

**BOARD OF EDUCATION  
Ellicottville Central School**

**Reorganizational & Regular Meeting  
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**Sht. No. 1935  
July 14, 2020**

**OFFICIAL MINUTES**

**Members Present:** Robert Van Wicklin, William Murphy, Carl Calarco, Shana Chudy, Debra Golley, Karl Northrup, Leonard Zlockie

**Members Absent:** All Present

**Staff Present:** Robert Miller, Melissa Sawicki, Aimee Kilby

**Staff Absent:** Erich Ploetz, Maren Bush

**Others Present:** Erin Cornelius

**Call to order of meeting**

President Van Wicklin called the reorganizational and regular meeting of July 14, 2020 of the Ellicottville Central School Board of Education to order at 6:01 p.m. The pledge to the flag of the United States was recited.

**Roll Call**

All Present

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

**Deletions:**

**70. Personnel:**

- a. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following anticipated Fall Sports Coaches and Advisors. These approvals are contingent upon the sport being held and enough students signing at each level:

**Coaches:**

Varsity Football - Jason Marsh  
Varsity Assistant Football Coach - Chris Mendell  
Junior Varsity Football – TBD  
Modified Football - TBD  
Boys Varsity Soccer - Matt Finn  
Boys Junior Varsity Soccer - Zach Gelen  
Boys Modified Soccer - Chris Edwards  
Boys Soccer Assistant Coach - Chris Keenan  
Girls Varsity Soccer - Tammy Eddy  
Girls Assistant Soccer - Katie Taylor  
Girls Modified Soccer - Dan Lacroix  
Varsity Volleyball - Katie Auge  
JV Volleyball - Danielle Norton  
Modified Volleyball - Tracie Myers  
Volunteer Assistant Volleyball - Kate Boutet

**Additions:**

**69. New Business:**

- e. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following resolution: RESOLVED that the Board of Education of the Ellicottville Central School District hereby agrees to enter into the attached contract with the Erie I BOCES for a five-year period commencing on July 1, 2020 to authorize the Western New York Regional Information Center to furnish certain computer services to the District pursuant to Education Law 1950 (4) (JJ) for an amount not to exceed \$14,523.60 and authorizes 60-monthly payments to be made to Erie I BOCES in the amount not to exceed \$242.06. Be it further RESOLVED, that the Board of Education of the Ellicottville Central School District hereby authorizes the Board President or the District Clerk to execute the contract on behalf of the District.

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- f. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following resolution: RESOLVED that the Board of Education of the Ellicottville Central School District hereby agrees to enter into the attached contract with the Erie I BOCES for a five-year period commencing on July 1, 2020 to authorize the Western New York Regional Information Center to furnish certain computer services to the District pursuant to Education Law 1950 (4) (JJ) for an amount not to exceed \$62,039.40 and authorizes 60-monthly payments to be made to Erie I BOCES in the amount not to exceed \$1,033.99. Be it further RESOLVED, that the Board of Education of the Ellicottville Central School District hereby authorizes the Board President or the District Clerk to execute the contract on behalf of the District.

**70. Personnel:**

- f. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Robert Miller, Superintendent of Schools, approval of David Haggerty to the substitute cleaner list at a rate of \$11.80 per hour. This appointment is contingent upon a successful fingerprint clearance from New York State.

**Public Comment**

Erin Cornelius addressed the Board regarding her concerns during Covid-19. She stated that she was not at the meeting by choice, as she requested a zoom option but was denied. Mrs. Cornelius read a prepared statement. She stated that she has a medically compromised child and would like to see school in the fall return with a hybrid option. She stated that as a community and district everyone needs to be flexible. She added that she began writing letters in April to the School Board and other community members submitted a letter in time for the June 23, 2020 meeting and it was not discussed at that meeting and is not on the agenda for tonight's meeting. Mrs. Cornelius stated that Virtual Learning was not used until week 10 of the Covid-19 shutdown in the spring. She stated that she thinks hybrid learning should take place with on-line and in class instruction. President Van Wicklin thanked Mrs. Cornelius for her comments.

**Administration of Oath of Office to Newly Elected Board Member (Karl Northrup – 5-year terms - effective July 1, 2020 to June 30, 2025 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

William Murphy nominated Robert Van Wicklin for the seat of President – Board of Education.  
Upon motion made by Golley, seconded by Calarco, the following resolution was offered:

RESOLVED, that Robert Van Wicklin be elected President of the Board of Education of this District for the 2020-2021 school year.

**Yes – 7  
No – 0  
Carried**

Robert Van Wicklin nominated William Murphy for the seat of Vice President – Board of Education  
Upon motion made by Golley, seconded by Calarco, the following resolution was offered:

RESOLVED, that William Murphy, be elected Vice President of the Board of Education of this District for the 2020-2021 school year.

**Yes – 7  
No – 0  
Carried**

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Appointment of Board Officers:

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

- |       |  |            |
|-------|--|------------|
| *(a)  | District Clerk – Melissa Sawicki   | \$6,830.11 |
| * (b) | Deputy District Clerk & Deputy School Business Executive – Robert Miller | no stipend |

\*Administer Oath to Above

**Yes – 7  
No – 0  
Carried**

Upon motion made by Zlockie, seconded by Northrup, 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 2020-2021 school year at a salary of \$81,212.50.

\*Administer Oath to Above

**Yes – 7  
No – 0  
Carried**

Upon motion made by Zlockie, seconded by Murphy, the following appointments were offered (d) – (u).

- |       |   |                 |
|-------|---|-----------------|
| *(d)  | Tax Collector – Lola Shaw                   | \$3,500.00      |
| * (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) through BOCES Contract
- (g) Attorneys - Hodgson & Russ LLP (\$274 per hour – partners, \$260 per hour - senior associates, \$236 an hour – associates, \$124 per hour – legal assistants, \$182 per hour – law clerks and \$333 per hour - environmental and specialized tax and securities matters) and Harris Beach Attorneys at Law (\$270 per hour for legal services by partners and senior counsel, \$250 per hour for legal services by associates, and \$135 per hour for paralegals/librarian services).
- (h) MS/High School Classroom & Activity Funds Comptroller – Erich Ploetz
- (i) MS/High School Classroom & Activity Funds Treasurer – Lola Shaw
- (j) Attendance Officer- Karin Hager, School Nurse
- (k) Consulting Dentist - Dr. Stephen Illig
- (l) District External Auditor – Buffamante, Whipple, Buttafaro, P.C.
- (m) District Internal Auditor – Management Advisory Group
- (n) Records Access Officer – Melissa Sawicki
- (o) Asbestos LEA Designee – Marc Waters
- (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 – Lola Shaw
- (t) District Data Protection Officer – Joe Schultz @ stipend of \$2,000.00
- (u) Athletic Director – Dave McCann @ salary of \$12,000.00

**Yes – 7  
No – 0  
Carried**

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Upon motion made by Golley, seconded by Zlockie, the following appointments were offered (v) – (aa).

- (v) Official Newspapers – Olean Times Herald & Salamanca Press
- (w) Chief Information Officer – Robert Miller
- (x) Sexual Harassment Officers – Maren Bush and Erich Ploetz
- (y) CSE/CPSE Chairperson – Melissa Dahlman
- (z) Civil Rights Compliance Officer – Robert Miller
- (aa) Dignity Act Coordinators - Tammy Eddy & Dan LaCroix

**Yes – 7  
No – 0  
Carried**

Upon motion made by Zlockie, seconded by Calarco, the following resolution was offered 10-35.

10. RESOLVED, that the regular meetings of the Ellicottville Central School Board of Education shall be held on the following Tuesdays in the Ellicottville Central High School Library. The 2020-2021 Board of Education Meeting Calendar is as follows:

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

- |     |                            |   |
|-----|----------------------------|---|
| 1.  | Tuesday July 14, 2020      | 6:00 pm Reorganizational Meeting          |
| 2.  | Tuesday July 21, 2020      | 6:00 pm Board Retreat                     |
| 3.  | Tuesday July 28, 2020      | 6:00 pm Regular Meeting                   |
| 4.  | Tuesday August 11, 2020    | 6:00 pm Regular Meeting                   |
| 5.  | Tuesday August 25, 2020    | 6:00 pm Regular Meeting                   |
| 6.  | Tuesday September 8, 2020  | 6:00 pm Regular Meeting                   |
| 7.  | Tuesday September 29, 2020 | 6:00 pm Regular Meeting                   |
| 8.  | Tuesday October 13, 2020   | 6:00 pm Board Retreat                     |
| 9.  | Tuesday October 20, 2020   | 6:00 pm Regular Meeting                   |
| 10. | Tuesday November 3, 2020   | 6:00 pm Regular Meeting                   |
| 11. | Tuesday November 17, 2020  | 6:00 pm Regular Meeting                   |
| 12. | Tuesday December 8, 2020   | 6:00 pm Regular Meeting                   |
| 13. | Tuesday January 12, 2021   | 6:00 pm Regular Meeting                   |
| 14. | Tuesday January 26, 2021   | 6:00 pm Budget Worksession                |
| 15. | Tuesday February 9, 2021   | 6:00 pm Regular Meeting                   |
| 16. | Tuesday February 23, 2021  | 6:00 pm Regular Meeting                   |
| 17. | Tuesday March 9, 2021      | 6:00 pm Budget Worksession                |
| 18. | Tuesday March 16, 2021     | 6:00 pm Budget Worksession                |
| 19. | Tuesday March 30, 2021     | 6:00 pm Regular Meeting*                  |
| 20. | Tuesday April 13, 2021     | 6:00 pm Regular Meeting                   |
| 21. | Tuesday April 20, 2021     | 6:00 pm Regular Meeting/BOCES Budget Vote |
| 22. | Tuesday May 11, 2021       | 6:00 pm Budget Hearing                    |
| 23. | Tuesday May 18, 2021       | 8:00 pm Regular Meeting – Budget Vote     |
| 24. | Tuesday June 8, 2021       | 6:00 pm Regular Meeting                   |
| 25. | Tuesday June 22, 2021      | 6:00 pm Regular Meeting                   |
| 26. | Tuesday July 13, 2021      | 6:00 pm Reorganizational Meeting          |

\*Last day to ok budget for 2021/2022 school year

11. RESOLVED, the School Business Executive 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 2020-2021 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, a petty cash fund be established as outlined below
- (1) \$100 (Melissa Sawicki - custodian)
  - (2) \$10 (Lola Shaw – Tax Collector Account)

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15. RESOLVED, the School Business Executive and Superintendent are authorized to sign all checks from all accounts including payroll checks.
16. RESOLVED, the School Business Executive is authorized to use a facsimile signature, to wit, to use a check writer.
17. RESOLVED, the School Business Executive 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.
18. 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.
19. RESOLVED, that the Superintendent of Schools, or his designee, be authorized to apply for, accept and administer Federal Funds.
20. 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.
21. RESOLVED, the Superintendent is authorized to purchase bonds required by law for the School Business Executive and Tax Collector (in the amount of \$1,000,000).
22. RESOLVED, the School Business Executive 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 School Business Executive 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 School Business Executive to insure continued adequate collateralization.
23. RESOLVED, that the automobile mileage reimbursement rate be set at the current Internal Revenue Service rate per mile, effective with the 2020-2021 school year.
24. RESOLVED, that all policies, rules, regulations standard practices and procedures heretofore existing in this district in 2019/2020 unless specifically amended or changed are continued in full effect for the 2020/2021 school year.
25. 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.
26. 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.
27. 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.
28. RESOLVED, that the School Business Executive 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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29. 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.
30. Resolution authorizing BOCES Education Advisory Committee to act on behalf of local Boards for Vocational Grants.
31. 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 9/1/20 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.
32. RESOLVED, that the School Lunch Prices for the 2020-2021 school year be set as follows: Grades K-5 at \$2.10 for a complete lunch and Grades 6-12 at \$2.30 for a complete lunch. 2<sup>nd</sup> lunch prices will be as follows: K-5<sup>th</sup>: \$2.60 and 6<sup>th</sup> – 12<sup>th</sup> grade: \$2.90. Reduced Lunch Price for all levels will be \$.25 per mandate.  
Adult lunch price \$5.00 (+tax) (for a complete lunch).
33. RESOLVED, that the School Breakfast Prices for the 2020-2021 school year be set as follows: Grades K-5 \$1.30 for a complete breakfast and Grades 6-12 at \$1.30 for a complete breakfast. 2<sup>nd</sup> breakfast will be \$1.80. Reduced Breakfast Price for all levels will now be \$.25 per mandate.  
Adult breakfast price \$2.75 (+tax) (for a complete breakfast).
34. RESOLVED that the price of half-pints of milk for the 2020-2021 school year be \$.60 per carton.  
Adult milk price for a half-pint \$.75. Chips & Ice Cream \$1.00. Bottled Drinks \$1.50.
35. 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) Marc Waters   | \$3,000                        |

**Yes – 7  
No – 0  
Carried**

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36. Moved by Murphy, seconded by Zlockie, 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
2. Parent of Student
3. Student if appropriate
4. School Psychologist
5. Parent Member (Karen Venturin)
6. Surrogate Parent (Shelly Baldwin)
7. Special Education Teacher
8. Regular Education Teacher
9. All Providers of Services

Sub-Committee on Special Education  
Part 200 Regulations  
Section 200.3

1. CSE Chair
2. Parent of Student
3. Special Education Teacher
4. Regular Education Teacher
5. All Providers of Services

Committee on Preschool Special Education  
Part 200 Regulations  
Section 200.3

1. CSE Chair
2. Parent of Student
3. School Psychologist
4. Cattaraugus County CPSE Representative
5. Parent Member (Lindsey Bishop, Tiffany Frentz)
6. Surrogate Parent (Shelley Baldwin)
7. Special Education Teacher
8. Regular Education Teacher
9. All Providers of Services

**Yes – 7  
No – 0  
Carried**

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37. Moved by Murphy, seconded by Northrup, 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
Maren Bush	Elementary Principal
Melissa Dahlman	CSE Chairperson
Karin Hager	School Nurse
Todd Lovell	Transportation
Marc Waters	Maintenance
Zachary Gelen	Physical Education Teacher
Vicky Williams	PTO
TBD & TBD	Board Members
Tammy Eddy	Guidance Counselor
Melissa Sawicki	Superintendent's Secretary
Dan LaCroix	Guidance Counselor
Kate Boutet	Physical Education Teacher
Mark Ward	Great Valley Fire Department
Don Auge	Ellicottville Police – Officer in Charge
Aimee Kilby	Parent
Ed Fredrickson	Ellicottville Fire Department
Katie Auge	Teacher
Chris Keenan	Teacher

**Yes – 7  
No – 0  
Carried**

Upon motion made by Zlockie, seconded by Golley, the following resolution was offered 38-59.

38. 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.
39. District Treasurer authorized to pay substitutes  
RESOLVED: that the School Business Executive is hereby authorized, on the approval of the Superintendent, to pay substitute employees during the 2020/2021 school year the following rates:
- |                              |   |
|------------------------------|---|
| <u>Teacher</u>               | \$85.00 (Non-Certified w/2-years+ of college)                   |
|                              | \$95.00 (Non-Certified w/4-year degree other than in Education) |
|                              | \$105.00 (Certified with 4-year degree in Education)            |
| *Long Term Certified Teacher | \$140.00 per day *More than 10 Consecutive Days                 |
| Teacher Aides                | \$11.80 per hour (\$12.50 effective 12/31/20)                   |
| Secretaries                  | \$11.80 per hour (\$12.50 effective 12/31/20)                   |
| Cafeteria Workers            | \$11.80 per hour (\$12.50 effective 12/31/20)                   |
| Bus Drivers                  | \$16.50 per hour  |
| Cleaners                     | \$11.80 per hour (\$12.50 effective 12/31/20)                   |
| School Nurse                 | \$20.00 per hour  |
40. Support Staff hourly rates and salaries approved  
RESOLVED: that the 2020/2021 support staff hourly rates and salaries are approved.
41. Required Staff Memberships  
41.1 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.



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- 41.2 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.
- 41.3 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 (NYSCOSS), the American Association of School Administrators (AASA), and the Cattaraugus/Allegany County Council of School District Superintendents. In addition, the Board of Education is approving the Superintendent to attend the following meetings/conferences for the 2020-2021 school year at the expense of the District: NYSCOSS Fall and Winter/Spring Conferences, CA BOCES CSO Meetings, NYSSBA Annual Conference, ACSBA Meetings, Cattaraugus/Allegany County Council of School District Superintendents meetings, Western New York Joint Management Team meetings/conferences, and local training options offered by and through the CA BOCES. All other conferences will require prior approval of the Board of Education as per the Superintendent's contract.
- 41.4 RESOLVED: that the Elementary Principal/Director of Curriculum, Maren Bush, is required to keep current on recent changes in the administration of elementary schools & curriculum and to acquire new information and develop advanced skills in the area of school administration and management & curriculum as part of her official duties as a school administrator. The Board of Education has determined that membership at the Districts expense (if any) in the School Administrators Association of New York State, the Cattaraugus/Allegany County Elementary Principal's Association and CA BOCES Curriculum Forum Meetings is required as part of her official duties. Therefore, be it further RESOLVED, that the elementary principal be a member of the School Administrators Association of New York State, the Cattaraugus/Allegany County Elementary Principal's Association and the CA BOCES Curriculum Forum.
- 41.5 RESOLVED: that the School Business Executive, 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.
42. 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 2020-2021 school year. The Designated Educational Official receives court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.
43. 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.
44. Approval of Title IX/Section 504/ADA Compliance Officer  
RESOLVED: that Melissa Dahlman, is hereby appointed as the Title IX/Section 504/ADA Compliance Officer for the Ellicottville Central School District for the 2020/2021 school year.
45. Approval of Liaison for Homeless Children & Youth Designee  
RESOLVED: that Robert Miller, Superintendent, is hereby appointed as the Liaison for Homeless Children and Youth for the Ellicottville Central School District for the 2020/2021 school year.

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46. Approval of Chemical Hygiene Officer for District  
RESOLVED: that Marc Waters, is hereby appointed as the Chemical Hygiene Officer for the Ellicottville Central School District for the 2020/2021 school year.
47. Approval of Official Bank Signatories  
RESOLVED: that Robert Miller, Superintendent and Aimee Kilby, School Business Executive are hereby appointed as the Official Bank Signatories for the Ellicottville Central School District for the 2020/2021 school year.
48. 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 2020/2021 school year.
49. Approval of School Pesticide Representative  
RESOLVED: that TBD is hereby appointed as the School Pesticide representative for the Ellicottville Central School District for the 2020/2021 school year.
50. Approval of Insurance Company  
RESOLVED: that Richardson & Stout (a division of The Evans Agency) for Insurance, Claims & Risk Management is hereby appointed as the Insurance Company for the Ellicottville Central School District for the 2020/2021 school year.
51. Approval of the School Psychologist to the position of acting CSE Chairperson  
Approval of the School Psychologist, Joe Prior, 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.
52. Approval of Robert Miller, Superintendent as the Purchasing Agent for the district in the event the School Business Executive 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 School Business Executive is unable to fully complete such duties.
53. Approval of temporary/acting 504 Chairperson  
RESOLVED: That the school psychologist, Joe Prior, 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.
54. Approval authorizing CSE/CPSE Chairperson to sign CSE/CPSE recommendations on behalf of the Board of Education  
RESOLVED: That Melissa Dahlman is hereby authorized to sign CSE/CPSE recommendations on behalf of the Board of Education.
55. Approval of District Pandemic Coordinator for the 2020/2021 School Year:  
RESOLVED: that Robert Miller is hereby appointed as the District Pandemic Coordinator for the Ellicottville Central School District for the 2020/2021 school year.
56. Approval of District Energy Manager for the 2019/2020 School Year:  
RESOLVED: that Marc Waters is hereby appointed as the District Energy Manager for the Ellicottville Central School District for the 2020/2021 school year.
57. Approval of District Integrated Pest Management Coordinator (IPM) for the 2019/2020 School Year:  
RESOLVED: that Marc Waters is hereby appointed as the District Integrated Pest Management Coordinator (IPM) for the Ellicottville Central School District for the 2020/2021 school year.
58. Approval of Chief Emergency Officer for the 2020/2021 School Year:  
RESOLVED: that Robert Miller is hereby appointed as the Chief Emergency Officer for the Ellicottville Central School District for the 2020/2021 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.

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59. Approval of Board Member Attendance at Conference, Training, etc. for the 2020/2021 School Year:  
RESOLVED: that the authorization for Board Members to attend conferences, conventions 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.

RESOLVED: that members of the Board of Education be approved to attend, either in person or virtually, the NYSED Fiscal Oversight Fundamentals Training, Governance Training, the October 2020 annual NYSSBA Conference and the Allegany/Cattaraugus School Board Association meetings.

**Yes – 7  
No – 0  
Carried**

**Consent Items:**

Moved by Golley, 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 meeting of June 23, 2020
- b. Acknowledgement of the June 23, 2020 & July 7, 2020 Claims Auditor Reports

**Yes – 7  
No – 0  
Carried**

**Presentations & Reports:**

None

**Communications, Commendations:**

- a. Thank you note from Megan Hartsell

**Informational Items:**

None

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

- a. Graduation Parade: 21 students showed up and 17 fire trucks.
- b. Fire Inspection: we passed the annual inspection.
- c. 2020-21 Sports: The NYSPHSAA recently released information from its task force meetings and shared several scenarios regarding sports for the 2020-21 school year. As of today (6/13) NYS released the following: "*interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming...*" Here is the link to that information: <http://www.nysphsaa.org/Portals/0/COVID%2019/Potential%20Scenarios%20NYSPHSAA%20COVID%20Task%20Force.pdf>
- d. Re-opening Plans – Superintendent Miller stated that District's thought they would get more guidance on Monday from the State. He stated that he is still reading and digesting it. He will be attending 2 webinars on July 29<sup>th</sup> with plans due to the State by July 31<sup>st</sup>. He stated that the survey to send to parents is almost complete and is waiting on final guidance. Information from NYS and State Ed is coming in every few hours and is very frustrating.
- e. Yearbooks have been distributed. There are still books available for purchase
- f. Laptop rotation is underway.
- g. Summer Meals. We have partnered with several agencies who can provide access to food for families throughout the summer. Information and partnerships for food programs can be found on the District Website, Facebook and was mailed out with final report cards. Partners include (but may not be limited to): The Ellicottville Food Pantry, The Great Valley Food Pantry, Cattaraugus Community Action, SNAP, and the USDA Farmers to Families Programs.

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- h. Superintendent Miller stated that School Opening/Covid 19 Reopening Plans was not on the agenda but he planned on talking about it in his report. He started by saying that for the record the District has received several correspondences from parents, community members and students. He stated that over the past 36 hours the amount of info received has been overwhelming, with more information supposed to be out tomorrow from the Board of Regents. Superintendent Miller stated that he received templates for reopening plans (of which one is 126 pages). CA BOCES is working collectively with schools on the templates and District Superintendent's will have a face to face meeting tomorrow. Moving forward he said the parent survey is being developed. He shared the survey via the Clear Touch Board, adding that the final touches will be done in the next few days. He stated that the survey will be mailed to parents along with a letter. The survey will also be posted on the district web-site. Administrators will also develop a survey for the staff. The District is testing out wireless hotspots. If you have a very expensive cellphone booster the hotspot seems to work, but without the expensive booster it is not working at different locations throughout the district. The District is looking at portable desk guards, and is working on getting a quote for 10 right not (offices, school psychologist, speech, counselors and foreign language teachers). Marc Wates is ordering cleaning supplies, but has not even received orders from a few weeks ago. Masks will run about 40¢ per disposable mask. At this price it will be about \$1,500 per week. Len Zlockie asked where the money is coming from with the budget being so tight? Superintendent Miller stated that money is tight and it may mean cutting field trips and conferences at the end of the year. He stated that the District has to prepare for in home and in person instruction at this point. There is so much to work on, he added, from finances, transportation, classrooms, PPE, etc. Superintendent Miller stated that the new transportation supervisor started today and he will be meeting with him later in the week. Carl Calarco stated that some of the burden needs to be put on the parents, and suggested asking them questions in the survey. He stated that he and Mr. Ploetz are looking for better communication in the MS/HS and are looking at assigning teachers to students. The teachers would have to make phone calls on a regular basis (weekly) as well as making parental contact on a regular basis. They would have check off sheets to see if they need help with academics, meals, etc. Classrooms are being looked at in regards to set-up with a 6-foot space between students. We know we can't fit many and we need to figure out what to do with all of the extra furniture and items from the classrooms. We are looking at new training dates for staff (they have been bumped twice by BOCES) for Microsoft Teams and Outlook. Staff and teachers will receive Outlook training first and then Microsoft Teams for all teachers. It will cost about \$4,000 to train all teachers (Microsoft Teams will replace Zoom). Teachers will be able to pre-record lessons and release them at a later time. The District is also looking at professional development, in social and emotional training, for teachers. The State talked about sports over the summer: They said you cannot have teams use your facilities if you do not have cleaning staff and security. So, districts are saying no. There are many frustrations, the state is putting things on district's that we cannot control. Internet is one of them. Technology – they (New York State) is saying that districts have to provide devices and internet to all students. How can ECS do that? In a recent survey ECS learned that out of 377 families, 30% do not have reliable internet service. Superintendent Miller stated that he thinks there is a need to balance the ones with internet and the ones without. He said the District can't jump in and leave some of the kids behind. The District will be transparent. The plan submitted and approved by the State has to be put on the district web-site. ECS will do the best it can. President Van Wicklin stated that ECS cannot give the Cadillac Plan to some students and a mediocre plan to others. Deb Golley stated that she thinks ECS should do for those who have the internet and infuse technology in everyday life. She added that ECS cannot wait forever to infuse technology. Shana Chudy stated that ECS is not alone in receiving complaints. She stated that the District she teaches in has received complaints as well. President Van Wicklin stated that ECS did the best it could with the little guidance given. He stated that internet connectivity is a problem. Not just the lack of it but the performance (slow running) as well. Superintendent Miller stated that there are internal committees already meeting. He stated that he met with Marc Waters and Aimee Kilby today and will meet soon with Marc Waters, Karin Hager, Vicky Williams, Shawne Hunt, Joe Schultz, Maren Bush, Erich Ploetz and Todd Lovell. He stated that a few teachers may be added, but the committee cannot get that big and time is of the essence. Superintendent Miller stated that he appreciates the Board's support and he knows his principals also appreciate the support. He asked the Board Members if they have suggestions or thoughts to please share them with him. Bill Murphy asked how the districts are supposed to submit plans by July 31<sup>st</sup> and have the state provide answers to 700 districts by the first week in August. He stated that he just does understand or see it (happening). Superintendent Miller stated that the district also has to figure out lunches. He stated that everyone is doing their best, will continue to keep doing our best and ECS will get through all of this.
- i. NYSSBA is going virtual. More info should be sent in the upcoming weeks.

**School Business Executive's Report (Aimee Kilby):**

- a. No report
- b.

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**Principals Reports:**

Maren Bush: Elementary Principal/Director of Curriculum - Absent

- a. PickUp Patrol Dismissal System – The Elementary is looking at adopting a new dismissal system in order to streamline the process and maximize efficiency and safety for students, staff and families.
- b. Other Elementary Items
  - Working on completion of the ESSA Grant
  - Still awaiting guidance on Kindergarten Screening
  - Class lists completed and teacher assignments for 2020-2021 have been mailed to students/families.
  - Pre-K Applications-Still taking applications for in and out of district residents.
  - Planning Re-Opening (development of reopening plan, parent/teacher survey)

Erich Ploetz: MS/HS Principal - Absent

- a. Many thanks for a successful Graduation! The list is too long to name names, but many thanks go out to all constituents of the ECS community for pulling together a successful 2020 Commencement Ceremony. General feedback has been very positive, and I feel we did the very best we could given our timeframe and limitations. Congratulations, Class of 2020! You did it!!
- b. Cattaraugus County NHS Awards
  - Each year, the Cattaraugus County National Honor Society puts on a very nice banquet, replete with awards and commendations for our graduating seniors. While this year we were not able to hold a banquet, there the awards portion of the banquet was completed, including an online/supervised essay writing contest. This year, Ellicottville Central School brought home four awards:  
ECS Top Service Award: Allison Calarco  
ECS Outstanding NHS Member Award: McKenna Kaleta  
County Scholastic Achievement Award: Megan Hartsell  
Betty Pappas Award: Abaigeal Donoghue
  - Congratulations, graduates!*
- c. Howard Hanna Campus Gift
  - Four bushes were recently donated in honor of the Class of 2020 and all they went through during the second half of their Senior year. Three of them will be planted in front of the transformer as an improvement to the façade of the school, and one will be planted near the classroom garden by the back-parking lot foyer. Many thanks to the employees of Howard Hanna Realty for supporting ECS and the Class of 2020!

**Discussion:** Superintendent Miller stated that he would publicly like to thank everyone involved in helping put graduation together. He stated that he isn't sure if the community know how hard everyone worked to pull it off. He stated that he did not want to miss anyone. A special thanks to Erich and his team. He added that so many people helped. He also thanked the fire departments for their support and stated that Thank You notes have been sent. A special thank you to the community for the Senior Gift Boxes. The students were really excited and appreciated the generosity of the donors.

**Old Business**

None

**New Business:**

Moved by Zlockie, seconded by Northrup, upon the recommendation of the Board President, approval of a request from Robert Miller, Superintendent, that he be certified as lead evaluator for the principals. Mr. Miller has met all NYSED requirements for this certification.

**Yes – 7  
No – 0  
Carried**

Moved by Chudy, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval to hold the Ellicottville Central School District Reorganizational Meeting on July 13, 2021 (for the 2021/2022 school year).

**Yes – 7  
No – 0  
Carried**

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Moved by Murphy, seconded by Golley, upon the recommendation of Robert Miller, Superintendent of Schools, approval of a Bus Lease Bid from Leonard Bus Sales, Inc. for \$117,987.36 to lease 2 (two) 66 passenger IC school buses and \$72,260.66 to lease one Trans Tech Wheelchair Accessible 22 passenger school bus for each of the next five years (2020-2025) commencing with the 2020/2021 school year. Payment dates are scheduled for 8/15/2020, 8/15/2021, 8/15/2022, 8/15/2023 and 8/15/2024. Delivery of such busses shall occur by July 20, 2020.

**Yes – 7  
No – 0  
Carried**

Moved by Murphy, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the Ellicottville Central School Code of Conduct and Discipline Code (including Bill of Student Rights and Responsibilities). A public hearing was held at 5:45 pm on Tuesday, July 14, 2020 to review the “Code”.

**Yes – 7  
No – 0  
Carried**

Moved by Golley, seconded by Murphy, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following resolution: RESOLVED that the Board of Education of the Ellicottville Central School District hereby agrees to enter into the attached contract with the Erie I BOCES for a five-year period commencing on July 1, 2020 to authorize the Western New York Regional Information Center to furnish certain computer services to the District pursuant to Education Law 1950 (4) (JJ) for an amount not to exceed \$14,523.60 and authorizes 60-monthly payments to be made to Erie I BOCES in the amount not to exceed \$242.06. Be it further RESOLVED, that the Board of Education of the Ellicottville Central School District hereby authorizes the Board President or the District Clerk to execute the contract on behalf of the District.

**Yes – 7  
No – 0  
Carried**

Moved by Calarco, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following resolution: RESOLVED that the Board of Education of the Ellicottville Central School District hereby agrees to enter into the attached contract with the Erie I BOCES for a five-year period commencing on July 1, 2020 to authorize the Western New York Regional Information Center to furnish certain computer services to the District pursuant to Education Law 1950 (4) (JJ) for an amount not to exceed \$62,039.40 and authorizes 60-monthly payments to be made to Erie I BOCES in the amount not to exceed \$1,033.99. Be it further RESOLVED, that the Board of Education of the Ellicottville Central School District hereby authorizes the Board President or the District Clerk to execute the contract on behalf of the District.

**Yes – 7  
No – 0  
Carried**

**Personnel**

**Deletion:** Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following anticipated Fall Sports Coaches and Advisors. These approvals are contingent upon the sport being held and enough students signing at each level:

**Coaches:**

Varsity Football – Jason Marsh  
Varsity Assistant Football Coach – Chris Mendell  
Junior Varsity Football – TBD  
Modified Football – TBD  
Boys Varsity Soccer – Matt Finn  
Boys Junior Varsity Soccer – Zach Gelen  
Boys Modified Soccer – Chris Edwards  
Boys Soccer Assistant Coach – Chris Keenan  
Girls Varsity Soccer – Tammy Eddy  
Girls Assistant Soccer – Katie Taylor  
Girls Modified Soccer – Dan Lacroix  
Varsity Volleyball – Katie Auge  
JV Volleyball – Danielle Norton  
Modified Volleyball – Tracie Myers  
Volunteer Assistant Volleyball – Kate Boutet

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Moved by Golley, seconded by Northrup, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following temporary summer cleaner, effective tentatively July 1, 2020 – August 31, 2020 at a rate of \$11.80 per hour:       •John Cornwall   8 hours per day

**Yes – 7  
No – 0  
Carried**

Moved by Murphy, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, approval to accept a resignation from Karen Chapman (cafeteria worker) effective June 30, 2020.

**Yes – 7  
No – 0  
Carried**

Moved by Golley, seconded by Chudy, upon the recommendation of Robert Miller, Superintendent of Schools, approval to appoint Nicholas Fedick to the position of full-time cleaner effective tentatively July 20, 2020 at a rate of \$11.80 per hour. This position carries a one-year probationary period which will begin on tentatively July 20, 2020 and end on tentatively July 20, 2021. This appointment is contingent upon a successful fingerprint clearance from New York State.

**Yes – 7  
No – 0  
Carried**

Moved by Murphy, seconded by Zlockie, upon the recommendation of Robert Miller, Superintendent of Schools, the Board of Education hereby approves the Amended Terms and Conditions of Employment for 12-month Confidential Management - Office Staff and 12-month Confidential Management - Supervisory Staff as presented to the Board, modifying paragraph 2 of each of the terms as presented to the Board.

**Yes – 7  
No – 0  
Carried**

Moved by Northrup, seconded by Golley, upon the recommendation of Robert Miller, Superintendent of Schools, approval of David Haggerty to the substitute cleaner list at a rate of \$11.80 per hour. This appointment is contingent upon a successful fingerprint clearance from New York State.

**Yes – 7  
No – 0  
Carried**

**Committee Reports**  
None

**Discussion Items:**  
None

**Policies:**  
None

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**Executive Session**

Moved by Zlockie, seconded by Murphy, to enter into executive session at 7:27 p.m. to discuss two contractual items.

**Yes - 7  
No - 0  
Carried**

Moved by Zlockie, seconded by Northrup, to come out of executive session and return to the regular meeting at 7:53 p.m.

**Yes - 7  
No - 0  
Carried**

**Adjournment of Meeting**

Moved by Golley, seconded by Murphy, to adjourn the reorganizational and regular meeting of July 14, 2020 at 7:54 pm.

**Yes - 7  
No - 0  
Carried**

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District Clerk

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Deputy District Clerk