others will have to wait until the Governor re-evaluates on October 19th. Still waiting for clarification and guidance. Hoping to have more info after NYSPHSAA meets this week.
2. Budget – New York State is withholding 20% of money to schools. If there are federal funds, some of the money withheld may be restored. If there is no federal money the 20% may be a permanent cut. The money being withheld is over all aid categories. We don't know how long we will have to wait for the money, but right now as a district we will stay the course. We, as a district, will have to start looking at what expenses are critical, and which are not. We are talking about \$100's of thousands of dollars if this money is cut and not restored. The state can withhold money and take back at different times of the year, as fiscal calendars differ from the school and state.
3. Parent Surveys – Thank you to parents and the community for responding. As of yesterday, we received 505 out of 649 students. We are still figuring out who will be on which bus run, remote instruction, who will transport their children. Principals' met today with the transportation department and office secretaries to work on transportation plans.
4. Great attendance to the 3 community meetings. Attendance (logins) was around 200. Thank you again to the community. Erich & Maren did a great job answering questions during the meetings. The power-point presentation will be posted on the district website.
5. Laptops – ordered early in the summer and were told we would not receive them until February. So, we decided to change the IPA and purchase i-Pads. After consulting with Erie I BOCES and getting the okay to go ahead with the change, we were notified that the laptops had shipped. We working to get through this and get computers for the students. If we have roll-over funds from Title I, we will look at using some of that money for i-Pads. There are many pieces to the puzzle.
6. Re-opening plan, later on agenda.
7. U & S Services – working on ventilation air exchange system. Advice is to keep windows open as well for fresh air.

Principals Reports:

Erich Ploetz: MS/HS Principal

1. Working on re-opening around the clock. Cohort letters were mailed out last week. Hats off to Tammy Auge for coordinating. Cohorts must have same number of families. We are trying to honor family requests. Right now, we have to put a hold on requests and there is a waiting list as well.
2. Working on teacher schedules.

Maren Bush: Elementary Principal/Director of Curriculum

1. 42 elementary students will be on remote instruction (as of this meeting).
2. PreK will be having screening the first four days of schools. Screening could not be done in the spring and has to be completed by December 1st.
3. Working on teacher schedules.
4. Pick-Up patrol will be the new dismissal system.
5. Title Grants will be finished up by the end of the week and mailed out.

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School Business Executive Report:

Aimee Kilby - absent

1. Year-end Audit still in process
2. "Process It" is now fixed and tracking benefit time correctly! Balances will begin to print on paychecks starting with the check received 8/28/2020
3. Prepare for taxes. Taxes were not received until 8/24/2020 and will be mailed out by 9/1/2020

*****New This Year*****

4. Taxes will only be accepted by mail or drop box this year. Drop boxes will be available at the elementary and high school entrances. (thought process here elementary is handicap accessible and high school is where they are used to paying taxes) The drop box will be checked first thing in the morning, multiple times during the day and before staff leaves at 4:00 pm
5. The tax bill will only give the taxpayer the option to mail the payment to the M&T lockbox because of limited space and will state Payments by mail only.
6. Lola and I created a small, bright colored memo to send out with the tax bills, the information on this memo is as follow-

ATTENTION!!!!

Due to COVID-19 precautions in person payments will NOT be accepted.

Please mail payments to- School Tax Collector OR Ellicottville Central School
PO Box 5120 5873 Route 219
Buffalo, NY 14240-5120 Ellicottville, NY 14731

Drop Boxes are also available at both High School and Elementary entrances of the school.

Consent Items:

Moved by Murphy, seconded by Zlockie, 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 August 11, 2020
- b. Acknowledgement of the August 18, 2020 Claims Auditor Report
- c. Approval of the July 2020 Treasurer's Report

Yes – 6
No – 0
Carried

Committee Reports:

None

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Discussion Items:

2020/2021 School Re-Opening Plan – Superintendent Miller discussed the following:

1. Signs for the most part are here. There are circles for the floors (6 ft. distance). Window clings stating a mask is required. Todd Lovell asked if he can put them on buses indicating you must have one before getting on the bus. More were ordered to accommodate this request. Several posters have been ordered and will be placed in classrooms and in key locations in the building.
2. Teachers have been coming in on a rotational basis. Controlling numbers and having small groups.
3. Hats off to Maren & Erich who are working on bus and classroom schedules. Students will have shortened time in the building.
4. Right now, working on finalizing a lot of plans with Karin Hager and Vicky Williams. Nurse Hager will keep track of the PPE supplies and we will have a revolving ordering system as supplies are needed. Most of the PPE was ordered in lots of 1,000 or more. Todd Lovell is looking at ordering flip up shields for his bus drivers. Buses will have extra disposable face masks for students who do not have one.
5. Working on one form that everyone can use for entering the building/screening – employees, students, visitors, etc. We will need these forms as we have to keep attendance records.
6. Superintendent Miller stated, “hats off to many people”, he stated that everyone is working hard, but he wanted to especially take his hat off to Shawne Hunt who has been at the school all summer. Melissa Sawicki who works long/extra hours and especially Erich & Maren who are working until 10:30 pm each night and sometimes 12:30 am. He stated that at 10:30 pm last Friday they were still working on schedules. He stated that he wants people to realize how many hours they are putting in. He also gave a shout out to two cleaners, who for the second year in a row have not been able to use their vacation, because at certain times they are the only ones cleaning the building. He stated that you don’t find dedication like this everywhere. He stated that on behalf of the district he wanted to thank everyone.
7. Superintendent Miller stated that there are simply not enough hours in the day or week.
8. Watching the number of positive cases, as Western New York has been flagged by the Governor.
9. The September 2020 newsletter will have a 2020/2021 Entry Plan Summary Sheet for parents. Thank you to Maren & Erich who did the bulk of the work on this flyer. It will be posted on the District web-site.

Old Business:

None

New Business:

Moved by Golley, seconded by Chudy, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following resolution: **RESOLVED**, by the Ellicottville Central School Board of Education that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein. **FURTHER RESOLVED**, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**Yes – 6
No – 0
Carried**

Moved by Zlockie, seconded by Northrup, upon the recommendation of Robert Miller, Superintendent of Schools, approval to accept a donation from the Weed-Ross Agency of reusable masks to ECS.

Discussion: Superintendent Miller and President Van Wicklin thanked Mrs. Cornelius (Weed Ross Agency) who was in the audience for the donation of masks to the students and school.

**Yes – 6
No – 0
Carried**

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Personnel:

Moved by Zlockie, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, approval to accept a letter of resignation from Cheyanne Hurley (cleaner) effective August 29, 2020 (Ms. Hurley’s last day of work with the district will be on Friday, August 28, 2020).

**Yes – 6
No – 0
Carried**

Moved by Chudy, seconded by Northrup, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Cheyanne Hurley to the substitute cleaner list effective August 29, 2020 at a rate of \$11.80 per hour.

**Yes – 6
No – 0
Carried**

Moved by Golley, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, approval to create a temporary one-year full-time cleaner position for the 2020-2021 school year.

**Yes – 6
No – 0
Carried**

Moved by Northrup, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval Pamela Illig as the district’s Copyright Officer for the 2020/2021 school year.

**Yes – 6
No – 0
Carried**

Moved by Golley, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, the Ellicottville Central School District Board of Education does hereby appoint Lisa Pawlowski, who holds Professional Certificate’s in General Science 7-12, Biology 7-12 and Earth Science 7-12, to the position of a FTE Science Teacher effective tentatively October 1, 2020. This position is in the tenure area of Science and is for a three-year probationary period commencing on tentatively October 1, 2020 and ending on October 1, 2023. Ms. Pawlowski will be placed on Step 14 of the ETA Salary schedule (B step schedule) with additional salary credit for graduate hours as provided in the ETA Contract. This appointment is contingent upon a successful fingerprint clearance from New York State.

**Yes – 6
No – 0
Carried**

Moved by Zlockie, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following MOA’s with ECSRPA regarding extended vacation roll-over, pay for cleaners and maintenance personnel, Article No. 18 – Bus Driver Provisions, substitute cleaners during Covid-19 Pandemic.

**Yes – 6
No – 0
Carried**

Moved by Golley, seconded by Northrup, upon the recommendation of Robert Miller, Superintendent of Schools, the Ellicottville Central School District Board of Education does hereby appoint Anna Fortais, who holds an Initial Certificate in Music, to the position of an FTE Music Teacher effective September 1, 2020. This position is in the tenure area of Music and is for a four-year probationary period commencing on September 1, 2020 and ending on September 1, 2024. Ms. Fortais will be placed on Step 1 of the ETA Salary schedule (B step schedule) with additional salary credit for graduate hours as provided in the ETA Contract. This appointment is contingent upon a successful fingerprint clearance from New York State.

**Yes – 6
No – 0
Carried**

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Moved by Zlockie, seconded by Golley, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Nicholas Delity to the position of full-time cleaner effective tentatively September 9, 2020. This position carries a one-year probationary period which will begin on tentatively September 9, 2020 and end on tentatively September 9, 2021. This appointment is contingent upon a successful fingerprint clearance from New York State.

**Yes – 6
No – 0
Carried**

Moved by Golley, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Austin Lewis to the position of full-time cleaner effective tentatively September 9, 2020. This position carries a one-year probationary period which will begin on tentatively September 9, 2020 and end on tentatively September 9, 2021. This appointment is contingent upon a successful fingerprint clearance from New York State.

**Yes – 6
No – 0
Carried**

Policy

None

Discussion: President Van Wicklin stated that NYSSBA is hosting a webinar tomorrow regarding Policies. He stated that he will be watching it and suggested other members watch, as making policy is a role of board members.

CSE/CPSE Recommendations:

Moved by Zlockie, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, to approve the following resolution: BE IT RESOLVED by the Board of Education of the Ellicottville Central School District: That the Ellicottville Central School District has reviewed the recommendations of the District’s Committee on Special Education (#900501386, 900501378) at its meeting on August 25, 2020 and approves all necessary arrangements as the most reasonable and appropriate special service(s) and/or program(s) for the implementation of those recommendations (June 18 – August 20, 2020).

**Yes – 6
No – 0
Carried**

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Executive Session

Moved by Zlockie, seconded by Northrup, upon the recommendation of Robert Miller, Superintendent of Schools, approval to enter into executive session at 6:46 pm to discuss 2 contractual items (ETA & ECSRPA).

**Yes – 6
No – 0
Carried**

Moved by Zlockie, seconded by Murphy, to come out of executive session at 8:01 pm and return to the regular meeting.

**Yes – 6
No – 0
Carried**

School Re-Opening

The Board and Administration discussed the first day of school for students. Superintendent Miller asked Mr. Ploetz if his side of the building would be ready if the student start date was moved to September 8th. Mr. Ploetz said they will do whatever it takes to be ready for the 8th. The current start date for students is September 3rd. Board members discussed opening the 8th as opposed to the 14th with the week of the 8th being remote learning. Members agreed that the full opening on the 8th was a better option for all involved. Superintendent Miller stated that desk barriers have still not arrived, and he spoke with the company they were ordered from today and they gave him a 75% chance that they would be at ECS in time for September 8th. He stated that you can still open on the 8th with the students and staff in masks and 6 ft apart. He stated that if the guard don't come in by the 8th a hybrid model may have to be used. He added that there are so many moving parts. Deb Golley suggested using a blurb: "The District's plan is to open on the 8th for students, unless circumstances beyond our control prevent us from doing so safely". The Board members agreed to change the school calendar to reflect Superintendent's Staff Development Days on September 1, 2, 3, and 4. The two extra staff development days will be moved from October 9th and June 25th. The first day for students would be moved to September 8th. Superintendent Miller stated that he will make a robo-call to all families and staff and put the information on the district website and Facebook page.

2020-2021 School Year Calendar Change

Moved by Golley, seconded by Zlockie to change the 2020-2021 school year calendar to reflect September 1st, 2nd, 3rd and 4th as Superintendent's Staff Development Days (taking the two staff development days from October 9th and June 25th) and September 8th as the first day of school for students.

**Yes – 6
No – 0
Carried**

Adjournment of Meeting

Moved by Zlockie, seconded by Northrup, to adjourn the regular meeting of August 25, 2020 at 8:13 p.m.

**Yes – 6
No – 0
Carried**

District Clerk

Deputy District Clerk