

**BOARD OF EDUCATION  
Ellicottville Central School**

**Regular Meeting  
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**Sht. No. 2010  
September 17, 2024**

**OFFICIAL MINUTES**

- Members Present:** Debra Golley, Tiffany Frentz, Carla Kruszynski (arrived at 6:30 p.m.), Karl Northrup (left at 6:50 p.m.), Jenna O’Connell
- Members Absent:** Nathan Dahlman, Kristen Pearl
- Staff Present:** Robert Miller, Melissa Sawicki, Aimee Kilby, Katie Mendell, Elisabeth Beaver
- Staff Absent:** Erich Ploetz
- Others Present:** Danna Isaman, Rhiannon Zink, Schavon Byroads

**Call to order of meeting**  
President Golley called the regular meeting of September 17, 2024, of the Ellicottville Central School Board of Education to order at 6:00 p.m. The Pledge to the Flag of the United States of America was recited.

**Roll Call**  
Absent – Nathan Dahlman, Kristen Pearl

Carla Kruszynski arrived at 6:30 p.m.  
Karl Northrup left at 6:50 p.m.

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

**Additions:**

16. **New Business**  
g. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Debra Golley, President - Board of Education, approval of a contract with The New York State Leadership Group for services pertaining to the superintendent’s search.
17. **Personnel**  
l. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Robert Miller, Superintendent of Schools approval to appoint Sara Caplan, as a Long-Term Substitute Science Teacher (Middle School), based on Step 1 (ETA 25 Tier Salary Schedule), effective tentatively December 16, 2024. This appointment is contingent upon a successful fingerprint clearance from New York State.  
m. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Robert Miller, Superintendent of Schools approval of an MOA pertaining to the ECSRPA sick bank.  
n. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Robert Miller, Superintendent of Schools approval of an MOA pertaining to a PreK Family Support Specialist (PKFSS) position with the ETA.

**Approve Agenda**  
Moved by Northrup, seconded by O’Connell, upon the recommendation of Robert Miller, Superintendent of Schools, to adopt the agenda of September 17, 2024, Board of Education Meeting with additions.

**Yes – 4  
No – 0  
Carried**

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**Public Comment**

- The Public Comment section is a time set aside for the community to speak directly to the Board of Education.
- Please refer to Policy # 3220 – Public Expression at Meetings.
- Any person may make a public comment by placing their name, address, and topic on the sign-in sheet.
- When called, please stand up and state your name and address.
- Please be respectful in your comments and do not divulge any personal or confidential information. The speaker will be stopped if any Board member or district employee is mentioned by name.
- Please demonstrate respect by speaking to the issues, sharing ideas and opinions, but not engaging in personal attacks. At a public Board meeting, no person may orally initiate charges or complaints against individual District employees or Board members.
- Board members, the superintendent and administrators will not answer specific questions or engage in dialogue.
- The information shared will be carefully considered and the appropriate person may contact you.
- Rest assured, we are listening carefully, and take seriously what you have to say.
- The Board appreciates your willingness to share your concerns/celebrations.

**Public Comment:**

Superintendent Miller introduced Assistant Principal Elisabeth Beaver to the Board. He welcomed Mrs. Beaver to ECS.

**Presentations & Reports**

2023-2024 External Audit Presentation (Buffamante, Whipple & Buttafaro, PC) - Danna Isaman and Rhiannon Zink attended the meeting and presented a PowerPoint of the 2023-2024 External Audit. Mrs. Isaman stated that the reports were positive. She commended Mrs. Kilby on the financials of the district.

**Communications, Commendations**

None

**Informational Items**

None

**Superintendent's Report – Robert Miller**

1. Capital Project 2024 – There will be a meeting on Thursday, September 19<sup>th</sup>. Estimates came in high. Committee will re-prioritize the list. Some items may have to go on an alternate list. SED has approved the Capital Outlay project to replace the lights in The Ward. The bid opening will be on October 7<sup>th</sup>. We will approve the bids at the October 15<sup>th</sup> board meeting. We will also be approving the SEQR for the Capital Project 2024.
2. Blue Ribbon Commission – a lot of information. You can register for one of the Public Forums. Information is on the school web-site.

**Carla Kruszynski arrived at 6:30 pm**

3. Regionalization (NYS) – we have to do strengths and weaknesses by November 1, 2024. They are looking at how districts can share services. Right now Franklinville and West Valley are going to share a superintendent for a one year trial (2023-2024 school year).
4. We lost 22 students this year and gained 18 new students. CA BOCES chart – school losing students. We are down 20% since 2003.
5. Opening of school went well. Busy and crazy. We had two announced fire drills today. Plan on having several more this week.
6. The Board will have to have a student representative starting July 1, 2025. They will be non-voting and cannot go into executive session.
7. September 16<sup>th</sup> received revised memo from Betty Rosa, Commissioner, regarding safety procedures and collaboration with law enforcement.
8. Cut scores for AIS just came out. Adjusting schedules.
9. Struggling to find bus drivers. Have spoken with JCC and Scott Payne, CA BOCES Superintendent. Need to work together to encourage people to want to be drivers.

**Karl Northrup exited the meeting at 6:50 pm**

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**Principals Reports:**

**Katie Mendell – Elementary Principal/Director of Curriculum**

1. Open House – fantastic turn out and engagement. Continued tradition of community resources/tables, BOE photographer and book fair. Surprise visit from Elliot the Eagle!
2. Character Education – first monthly celebration held
3. Prek transition
4. Welcome Back “All About Me” led by Mrs. Beaver
5. New staff orientation and continued transition and support
6. STEM program development
7. Intervention and benchmarking
8. Implementation of “Too Good (for Drugs)” prevention program
9. Action Planning Template
10. Lead evaluator teacher observation refresher training upcoming
11. LETRS intensive course via BOCES/NYSED
12. Expanding RTI committee format following tri-annual data review
13. Prek Specialist
14. Childcare – Healthy Kids
15. Continued education on “Peanut Free” café in Elementary
16. SRO Amber helping to organize Fire Safety Week, attendance/truancy outreach
17. Halloween Safety presentation & parade planning
18. Childhood Cancer Awareness Month
19. Student Leadership Academy – 5<sup>th</sup> grade (Mrs. Mendell/Officer Amber)

**Erich Ploetz - MS/HS Principal**

1. New year of school!
2. Student and teacher schedules are going through the last revisions, and we are wrapping up bringing our new student and faculty Eagles into the fold.
3. New cell phone procedures are being implemented with fidelity.
4. New faculty and staff members are off to a fantastic start.
5. Mr. McCann reports strong turnouts for all fall sports.
6. One Act play is already rehearsing. Homecoming will be the weekend of October 4-5.
7. Welcome back everyone!

**School Business Executive**

**Aimee Kilby**

1. Taxes – going well. Payments are coming in and drop boxes are available at both front entrances of the building. Working with M&T Bank for lockbox tax payments.
2. Working on ST-3 Report, ARPA Final Report, Closing out 2023-2024 school year.
3. Business as usual with payroll
4. Lindy provided a very informative Student Activities presentation during Superintendent’s Day. Updated staff/advisors on rules and regulations of student clubs.
5. Salary notices have been sent out.
6. Red Rover is working well and staff benefit times have been updated.

**Consent Items:**

Moved O’Connell, seconded by Frentz, 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 20, 2024 & August 28, 2024
- b. Acknowledgement of August 27, 2024 & September 10, 2024 Claims Auditor Reports
- c. Approval of the August 2024 Treasurer’s Report

**Yes – 4  
No – 0  
Carried**

**Committee Reports:**

None

**Discussion Items:**

None

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**Old Business:**  
None

**New Business:**  
Moved by O’Connell, seconded by Frentz, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the 2023-2024 school year external audit (as presented by Buffamante, Whipple, Buttafaro, PC – External Auditors).

**Yes – 4  
No – 0  
Carried**

Moved by Kruszynski, seconded by O’Connell, upon the recommendation of Robert Miller, Superintendent of Schools, approval to declare the following items obsolete: Set of 2 speakers and stereo, tape recorder, mixer, amplifier, disk and cassette player, 28 record albums, Casio CTK-150 keyboard.

**Yes – 4  
No – 0  
Carried**

Moved by O’Connell, seconded by Kruszynski, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Home School Students for the 2024-2025 school year: Grade 7 – 2 students.

**Yes – 4  
No – 0  
Carried**

Moved by Frentz, seconded by O’Connell, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the new rate for gas, beginning 10/1/2024 and running through 9/30/2025. The awarded rate is with Energo at the NYMEX natural gas daily settlement for the month of gas delivery minus .0243 per dth.

**Yes – 4  
No – 0  
Carried**

Moved by Kruszynski, seconded by Frentz, upon the recommendation of Robert Miller, Superintendent of Schools, approval of increasing the rate for substitute drivers to \$20.40 per hour effective retroactive to September 9, 2024.

**Yes – 4  
No – 0  
Carried**

Moved by O’Connell, seconded by Kruszynski, upon the recommendation of Robert Miller, Superintendent of Schools, approval to accept the following donations from the Ellicottville Sports Boosters: volleyball net, volleyball officials stand, football – replacement safety pad covers for tackling sled and softball dugouts.

**Yes – 4  
No – 0  
Carried**

Moved by Frentz, seconded by O’Connell, upon the recommendation of Debra Golley, President - Board of Education, approval of a contract with The New York State Leadership Group for services pertaining to the superintendent’s search.

**Yes – 4  
No – 0  
Carried**

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**Personnel:**

Moved by Kruszynski, seconded by Frentz, upon the recommendation of Robert Miller, Superintendent of Schools, approval to accept a letter of resignation from Sabrina Gilman (teacher aide) effective August 21, 2024.

**Yes – 4  
No – 0  
Carried**

Moved by O’Connell, seconded by Kruszynski, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following Mentors for first year teachers for the 2024-2025 school year: Matt Finn (Abigail Potts), Carrie Bauer (Nolan Palmatier), Colleen Bower (Kimberly Hoch), Chris Mendell (Taylor DeLellis), Melissa Reedy (Arden Schadt).

**Yes – 4  
No – 0  
Carried**

Moved by Frentz, seconded by O’Connell, upon the recommendation of Robert Miller, Superintendent of Schools, approval Jacob Rust to the permanent position of Cleaner effective October 2, 2024, this appointment is contingent upon a successful completion of one year of probation (October 2, 2023-October 2, 2024).

**Yes – 4  
No – 0  
Carried**

Moved by Kruszynski, seconded by Frentz, upon the recommendation of Robert Miller, Superintendent of Schools, approval of FMLA leave for Michelle O’Donnell effective tentatively from September 9 – December 31, 2024.

**Yes – 4  
No – 0  
Carried**

Moved by O’Connell, seconded by Kruszynski, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Karl Schwartz to the substitute teacher list (certified) effective retroactive to 9/3/2024.

**Yes – 4  
No – 0  
Carried**

Moved by Frentz, seconded by Kruszynski, upon the recommendation of Robert Miller, Superintendent of Schools, approval to rescind the appointment of Lilia Moore (Teacher Aide) effective retroactive to August 27, 2024.

**Yes – 4  
No – 0  
Carried**

Moved by O’Donnell, seconded by Kruszynski, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Catherine Nason as a Detention Monitor for the 2024-2025 school year.

**Yes – 4  
No – 0  
Carried**

Moved by Frentz, seconded by Kruszynski, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Maeghan Collins to the position of Teacher Aide effective retroactive September 1, 2024 at a rate of \$15.00 per hour. This appointment carries a one-year probationary period effective September 1, 2024 and ending on September 1, 2025. This appointment is contingent upon a successful fingerprint clearance from New York State.

**Yes – 4  
No – 0  
Carried**

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Moved by O’Connell, seconded by Kruszynski, upon the recommendation of Robert Miller, Superintendent of Schools, approval to accept a letter of resignation from Angela Sherman (teacher aide) effective at the end of the day on September 27, 2024.

**Yes – 4  
No – 0  
Carried**

Moved by Frentz, seconded by Kruszynski, upon the recommendation of Robert Miller, Superintendent of Schools, approval to accept a letter of resignation from Kristin Rocco (Special Education Teacher) effective the end of the day on October 11, 2024.

**Yes – 4  
No – 0  
Carried**

Moved by O’Connell, seconded by Kruszynski, upon the recommendation of Robert Miller, Superintendent of Schools, approval to accept a letter of resignation from Kristin Rocco as Senior Class advisor effective the end of the day on October 11, 2024.

**Yes – 4  
No – 0  
Carried**

Moved by O’Connell, seconded by Frentz, upon the recommendation of Robert Miller, Superintendent of Schools approval to appoint Sara Caplan, as a Long-Term Substitute Science Teacher (Middle School), based on Step 1 (ETA 25 Tier Salary Schedule), effective tentatively December 16, 2024. This appointment is contingent upon a successful fingerprint clearance from New York State.

**Yes – 4  
No – 0  
Carried**

Moved by Kruszynski, seconded by Frentz upon the recommendation of Robert Miller, Superintendent of Schools approval of an MOA pertaining to the ECSRPA sick bank.

**Yes – 4  
No – 0  
Carried**

Moved by O’Connell, seconded by Kruszynski, upon the recommendation of Robert Miller, Superintendent of Schools approval of an MOA pertaining to a PreK Family Support Specialist (PKFSS) position with the ETA.

**Yes – 4  
No – 0  
Carried**

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**Policy**

Moved by Kruszynski, seconded by Frentz, upon the recommendation of Robert Miller, Superintendent of Schools, second reading and approval of the following new and/or changes to existing policies:

- 1210 Board of Education: Qualifications, Numbers and Terms of Office
- 1270 Absentee Ballots
- 1310 Powers and Duties of the Board
- 1320 Nomination and Election of Board Officers and Duties of the President and Vice President
- 1330 Appointments and Designations by the Board
- 1335 Appointment and Duties of the Claims Auditor
- 1336 Duties of the Extra Classroom Activity Fund Central Treasurer and Classroom and Activity Funds Comptroller
- 1338 Duties of the School Physician/Nurse Practitioner/Physician Assistant
- 1510 Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)
- 1611 Business of the Annual District Election
- 1640 Absentee, Military, and Early Mail Ballots
- 1730 Executive Sessions
- 2320 Attendance by Board Members at Conferences, Conventions and Workshops
- 3170 District Standards and Guidelines for Web Page Publishing
- 3210 Visitors to the School
- 3230 Public Complaints
- 3271 Solicitation of Charitable Donations
- 3272 Advertising in the Schools
- 3280 Use of School Facilities, Materials and Equipment
- 3310 Public Access to Records
- 3320 Confidentiality of Computerized Information
- 7680 Independent Educational Evaluations (replaces old policy – all new language)

**Yes – 4  
No – 0  
Carried**

**CSE/CPSE Recommendations**

Moved by O’Connell, seconded by Kruszynski, 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 (#900501412, 900501642, 900501644, 900501638, 900501641, 900501580, 900500430, 900501638, 900500333, 900500805, 900501676, 900501065, 900501011, 900501406, 900501064, 900501643) at its meeting on September 17, 2024, and approves all necessary arrangements as the most reasonable and appropriate special service(s) and/or program(s) for the implementation of those recommendations July 8- September 12, 2024.

**Yes – 4  
No – 0  
Carried**

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**Executive Session**

The New York Public Officers Law states a board may enter into executive session to discuss:

1. Matters which will imperil the public safety if disclosed.
2. Any matter which may disclose the identity of a law enforcement agent or informer.
3. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed.
4. Proposed, pending or current litigation.
5. Collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law).
6. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
7. The preparation, grading or administration of examinations.
8. The proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value of the property.

**Executive Session**

Moved by Kruszynski, seconded by O’Connell to move into Executive Session at 7:08 p.m. for the purpose of:

4. Proposed, pending or current litigation.
6. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

**Yes – 4  
No – 0  
Carried**

Moved by Kruszynski, seconded by O’Connell, to come out of Executive Session at 7:45 p.m. and return to the regular meeting.

**Yes – 4  
No – 0  
Carried**

**Adjournment of Meeting**

Moved by Frentz, seconded by Kruszynski, to adjourn the regular meeting of September 17, 2024, at 7:45 p.m.

**Yes – 7  
No – 0  
Carried**

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District Clerk

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Deputy District Clerk