



## **ORGANIZATIONAL MEETING**

- 1. Call To Order – Superintendent**
- 2. Pledge to the Flag**
- 3. Appoint Clerk of Meeting**

Appoint June Prince as Clerk of the Meeting.

- 4. Administration of Oath**

Administer Oath of Faithful Performance in Office to newly elected board member Bruce Ellis.

- 5. Nominations and Election of Officers for 2017-2018**

President-

Nominations

Election

Vice President-

Nominations

Election

Administer Oath of Faithful Performance in Office to President and Vice President

- 6. Appointments for 2017-2018**

Upon recommendation of the Superintendent to establish a Deputy Tax Collector position.

Upon recommendation of the Superintendent to approve the following resolutions regarding the Claims Auditor and Deputy Claims Auditor:

- 1) WHEREAS, by Resolution dated June 1, 2017, the Board of Education designated funds as a “stipend” for Claims Auditor effective July 1, 2017 through June 30, 2018; and

WHEREAS, there are some occasions where the Claims Auditor is not available to the provide service to the District; and

WHEREAS, the District has determined it appropriate to have the position of Deputy Claims Auditor for those times when the Claims Auditor is not available;



NOW THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent, Sharon Cervantes is hereby appointed to the exempt position of Claims Auditor, commencing on July 1, 2017 and ending on June 30, 2018, and be it further

RESOLVED, no compensation will be due to the Claims Auditor when she is not available to provide service to the District and the bi-weekly rate will be deducted.

- 2) WHEREAS, on those occasions where the Claims Auditor is not available to provide service to the District, the Board of Education has determined it appropriate to have a Deputy Claims Auditor perform those functions;

NOW THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent, Carlie Polisoto is hereby appointed to the exempt position of Deputy Claims Auditor, commencing on July 1, 2017 and ending on June 30, 2018, to serve on an as needed basis only when the Claims Auditor is unavailable, and be it further

RESOLVED the Deputy Claims Auditor shall be paid at an hourly rate of thirteen dollars and ninety cents (\$13.90), subject to any contractual obligations, or federal and state laws, for hours actually worked as Deputy Claims Auditor and only when the Claims Auditor is unavailable to perform the functions, and be it further

RESOLVED funds necessary to pay the Deputy Claims Auditor shall be transferred from the salary line of the Claims Auditor.

Upon recommendation of the Superintendent to approve the following appointments for the 2017-18 year:

Clerk of the Board	June Prince
District Treasurer	Mary Ann Parisi-Wills
Tax Collector	Sara Trombley
Deputy Tax Collector	Brenda Schneider
External Auditor	R. A. Mercer & Co
Extra-Curricular Accounts Faculty Auditor	Jon LeBaron
Substitute Caller	Christine Bowker
Insurance Consultant	The Evans Agency
Bond Counsel	Harris Beach
Financial Advisor	Municipal Solutions
District Attendance Officer	Renee Garrett
Purchasing Agent	Karl Kofod
Investment Officer	Renee Garrett
Records Management Officer	Renee Garrett
Records Access Officer (FOIL)	Renee Garrett
Records Access Appeals Officer (FOIL)	Board President
Records Retention & Disposition Officer	Renee Garrett
District Human Rights Officer	Renee Garrett
Civil Rights Compliance Officer	Renee Garrett
Asbestos Designee	James Hart
OSHA and Toxic Substance Coordinator	James Hart



Chemical Hygiene Officer  
Meals Program Verification  
Meals Program Review Official  
Meals Hearing Officer  
Representative to Workers' Compensation  
504 Chairperson  
504 Coordinator/Chairpersons

Title IX Officers

Designated Education Officials

Central Treasurer  
Petty Cash Controller  
Attorney  
Attorney  
School Physician  
Chairperson CSE & CPSE  
Alternate Chairperson CSE & CPSE  
Psychologists CSE & CPSE

Physician CSE & CPSE  
CSE/CPSE Administrators

Parents CSE

Mediators (if requested)  
Regular Education Teacher of Student with disability  
One Special Education Teacher

Parent Representative CPSE

County Representative CSE

Evaluator CSE

Impartial Hearing Officers  
Homeless Student Liaison

James Hart  
June Prince  
June Prince  
Board President  
Karl Kofod  
Carla Wienke  
Lindsay Marcinelli  
Daniel Grande  
Daniel Grande  
Lindsay Marcinelli  
Renee Garrett  
Daniel Grande  
Lindsay Marcinelli  
Sara Trombley  
Mary Ann Parisi-Wills  
Hodgson, Russ  
Harris Beach  
Matthew D. Wehr, MD  
Carla Wienke  
Lindsay Marcinelli  
Carla Wienke  
Allyson Severyn  
Matthew Wehr, MD  
Daniel Grande  
Lindsay Marcinelli  
Jeniffer Joy  
Amy Johnson  
Jamie Blasdell  
Theresa Quagliana  
  
TBD  
Sarah Borrello  
Stephanie Kubera  
Ann Huyck  
Lisa Brewster  
Carli Wright  
Jamie Blasdell  
Theresa Quagliana  
Denise Nichols – Chautauqua County  
Amber Proper – Chautauqua County  
Pat Siminski – Cattaraugus. County  
BOCES,  
Buffalo Hearing and Speech  
Children's Educational Services  
Other Approved Evaluators  
List from NYSED  
Renee Garrett



Hearing Officer for Student Discipline  
Dignity Act Coordinator

CCSBA Legislative Liaison  
NYSSBA Liaison  
Residency Officer  
Lead Evaluators of Teachers

Renee Garrett or designee  
Lindsay Marcinelli - Elementary  
Daniel Grande – MS/HS  
Amy Drozdziel  
Sylvester Cleary  
Renee Garrett  
Renee Garrett  
Daniel Grande  
Lindsay Marcinelli

## **7. Designations for 2017-2018**

Upon recommendation of the Superintendent to make the following designations for 2017-18:

Designate Evans Bank as a depository for school funds.

In addition, other banking transactions will be permitted with any other New York State Bank.

Designate the 1<sup>st</sup> Thursday of the month at 5:00 pm as the Regular Meeting date for the 2017-2018 school year with the exceptions of August 10, January 11, April 12 and a second monthly meeting in April TBD.

Designate The Observer as the official newspaper.

Designate the Treasurer and School Business Administrator to sign payroll checks and other disbursements.

## **8. Authorizations for 2017-2018**

Upon recommendation of the Superintendent to make the following authorizations for 2017-18:

Authorize the Superintendent to:

Certify Payrolls

Certify Attendance at Conferences, Conventions, Workshops, In-Services

Transfer moneys up to \$10,000 within budget categories

Employ part-time and temporary help within budget allocations

Authorize the Superintendent to conditionally employ personnel on a temporary, part-time, per diem, or substitute basis.

Authorize the Superintendent of Schools, to apply for any and all grants for the District, its students, employees, officers and agents, as well as all cooperative efforts with other organizations and businesses, with the understanding that the final authorization of grants rests with the Board of Education.

Authorize the Superintendent 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 913 resolution.



Authorize the School Business Administrator to:  
Approve purchase orders up to \$6,000  
Pay bills up to \$6,000

Authorize the following staff to be bonded for the 2017-2018 school year:

Superintendent	\$ 200,000
School Business Administrator	\$ 200,000
District Tax Collector	\$1,000,000
District Treasurer	\$1,000,000
Claims Auditor	\$ 200,000
Central Treasurer	\$ 100,000
Employees Blanket Bond	\$ 100,000

## **9. Establish Rates for 2017-2018**

Upon recommendation of the Superintendent to establish the following rates for 2017-18:

### Tuition non-resident students

Grades K - 6	\$ 4,780
Grades 7 - 12	\$ 7,261

Siblings will be charged 50% of appropriate fee

### Mileage

IRS standard mileage rate

### Substitutes (check on min wage)

	<u>7/1/17-12/30/17</u>	<u>12/31/17-6/30/18</u>
Per Diem Teachers Certified	\$85 / day	\$90 / day
Per Diem Teachers Uncertified	\$75 / day	\$80 / day
Per Diem Nurse RN/COTA	\$85 / day	\$90 / day
Bus Driver	\$12.50 / hr	\$12.50 / hr
School Bus Driver Trainee	\$10.00 / hr	\$10.40 / hr
Custodial	\$ 9.70 / hr	\$10.40 / hr
Clerical	\$ 9.70 / hr	\$10.40 / hr
Aides/Food Service	\$ 9.70 / hr	\$10.40 / hr

Teachers Curriculum Development/Regents Review \$23 / hr

Student Tutoring \$25 / hr plus \$5 ea additional student

### Clock Operator

\$20 / modified game  
\$25 / JV game  
\$30 / Varsity game  
\$50 / Varsity Football game

### Ticket Taker

\$38 / athletic event as needed

### Auditorium Rental Rates

\$50 / hr Not for Profit Org.  
\$75 / hr For Profit Org.

Plus the cost of custodial wages and benefits



Stage Crew Rates

\$40 / hr after the first 3 hours payable to Stage Crew Club

Copying Fees

Freedom of Information

\$ .25 per photocopy up to 9 x 14 inches

Incidental copying

\$ .10 per side per page

Laminating

\$2.00 per linear foot

Breakfast & Lunch Prices

\$1.25 Elem Breakfast

\$1.25 MS/HS Breakfast

\$1.75 Elem Lunch

\$2.00 MS/HS Lunch

\$2.15 + tax Adult Breakfast

\$3.80 + tax Adult Lunch

\$ .25 Reduced Breakfast

\$ .25 Reduced Lunch

Bus Rental Rate:

\$1.25 mile plus driver

**10. Reaffirmation of Board Policies and Bylaws for 2017-2018**

Upon recommendation of the Superintendent to reaffirm the Board policies and bylaws, as adopted by the Board of Education for the 2017-18 school year.

**11. Standing Advisory Committee Appointments 2017-2018**

A. Negotiations

B. Policy Committee

C. Audit/Finance Committee

D. Budget Committee

E. Legislative Committee

F. Staff Recognition Committee

G. Cafeteria Committee

Upon recommendation of the Superintendent, make the following standing advisory committee appointments for the 2017-18 year:

H. School Safety Committee

Renee Garrett

Daniel Grande

Lindsay Marcinelli

Ashley Cross

Sheila Fiebelkorn



Scott Hazelton  
Scot Greenough  
James Hart  
Kyle Barthel  
Thomas Kelly  
Mark Woolley  
Stacey Mierzwa  
Melody Voigt

**I. Professional Development Committee**

Renee Garrett  
Daniel Grande  
Lindsay Marcinelli  
Janet Buehler  
Michele Dolce  
Melissa Press  
Gary Worosz  
Stephanie Kubera

**J. Technology Committee**

Renee Garrett  
Mike Murphy  
Dan Grande  
Lindsay Marcinelli  
Karl Kofod  
Todd Langworthy  
Sarah Borrello  
Laurie Becker  
Allison Kwilos  
Owen Becker  
Cecelia Egan

**REGULAR MEETING**

**1. Presentations**

None

**2. Approval of Regular Agenda**

**3. Public Comment – (Please limit comments to five minutes per person)**

**4. Supervisory Reports**

Buildings and Grounds  
Transportation

**5. Board Reports**



A. President

Next Board Meeting – August 10, 2017

B. Committees

Staff Recognition Committee

Audit Committee

Cafeteria Committee

Policy Committee

CCSBA

C. Superintendent

**6. Discussion Items**

Board Subcommittee schedule

**7. Old Business**

None

**8. New Business Consent Agenda**

Recommendation from Superintendent to approve agenda items 8A –D

A. Approve the minutes of the Board of Education Regular Meeting Minutes of June 1, 2017.

Approve the minutes of the Board of Education Workshop Meeting Minutes of June 10, 2017.

B. Financial Items:

1) Treasurer's Report – April 2017 for all funds.

2) Warrant Summary Report and Claims Auditor Report June 2017.

3) Approve Extra Curricular Report – April 2017.

4) Purchases

BSN Sports  
BSN Sports

Boys Basketball Uniforms  
Girls Basketball Uniforms

\$ 2,654.79  
\$ 2,654.79





Irr Supply Center	Elementary Plumbing Supplies	\$ 2,500.00
Maple Guy Construction	Roofing Garage & Concession	\$10,580.00
McGraw Hill	Spanish Text Books	\$ 3,781.74
Pitney Bowes	Postage	\$ 3,000.00
S. Tabone Paving	High School paving	\$39,500.00
Twin Village Music	Music Supplies	\$ 2,344.00
United States Postal Service	Pre-Stamped Envelopes	\$ 2,209.00
W.B. Mason	Paper	\$ 4,296.62
Wenger Corp	Music Chairs	\$ 5,050.00

5) Blanket Purchase Orders for 2017-18

Basil/ Robert	Transportation parts & repairs	\$ 3,000
Bimbo	Food products	\$ 4,000
Chautauqua County Tax Roll	Bills, printing & binding	\$ 3,500
Crest/Good	Maintenance supplies	\$ 2,500
Grainger	Maintenance supplies	\$ 7,000
Hillyard	Maintenance supplies	\$30,000
Home Depot	Maintenance supplies	\$ 4,000
Latina Boulevard Foods	Food products	\$10,000
Maplevale Farms	Food products	\$30,500
Noco	Diesel fuel	\$19,500
School Specialty	Supplies	\$20,000
Scott Electric	Maintenance supplies	\$ 3,000
Sherman Williams	Maintenance supplies	\$ 3,000
Silver Creek Auto Parts	Transportation parts & repairs	\$ 8,500
Smith's True Value	Transportation supplies	\$ 1,050
Smith's True Value	Maintenance supplies	\$ 2,500
US Postal Service	Postage	\$ 3,000
Upstate Niagara Coop	Food products	\$25,000
Valley Tire Co.	Transportation tires	\$ 7,000

6) Write off uncollectible debt of \$1,574 for unpaid transportation cost to the A fund.

C. Personnel

- 1) Appoint Lisa Szumigala, who is initially certified in Students with Disabilities Grades 1-6, to the non-probationary position of long term substitute for the position that is encumbered by an absent teacher, Mrs. Ann Huyck. This appointment is retroactive to April 6, 2017 and ends on June 30, 2017. Mrs. Szumigala will be hired on Step A of FTA contractual rate which will be pro-rated.
- 2) Terminate Lisa Szumigala, Special Education teacher, effective June 30, 2017. She will remain on the substitute list.
- 3) Appoint Lisa Will to a 10 month Food Service Helper position for 3 hours per day effective September 1, 2017 at an hourly rate of \$12.80. The probationary period will be



for a period of 120 work days beginning September 1, 2017 through an anticipated ending date of March 14, 2018.

- 4) Accept the retirement resignation of Karen Giardina as Cook/Manager, effective August 21, 2017.
- 5) Eliminate a 1.0 FTE 10 month Cook/Manager position effective August 21, 2017. The Board of Education has determined that due to a retirement resignation there is no need to excess the least senior person in that position.
- 6) Accept the resignation of Lisa Emke, Special Education teacher, effective August 1, 2017.
- 7) Approve the following unpaid leaves for the 2016-17 year:

Lisa Szumigala	1 day	June 16
Lisa Szumigala	1 day	June 21
- 8) Accept the resignation of Jordan Morrison as Assistant Varsity Football coach for the 2017-18 year.
- 9) Approve Karen Giardina as the Cook/Manger for the 2017 Summer Food Service Program at her regular 2017-18 hourly rate.
- 10) Approve Lenora White as a Summer Food Service helper for the 2017 Summer Food Service Program at the starting hourly rate for Food Service Helper on the Appendix "A" salary schedule as per the SEIU contract.
- 11) Approve the following 2017 Food Service Program workers at their regular 2017-18 hourly rates:

Mary Gunther – substitute food service helper
Lenora White – substitute cook
- 12) Approve Meranda Heim as an alternate bus driver for summer transportation at her regular 2017-18 hourly rate effective July 5, 2017.
- 13) Accept the resignation of Sara Botticello as a 2017 summer cleaner as of July 5, 2017.
- 14) Appoint Hannah Verrett, pending successful completion of all requirements, as a 2017 summer cleaner at the Board approved summer cleaner rate.
- 15) Approve the following stipend effective July 1, 2017 through June 30, 2018

District Treasurer	\$1,000.00
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- 16) Approve the following resolution:



Any District-owned school bus being utilized by an outside organization with the approval of the Board of Education will be operated by an individual employed by the District as a permanent bus driver. In the event that none of the District's permanent bus drivers accept this work, it may be offered to other individuals. An individual engaged by the District to operate a school bus utilized by an outside organization will be paid by the District at a rate of \$12/hour for time spent operating the bus. The Superintendent of Schools is hereby authorized to execute a memorandum of agreement with the SEIU Local 200 United AFL-CIO regarding the above.

- 17) Accept the letter from Jeremy Engquist, who is on the Preferred Eligibility List (PEL), to not accept the offer of employment as a 1.0 FTE Special Education teacher that would have commenced on September 1, 2017.

**D. Other**

- 1) Approve IEP Recommendations #4405, 9098, 1366, 6559, 7099, 6540, 1505, 1533, 6266, 6436, 4209, 1269, 6580, 6564, 6371, 1269, 4276, 1450, 4263, 7025.
- 2) Authorize the certification of acceptance for participation in the Federal Free and Reduced Meal Program.
- 3) Approve Forestville (Host School) combining with 2017-18 Varsity Golf with Pine Valley for Section 6.
- 4) Approve the following Intermunicipal Agreement with the Town of Hanover for transportation for the Summer Swim Program:

**INTERMUNICIPAL AGREEMENT – TOWN OF HANOVER SUMMER SWIM PROGRAM**

**WHEREAS**, pursuant to New York General Municipal Law Article 5-G, a school district is authorized to enter into intermunicipal agreements to carry out any function or responsibility it has authority to undertake alone; and

**WHEREAS**, pursuant to Education Law Section 1501-b, a board of education may rent district-owned motor vehicles to municipal corporations, including a town, during any time when such vehicles are not needed for the transportation of school district children; and

**WHEREAS**, the Forestville Central School District (the "District") desires to enter into an intermunicipal agreement with the Town of Hanover regarding the rental of a school bus for the purpose of transporting children who attend a Summer Swim Program operated by the Silver Creek Central School District; and

**WHEREAS**, the District and the Town of Hanover have prepared and negotiated an Intermunicipal Cooperation Agreement ("Agreement") regarding the terms and conditions for the rental of a District school bus for the Summer Swim Program.



**NOW THEREFORE, BE IT RESOLVED THAT** the Board of Education of the District hereby approves the Agreement, and authorizes and directs the Superintendent to execute the Agreement and to take any and all actions necessary to implement the Agreement.

- 5) Approve the use of the High School building and grounds for the Silver Creek-Hanover-Forestville Youth Center Association, Inc. Summer Recreation Program July 10 – August 18, 2017.
- 6) Authorize the Superintendent to enter into an agreement with Stacey L. Lovern OTR/L for the 2017-2018 year at a contractual amount of \$15,000.
- 7) Authorize the Superintendent to negotiate a contract with Matthew D. Wehr, MD as school physician for 2017-18 at a contractual amount of \$7,500.
- 8) Authorize the Superintendent to enter into a contract with NOCO Electric LLC for the purchase of electric August 2017-July 2018.
- 9) Authorize the Superintendent to enter into a contract with National Fuel Resources Inc. for the purchase of natural gas May 1, 2017 – April 30, 2020.
- 10) **BE IT RESOLVED**, that the Forestville Central School District, hereby establishes the following as standard work hours for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System.

Cook	6.0 hours
Food Service Helper	6.0 hours
Teacher Aide/School Monitor	7.5 hours
School Secretary/Typist	7.5 hours
Senior Library Clerk	7.5 hours
Custodians	8.0 hours
Cleaners	8.0 hours
Mechanic	8.0 hours
Mechanic Helper	8.0 hours
Bus Driver	6.0 hours
Head Bus Driver	8.0 hours
Account Clerk	8.0 hours
Superintendent's Secretary	8.0 hours
Cook Manager	8.0 hours
Director of Technology	8.0 hours
Director of Facilities 1	8.0 hours
Nurse	7.5 hours
Occupational Therapist Assistant	7.5 hours
District Clerk	8.0 hours
District Treasurer	8.0 hours
Tax Collector	8.0 hours
Claims Auditor	8.0 hours
Substitute Caller	6.0 hours



Building Maintenance Mechanic 8.0 hours

11) Accept the following donations for the Julie Richter Memorial Scholarship:

Eugene & Carolyn Richter \$997.87

12) Surplus the following items:

- 124 high school library books (as per attached list)
- 1 test of word finding 2 © 2000
- 119 miscellaneous elementary books (as per attached list)
- 28 microscopes (1972) and 18 boxes of slides
- 1 Dayton 90 amp wire feed welder Asset #001464
- 2 Maytag gas stoves Asset #000462 & 000463
- 1 Kenmore gas stove Asset #000464
- 4 Broan microtek system 3 hood fans

## **9. Additional Personnel Item**

Approve the reduction of a Certified Occupational Therapist Assistant position, from 1.0 FTE to .80 FTE. The Board of Education has determined Emily Scott to be the least senior employee in the Certified Occupational Therapist Assistant position and shall be reduced to a .80 FTE effective July 1, 2017.

## **10. Adjournment**

## **11. Correspondence/Information**

Ann Hagmier – Thank you