

**BOARD OF EDUCATION
Ellicottville Central School**

**Regular Meeting
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**Sht. No. 1976
September 27, 2022**

OFFICIAL MINUTES

Members Present: William Murphy, Debra Golley, Shana Chudy, Erin Cornelius,
Karl Northrup, Kristen Pearl, Robert Van Wicklin

Members Absent: None

Staff Present: Robert Miller, Melissa Sawicki, Aimee Kilby, Katie Mendell, Erich Ploetz

Staff Absent: None

Others Present: None

Call to order of meeting

President Murphy called the regular meeting of September 27, 2022, 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 - All present

Changes, Additions and Deletions to the Agenda

Additions:

- 17. Personnel
 - c. Katie Moore Homework Club
 - e. Should read: This position carries a one-year probationary period from tentatively October 3, 2022 – October 3, 2023.

Approve Agenda

Moved by Northrup, seconded by Golley, upon the recommendation of Robert Miller, Superintendent of Schools, to adopt the agenda of the September 27, 2022, Board of Education Meeting with additions.

**Yes – 7
No – 0
Carried**

Public Comment

None

Presentations & Reports

2021-2022 External Audit Presentation (Buffamante, Whipple & Buttafaro, PC) – Danna Isaman and Chris Gasiewicz attended the meeting and Danna Isamen presented a PowerPoint of the 2021-2022 External Audit.

Communications, Commendations

Thank you cards from Karen Morton and Dlo Bickell

Informational Items

None

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Superintendent's Report – Robert Miller

1. Senior Trip – the Board approved the trip back in the summer. The trip is planned for Ohio and the advisors asked if they could contract with the school for transportation, which will save the class around \$4,000. We will need to have an MOA with ECSRPA pertaining to the driver.
2. Policy & Regulation Updates – keeping up with revisions and new policies kinda went by the wayside during Covid. Superintendent Miller stated that he and Melissa Sawicki are going to work afterschool and on weekends over the next several months to get the policy book up to date. Work also needs to be done on an employee handbook. There is a lot of history and procedures that we don't want to get lost.
3. Fundraiser Questions – came up in the past few days. We are going to go back to 2 fundraisers per group per year. Aimee Kilby added that the auditors stated that we need to tighten up on profit and loss statements. She added that Lola Shaw is doing a good job talking with the advisors and the students regarding the procedures. Superintendent Miller stated that there is a handbook for student activities that needs to be reviewed and updated as well.
4. Parking and athletic fields – we have had several complaints from chaperones regarding being yelled at by people attending sporting events. There have been several incidents where people drive past the chaperones, stating that they know people without handicapped tags are parking up top, so they are going to as well. The SRO will be at some of the games, and we will issue tickets if we must. Superintendent Miller spoke with the Town of Great Valley, and they agree, that the SRO can write a ticket. We do not want to go this way, but we may need to. Dave McCann ordered new signs about parking and pets. We will continue to work on the issues.
5. October 18th – Board Retreat. Tim Clarke from CA BOCES will be at the retreat to present on Diversity, Equity and Inclusion. It is an important message that is thought provoking and there is a lot of misunderstanding regarding it. It is not CRT, it is different.
6. Fingerprinting Costs for Substitutes – Superintendent Miller stated that the district currently reimburses permanent employees, but not substitutes or coaches. Neighboring districts are trying to find ways to help substitutes with the fees and ways to reimburse them. Superintendent Miller stated that he will work on some ideas for the October board meeting. Erin Cornelius stated that perhaps they could be reimbursed after working a certain amount of time.
7. Mr. Ploetz and Mr. Prior will present during Mr. Ploetz's report on Social/Emotional and the planned Advisory Program.
8. HVAC – we received quotes from a company that came in quite high. We will be joining a Coser with CA BOCES (.1) to have a person once a week. We are also joining a Coser with Erie I BOCES for a maintenance scheduler. This will help Marc Waters track tasks that need to be completed. Shana Chudy stated that Olean School District uses it for technology and maintenance requests, and it works well.
9. Open House – there was a great turnout and nice to see people out again. It was the first in person open house since 2019. Superintendent Miller stated that he is going to look at how open house looks. He stated that he doesn't want Open House to become about fundraisers. He added that he does not want to put people in that situation. He stated that the district used to have a tight fundraising calendar with only a certain number of fundraisers allowed at a time.

Principals Reports:

Erich Ploetz: MS/HS Principal

1. Opening School Information - Opening Assembly, Homecoming, Spirit Week, Home Games, Dance in Courtyard (many thanks to the Class of 2024, including advisors Matt Finn & Chris Edwards).
2. MS Musical – Auditions are complete for HONK! Grades 6-8 will perform on November 9th & 10th
3. Athletic Update – All teams doing well, fall season is half over. Football is in 2nd place behind Randolph. Men's Soccer in 1st place. Women's Soccer in 2nd place behind Portville (rematch @ Portville on Thursday). Women's Volleyball with a winning record in league. Five students running cross country, 2 @ varsity level, 2 varsity swimmers with Allegany/Limestone. Soccer/Football/The Ward live streaming: shout out to Chris Edwards and Marc Waters.
4. Senior Privileges – Ongoing conversation
5. Wonderful addition of SRO, Amber Graham – she is a natural fit. Very caring and eager to help. She is a tremendous asset to the district. Thank you to the Board and Superintendent Miller for supporting ECS having an SRO.

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6. Advisory Program – Mr. Ploetz and Mr. Prior had the board and administration perform a small exercise in getting to know each other. They asked members to input (on their cell phones) one thing no one else at the table may know about them. After compiling the results, they read them out loud and asked the members at the table to guess who each thing was about. Mr. Ploetz outlined their hopes for the Advisory Program as well as how it came about (conversations at the end of last school year with faculty and staff). Joe Prior outlined the many aspects of the program as well as reviewed a letter to parents and a permission slip that will be sent home to all parents of students in grades 6-12. He stated that the hope of the program is to bridge relationships with adults and students across all grade levels. The Advisory period will be every other week. They stated that their goal is to let every student know that they belong.

Katie Mendell – Elementary Principal/Director of Curriculum

Climate & Culture:

1. 1:1 Teacher/Staff Interviews
2. Character Education alignment to new “Positive Behavior Referral”
3. Monthly “Staff Spotlight”, “Staff Shoutouts”, Staff Baby Photo Showcase @ Open House
4. Staff discussion and excitement about celebrating some of the past traditions that had been on hold due to Covid.
5. Upcoming Staff Luncheon to benefit families in need or charity donations

Curriculum & Instruction

1. Scheduled tri-annual Data Team Meetings, monthly Interventionist/RTI Meetings
2. Mapping needs of teachers and grade level teams
3. Working with CA BOCES Learning Resources Department to raise awareness of STEM Kits/resources, SEL Kits/resources
4. Mosaic of Thought

Professional Development

1. Faculty Meetings
2. 2022 NYS Test Data
3. Opening Day with Ellin Keene @ Portville “Mosaic of Thought”
4. Lead evaluator teacher observation training with CA BOCES
5. Curriculum Forum – NYSED Updates, regional updates and resources

Parent & Family Engagement

1. Parent/family contacts via phone & email, working on Principal newsletter
2. Open House was a success
3. Ongoing attention and consideration around best practice in parent/family engagement

Upcoming Events

1. Halloween Safety, Fire Prevention Week Presentation in coordination with SRO Amber Graham
2. Incoming Interns from JCC Renee Funke, PhD & Ellicottville CTE Early Childhood Education
3. Pet Wall of Fame to continue building community between staff and students

School Business Executive Report: Aimee Kilby

Mrs. Kilby stated that she has no report this meeting because of the Audit presentation and that her reports would be going quarterly.

Discussion: Superintendent Miller stated that there is a surplus in the general fund of \$190,000; the cafeteria of around \$70,000 and the unassigned Fund Balance was at 6.1%. He stated that the Board needs to discuss where they want to put some of the money and in which reserves. He stated that the district can also look at a small capital outlay project to perhaps address adding sidewalks in front of the school to connect the parking spaces, the canopy over the loading dock and a small parking lot by the baseball fields. The project would need to stay under \$100,000.

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Consent Items:

Moved by Cornelius, seconded by Pearl, 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 August 30, 2022
- b. Acknowledgement of the August 30, 2022 and September 13, 2022 Claims Auditor Reports

**Yes – 7
No – 0
Carried**

Committee Reports:

None

Discussion Items:

None

Old Business:

None

New Business:

Moved by Golley, seconded by Northrup, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the 2021-2022 school year external audit (as presented by Buffamante, Whipple, Buttafaro, PC – External Auditors).

**Yes – 7
No – 0
Carried**

Moved by Northrup, seconded by Cornelius, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the Cooperative Bid for electric to Energy Cooperative of America at the indexed adder rate of \$0.01690 per kwh used. The actual amount that will be charged for the commodity will be the index-based adder, plus, the current market price as established by the NYISO/LBMP Day Ahead Market Price. The term of the bid approval is from November 2022 meter read to November 2023 meter reads.

**Yes – 7
No – 0
Carried**

Moved by Golley, seconded by Pearl, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Donna Warner as a volunteer in the music department for the 2022-2023 school year.

**Yes – 7
No – 0
Carried**

Personnel:

Moved by Chudy, seconded by Cornelius, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Ashley Brooks to the substitute teacher aide list at a rate of \$15.00 per hour.

**Yes – 7
No – 0
Carried**

Moved by Golley, seconded by Northrup, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Donna Warner as a piano accompanist in the music department for the 2022-2023 school year, at a rate of pay of \$20 per hour.

**Yes – 7
No – 0
Carried**

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Moved by Cornelius, seconded by Van Wicklin, upon the recommendation of Robert Miller, Superintendent of Schools, approval of the following Advisors for the 2022-2023 school year:

Robert Poole	Trap Team Advisor
Jamie Edwards	6-8 Musical - Assistant Director (Production)
Lynette Sexton	Homework Club
Katie Moore	Homework Club

**Yes – 7
No – 0
Carried**

Moved by Golley, seconded by Van Wicklin, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Barbara Putzig to the substitute bus monitor list at a rate of \$15.00 per hour retroactive to September 16, 2022.

**Yes – 7
No – 0
Carried**

Moved by Chudy, seconded by Northrup, upon the recommendation of Robert Miller, Superintendent of Schools, approval of Elisabeth Knibbs to the position of part-time Teacher Aide effective tentatively October 3, 2022 at a salary of \$15.00 per hour. This appointment is contingent upon a successful fingerprint clearance from New York State. This position carries a one-year probationary period from tentatively October 3, 2022 – October 3, 2023.

**Yes – 7
No – 0
Carried**

Policy

None

CSE/CPSE Recommendations

Moved by Cornelius, seconded by Golley, 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 (#900501460, 900501449, 900500568) at its meeting on September 27, 2022 and approves all necessary arrangements as the most reasonable and appropriate special service(s) and/or program(s) for the implementation of those recommendations August 23 – September 20, 2022.

**Yes – 7
No – 0
Carried**

Adjournment of Meeting

Moved by Golley, seconded by Van Wicklin, to adjourn the regular meeting of September 27, 2022, at 7:47 p.m.

**Yes – 7
No – 0
Carried**

District Clerk

Deputy District Clerk