



## **ORGANIZATIONAL MEETING**

### **1. Call To Order – District Clerk**

### **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 members David Caccamise and Amy Drozdziel.

### **5. Nominations and Election of Officers for 2016-2017**

#### President-

Nominations

Election

#### Vice President-

Nominations

Election

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

### **6. Appointments for 2016-2017**

Recommendation of the Superintendent to make the following appointments for 2016-17:

Clerk of the Board	June Prince
District Treasurer	Mary Ann Parisi-Wills
Tax Collector	TBD
Claims Auditor	Sharon Cervantes
Deputy Claims Auditor	TBD
External Auditor	R. A. Mercer & Co
Extra-Curricular Accounts Faculty Auditor	Jon LeBaron
Substitute Caller	Christine Bowker
Insurance Consultant	The Evans Agency
Bond Counsel	Hodgson Russ
Financial Advisor	Municipal Solutions
District Attendance Officer	Renee Garrett



Purchasing Agent  
Investment Officer  
Records Management Officer  
Records Access Officer (FOIL)  
Records Access Appeals Officer (FOIL)  
Records Retention & Disposition Officer  
District Human Rights Officer  
Civil Rights Compliance Officer  
Asbestos Designee  
OSHA and Toxic Substance Coordinator  
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  
Chairpersons 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

Meaghan Matuszak  
Renee Garrett  
Renee Garrett  
Renee Garrett  
Board President  
Renee Garrett  
Renee Garrett  
Renee Garrett  
John Robertson  
John Robertson  
John Robertson  
June Prince  
June Prince  
Board President  
Meaghan Matuszak  
Carla Weinke  
Lindsay Marcinelli  
Daniel Grande  
Daniel Grande  
Lindsay Marcinelli  
Renee Garrett  
Daniel Grande  
Lindsay Marcinelli  
Melody Voigt  
Mary Ann Parisi-Wills  
Hodgson, Russ  
Harris Beach  
Matthew D. Wehr, MD  
Carla Wienke  
Lindsay Marcinelli  
Carla Wienke  
TBD  
Matthew Wehr, MD  
Daniel Grande  
Lindsay Marcinelli  
Jeniffer Joy  
Amy Johnson  
Jamie Blasdel  
Theresa Quagliana  
  
Lisa Emke  
Sarah Borrello  
Stephanie Kubera  
Ann Huyck  
Lisa Brewster  
Carli Wright



Parent Representative CPSE

Jamie Blasdel

County Representative CSE

Theresa Quagliana

Denise Nichols – Chaut. Co.

Evaluator CSE

Pat Siminski – Catt. Co.

BOCES,

Buffalo Hearing and Speech

Children's Educational Services

Other Approved Evaluators

Impartial Hearing Officers

List from NYSED

Homeless Student Liaison

Renee Garrett

Hearing Officer for Student Discipline

Renee Garrett or designee

Dignity Act Coordinator

Lindsay Marcinelli - Elementary

Daniel Grande – MS/HS

CCSBA Legislative Liaison

Amy Drozdziel

NYSSBA Liaison

Sylvester Cleary

Residency Officer

Renee Garrett

## **7. Designations for 2016-2017**

Recommendation of the Superintendent to make the following designations for 2016-17:

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 2016-2017 school year with the exceptions of September 8, January 12 and a second monthly meeting in April TBD.

Designate The Observer as the official newspaper.

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

## **8. Authorizations for 2016-2017**

Recommendation of the Superintendent to make the following authorizations for 2016-17:

Authorize the Superintendent to:

Certify Payrolls

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

Transfer moneys up to \$2,000 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 Executive to:  
Approve purchase orders up to \$2,000  
Pay bills up to \$2,000

Authorize the following staff to be bonded for the 2016-2017 school year:

Superintendent	\$ 200,000
Business Executive	\$ 200,000
District Tax Collector	\$1,000,000
District Treasurer	\$1,000,000
Claims Auditor	\$ 200,000
Deputy Claims Auditor	\$ TBD
Central Treasurer	\$ 100,000
Employees Blanket Bond	\$ 100,000

## **9. Establish Rates for 2016-2017**

Recommendation of the Superintendent to establish the following rates for 2016-17:

### Tuition non-resident students

Grades K - 6	\$ 5,495
Grades 7 - 12	\$ 9,183

Siblings will be charged 50% of appropriate fee

### Mileage

IRS standard mileage rate

### Substitutes (check on min wage)

Per Diem Teachers Certified	\$85 / day
Per Diem Teachers Uncertified	\$75 / day
Per Diem Nurse RN/COTA	\$85 / day
Bus Driver	\$12.50 / hr
School Bus Driver Trainee	\$10.00 / hr
Custodial	\$ 9.70 / hr
Clerical	\$ 9.70 / hr
Aides/Food Service	\$ 9.70 / 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  
Incidental copying

.25 per photocopy up to 9 x 14 inches  
.10 per side per page

Breakfast & Lunch Prices

\$1.15 Elem Breakfast  
\$1.15 MS/HS Breakfast  
\$1.65 Elem Lunch  
\$1.90 MS/HS Lunch  
\$2.05 + tax Adult Breakfast  
\$3.68 + tax Adult Lunch  
\$ .25 Reduced Breakfast  
\$ .25 Reduced Lunch

Bus Rental Rate:

\$1.17 mile plus driver

**10. Reaffirmation of Board Policies and Bylaws for 2016-2017**

Recommendation of the Superintendent to reaffirm the Board policies and bylaws, as adopted by the Board of Education for the 2016-17 school year.

**11. Standing Advisory Committee Appointments 2016-2017**

- A. Negotiations
- B. Policy Committee
- C. Audit/Finance Committee
- D. Budget Committee
- E. Evaluation Committee
- F. Staff Recognition Committee



Recommendation of the Superintendent, make the following standing advisory committee appointments for 2016-17:

**G. School Safety Committee**

Renee Garrett  
Daniel Grande  
Lindsay Marcinelli  
Sheila Fiebelkorn  
Scott Hazelton  
Scot Greenough  
John Robertson  
Cecelia Egan  
Kyle Barthel  
Thomas Kelly  
Mark Woolley  
Bruce Ellis

**H. Professional Development Committee**

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

**I. Technology Committee**

Renee Garrett  
Mike Murphy  
Dan Grande  
Lindsay Marcinelli  
Meaghan Matuszak  
Lisa Emke  
Todd Langworthy  
Sarah Borrello  
Marissa West  
Laurie Becker  
Allison Kwilos  
Owen Becker  
Cecelia Egan



## **REGULAR MEETING**

### **1. Presentations**

Marnie Smith – Use of School Vehicles

### **2. Approval of Regular Agenda**

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

### **4. Supervisory Reports**

Buildings and Grounds – John Robertson - Construction update

Transportation

### **5. Board Reports**

#### **A. President**

Reservations for NYSSBA have been made

#### **B. Committees**

#### **C. Superintendent**

None

### **6. Discussion Items**

### **7. Old Business**

### **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 2, 2016.

Approve the minutes of the Board of Education Special Meeting Minutes of June 21, 2016.

#### **B. Financial Items:**

1) Treasurer's Report – May 2016 for all funds.

2) Warrant Summary Report and Claims Auditor Report June 2016.



3) Purchases

NYSCOSS	Membership & conference	\$2,324.00
SheffTech Productions LLC	Tricaster Mini TV Production Computer	\$5,480.25

4) Blanket Purchase Orders for 2016-17

Sysco Pittsburg LLC	Food Products	\$30,500
Bimbo Foods Inc	Food Products	\$ 4,000
Upstate Niagara Coop, Inc.	Milk Products	\$25,000
Maplevale Farms, Inc.	Food Products	\$30,500
Maple Leaf Foods	Food Products	\$27,000
Hillyard/New York	Cleaning Products	\$30,000
Noco Energy	Unleaded fuel	\$24,500
Shults of Westfield	Bus parts and repairs	\$ 3,800
Silver Creek Auto Parts	Bus parts and repairs	\$ 8,500
Superior Plus Energy	Diesel fuel	\$39,200
Valley Tire Co	Tires for school vehicles	\$ 3,950
New York Bus Sales	Bus parts and repairs	\$11,900
Chautauqua Co Tax roll	Bill printing, binding	\$ 3,500
Elevator Maintenance	Elevator inspections	\$ 3,900
Scott Electric	Electrical parts	\$ 3,000
Smith's True Value	Hardware, carpentry, plumbing	\$ 2,500
Grainger	Maint. equipment & supplies	\$ 5,000
Sherwin Williams	Paint supplies	\$ 3,000
Home Depot	maintenance supplies	\$ 3,200
US Postal Service	Postage	\$ 2,900

5) Budget Transfers

Transfer From		Transfer To		Amount	Reason
A2110-130-00-00	Teachers 7-12 Salaries	A2110-140-00-00	Substitute Teaching	11,797	Cover substitute costs
A5510-165-00-00	Trans-Salary-Substitute	A5510-167-00-00	Trans Salary late run	2,100.41	Cover transportation salaries
A2250-400-13-40	Contractual SVC Nursing	A2250-471-00-40	Tuition-Public Schools	24,900	Cover special education tuition
A9089-800-00-40	Other Employee Benefits	A2250-471-00-40	Tuition-Public Schools	39,912	Cover special education tuition
A2250-470-00-40	Tuition	A2250-471-00-40	Tuition-Public Schools	97,351	Cover special education tuition
A9050-800-00-40	Unemployment Insurance	A2250-471-00-40	Tuition-Public Schools	15,649	Cover special education tuition

C. Personnel





- 1) Approve the request of Lindsay Marcinelli to take an unpaid leave of absence from her position as school psychologist beginning at 11:59 pm on June 30, 2016, up and until 11:59 pm on June 30, 2017.
- 2) Appoint Lindsay Marcinelli as the Acting Elementary Principal for the Forestville Central School District, effective July 1, 2016 and continuing until June 30, 2017, or such time as the Board of Education appoints a new administrator. Salary and benefits shall be according to the agreement between the Superintendent of Schools, Forestville Administrators Association and Mrs. Marcinelli as Acting Elementary Principal. The Board hereby authorizes the Superintendent to execute the Employment Agreement with the Acting Elementary Principal.
- 3) Approve the request of the Forestville Administrators' Association to allow its member, Daniel Grande, to carry over up to eight (8) accumulated and unused vacation days from the 2015-2016 school year, to be used in the 2016-2017 school year. The Superintendent of Schools is hereby authorized to execute a memorandum of agreement with the Forestville Administrators' Association regarding the above.
- 4) Approve the Superintendent entering into a contract with Karen Giardina, Food Service Manager, effective July 1, 2016 through June 30, 2017.
- 5) Approve the Superintendent entering into a contract with Michael Murphy, Director of Technology, effective July 1, 2016 through June 30, 2017.
- 6) Approve the Superintendent entering into a contract with June Prince, Secretary to Superintendent, effective July 1, 2016 through June 30, 2017.
- 7) Accept resignation of Vicki Zembryski as Accounts Payable Clerk, effective July 15, 2016.
- 8) Appoint Angela Domenico as a temporary appointment, effective July 11, 2016 and continuing until August 31, 2016 as acting Senior Account Clerk. Salary and benefits shall be according to the agreement between the Superintendent of Schools and Ms Domenico, as Senior Account Clerk. The Board hereby authorizes the Superintendent to execute the Employment Agreement with the Senior Account Clerk.
- 9) Accept the retirement resignation of W. Dale Waterman, Bus Driver, effective June 30, 2016.
- 10) Approve the following bus drivers and aides for summer transportation at their regular 2016-17 hourly rates and their approximate hours effective July 4, 2016:

Bonnie Gajewski – driver – LoGuidice & Fredonia	4-6 hours /day
Ann Collura – aide – LoGuidice	3-4 hours /day
Joanne Moss – driver – Brocton	4-6 hours/day
Kris Richter – driver – Baker Hall	5.5 hours/day



Alternate drivers: John Robinson, Kimberly Stott, Meranda Heim, Stephen Waugh, Justin Ernst

Alternate aides: Terri O'Connor, Mary Gunther, Sarah Botticello, Judith Lucas, Anita Stewart

11) Accept the resignation of Lenora White as substitute summer cook and substitute summer food service helper as of June 23, 2016.

12) Approve unpaid leave for:

John Robinson      6/17/2016      .50 day.

13) Approve the following Extra Curricular advisors for the 2016-17 year. Salaries will be determined by the FTA contract.

Melissa Press	Senior Class Co-Advisor
Laurie Becker	Senior Class Co-Advisor
Rachel Elersic Henry	Honor Society Co-Advisor
Simone Klubek	Honor Society Co-Advisor
Detention Supervisor	Jon LeBaron (2 <sup>nd</sup> position)
Simone Klubek	Student Council Co-Advisor
Rachel Elersic Henry	Student Council Co-Advisor

14) Approve the following coaches for 2016-17 year pending successful completion of all requirements. Salaries will be determined by the FTA contract.

Lisa Szumigala – Varsity Girls Basketball, Jack Dugan Jr.- Volleyball (unpaid),  
Geoff Hopcus – Modified Boys Basketball

15) Remove the following names from the substitute list:

Sharon Sliwinski effective May 5, 2016.  
Michael Opie effective March 3, 2016  
Kimberly Sunik

16) Approve \$10 per hour as the summer cleaner rate for 2016.

17) 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.

D. Other

- 1) Approve IEP Recommendations # 1294, 6484, 1340, 6424, 1269, 9098, 6477, 6506, 1475, 4209, 1320.
- 2) Authorize the certification of acceptance for participation in the Federal Free and Reduced Meal Program.
- 3) 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 attached Agreement, and authorizes and directs the Superintendent to execute the Agreement and to take any and all actions necessary to implement the Agreement.

- 4) Approve the following Intermunicipal Agreement with the Village of Forestville for transportation for the Summer Recreation Program:

INTERMUNICIPAL AGREEMENT -VILLAGE OF FORESTVILLE SUMMER RECREATION 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 village, 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 Village of Forestville regarding the rental of a school bus for the purpose of transporting children who attend a Summer Recreation Program operated by the Village; and

**WHEREAS**, the District and the Village of Forestville 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 Recreation Program.

**NOW THEREFORE, BE IT RESOLVED THAT** the Board of Education of the District hereby approves the attached 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 Superintendent entering into an agreement with Silver Creek Central School District to share the following Sports:

2016 Fall Sports:

Modified Boys Soccer, Varsity Boys Soccer, Modified Girls Soccer, Varsity Girls Soccer, Modified Boys Cross Country, Modified Girls Cross Country, Varsity Boys & Girls Cross Country, Modified Football, JV Football, Varsity Football.

2017 Spring Sports:

Modified Boys Baseball, JV Boys Baseball, Varsity Boys Baseball, Varsity Boys Track, Varsity Girls Track, Varsity Boys and Girls Track, Modified Boys and Girls Track, Modified Lacrosse.

- 6) Authorize the Superintendent to enter into an agreement with Stacey L. Lovern OTR/L for the 2016-2017 year at a contractual amount of \$15,000.
- 7) Authorize the Superintendent to enter into an agreement with Matthew D. Wehr, MD as school physician for 2016-17 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 2016-July 2017.



- 9) Authorize the Superintendent to enter into a renewal agreement with ESI for the Employee Assistance Program in the amount of \$3,158.80 for the period of June 1, 2016-May 31, 2017.
- 10) Approve the use of the High School building and grounds for the Village of Forestville Summer Recreation Program July 11 – August 19, 2016.
- 11) 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
School Business Executive	8.0 hours
Clerk of the Works	8.0 hours

- 12) Approve the Music Department planning a Band/Chorus Trip to Washington DC, April 27 – 30, 2017.
- 13) Accept the bid of \$301 from John Carpenter for the 1993 Chevrolet 1 ton pickup truck 1GCHK34F1Pe245593 that was on the surplus list January 7, 2016. Two other bids were received.
- 14) Accept the following donations for the Julie Richter Memorial Scholarship:



Laurie Becker	\$499.00
Eugene & Carolyn Richter	\$498.85

15) Surplus the following items:

Glencoe Mathematics Algebra textbooks – 60 and 1 Teacher  
150 arrows, 12 field hockey sticks, 10 plastic lacrosse sticks, 16 recurve plastic bows,  
12 tennis racquet protectors, 1 set volleyball standards  
5 rectangular tables, 8 round tables, 1 bank of small lockers, 1 wringer washing  
machine  
Assorted books from the Elementary Resource Room (as per attached list), SRA Kit,  
3 Bundy Trumpets, 1 King Trumpet, 2 Bundy Alto Sax, 1 Bundy Bass Clarinet,  
1 Yamaha Tenor Sax, 1 Selmer Tenor Sax  
Prentice Hall Literature textbooks – 2 Gold Level, 73 Bronze Level, 71 Silver Level, 1  
Silver Level Teacher, 2 Bronze Level Teacher

16) Authorize members of the Board of Education to attend the NYSSBA Convention in  
Buffalo, October 27-29, 2016 with expenses.

17) Authorize two (2) members of the Board of Education to attend the Rural Schools  
Association Conference, July 10-12, 2016 with expenses.

**9. Additional personnel items**

Upon recommendation of the Superintendent,

A. Approve unpaid leave

Matthew Ellis	June 27-July 11, 2016	10 days
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B. Approve the Superintendent entering into a contract with Michael Gajewski, Head Bus  
Driver, effective July 1, 2016 through June 30, 2017.

C. Approve Sonia Ortolano as a Varsity Volleyball coach for 2016-17 year pending  
successful completion of all requirements. Salary will be determined by the FTA  
contract.

**10. Additional Other Item**

Approve the following rental agreement for transportation with the Forestville Fall Festival to  
Peek 'n Peak on June 10 and 11, 2016.

**WHEREAS**, Forestville is a school district located within the County of  
Chautauqua, State of New York, and is duly organized and existing pursuant to  
the laws of the State of New York; and





**WHEREAS**, FFF is a not-for-profit organization within the County of Chautauqua, State of New York, and is duly organized and existing pursuant to New York State law; and

**WHEREAS**, FFF will be sponsoring a trip for District students on June 10, 2016 and June 11, 2016 to Peek 'n Peak Resort, located at 1405 Olde Road, Clymer, New York 14724; and

**WHEREAS**, FFF has requested to rent one (1) 66-passenger school bus from the District for the purpose of transporting District students and two (2) parents to Peek 'n Peak on June 10, 2016 and from Peek 'n Peak on June 11, 2016; and

**WHEREAS**, the Board of Education of the Forestville Central School District has determined that one (1) 66-passenger school bus is not needed for the transportation of Forestville students for any school district activities or events on the evening of June 10, 2016 and on June 11, 2016.

## **11. Bond Resolution**

The following bond resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_, to-wit:

**A BOND RESOLUTION, DATED JULY 14, 2016, OF THE BOARD OF EDUCATION OF THE FORESTVILLE CENTRAL SCHOOL DISTRICT, CHAUTAUQUA AND CATTARAUGUS COUNTIES, NEW YORK (THE "DISTRICT") AUTHORIZING (A) THE ACQUISITION OF SCHOOL BUSES AND RELATED EQUIPMENT FOR USE IN THE TRANSPORTATION PROGRAM OF THE DISTRICT, AT AN ESTIMATED MAXIMUM COST NOT TO EXCEED \$184,000, AFTER TRADE-INS, AND (B) THE ISSUANCE OF SERIAL BONDS OF THE DISTRICT IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$184,000 FOR THE FINANCING OF SUCH SCHOOL BUSES (INCLUDING PRELIMINARY COSTS AND COSTS INCIDENTAL THERETO), AND DELEGATING THE POWER TO ISSUE BOND ANTICIPATION NOTES IN ANTICIPATION OF THE SALE OF SUCH BONDS TO THE PRESIDENT OF THE BOARD OF EDUCATION OF THE DISTRICT.**

**WHEREAS**, at the annual meeting and vote of the qualified voters of the Forestville Central School District, Chautauqua and Cattaraugus Counties, New York (the "District"), held on May 17, 2016, a proposition (the "Proposition") that was duly adopted authorizing the Board of Education of the District (the "Board") to purchase school buses and related equipment for use in the transportation program of the District, with such vehicles to be purchased for a total estimated maximum cost of \$184,000, after trade-ins, and providing for the levy of a tax therefor to be collected in annual installments, with obligations of the District to be issued in anticipation thereof; and



**WHEREAS**, it is now desired to authorize the expenditure of up to \$184,000 (after trade-ins) for such purchases, and to provide for the financing thereof in accordance with the Proposition;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board (by a favorable vote of at least two-thirds of the total voting strength of the Board), as follows:

**Section 1.** The class of objects or purposes to be financed pursuant to this resolution is the purchase of school buses and related equipment for use in the transportation program of the District, including primary costs and costs incidental thereto and in connection with the financing thereof.

**Section 2.** The estimated maximum cost of such class of objects or purposes is determined to be \$184,000, after trade-ins (including preliminary costs and costs incidental to the purchase and financing thereof), which expenditure is hereby authorized. The plan for the financing thereof is by the issuance of up to \$184,000 of serial bonds of the District, hereby authorized to be issued pursuant to the Local Finance Law.

**Section 3.** It is hereby determined that the period of probable usefulness of the aforesaid class of objects or purposes is five years, pursuant to subdivision 29 of paragraph a of Section 11.00 of the Local Finance Law.

**Section 4.** Subject to the provisions of this resolution and of Sections 21.00, 30.00, 50.00 and 56.00 to 60.00 of the Local Finance Law, the powers and duties of the Board relative to (1) authorizing the issuance of bond anticipation notes and (2) prescribing the terms, form and contents and details as to the sale and issuance of the bonds herein authorized, and of any bond anticipation notes issued in anticipation of such bonds, and any renewals of such notes, are hereby delegated to the President of the Board, as the chief fiscal officer of the District. Without in any way limiting the scope of the foregoing delegation of powers, the President of the Board, to the extent permitted by Section 58.00(f) of the Local Finance Law or otherwise, is specifically authorized to accept bids submitted in electronic format for any bonds or notes of the District.

**Section 5.** The temporary use of available funds of the District, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the purpose or purposes described in Section 1 of this resolution. The District then reasonably expects to reimburse any such expenditures (to the extent made after the date hereof or within 60 days prior to the date hereof) with the proceeds of the bonds authorized by Section 2 of this resolution (or with the proceeds of any bond anticipation notes issued in anticipation of the sale of such bonds). This resolution shall constitute the declaration of the District's "official intent" to reimburse the expenditures authorized by Section 2 hereof with such bond or note proceeds, as required by United States Treasury Regulations Section 1.150-2.





**Section 6.** Each of the bonds authorized by this resolution, and any notes issued in anticipation of the sale of such bonds, shall contain the recital of validity as prescribed by Section 52.00 of the Local Finance Law, and such bonds and notes shall be general obligations of the District, payable as to both principal and interest by a general tax upon all the taxable real property within the District, without limitation as to rate or amount (subject to certain statutory limitations imposed by Chapter 97 of the 2011 Laws of New York). The faith and credit of the District are hereby irrevocably pledged for the payment of the principal of and interest on such bonds and notes, and provision shall be made annually in the budget of the District by appropriation for (1) the amortization and redemption of any such bonds or notes to mature in such year and (2) the payment of interest on any such bonds or notes to be due and payable in such year.

**Section 7.** The President of the Board is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution, and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and may designate the bonds authorized by this resolution, and any notes issued in anticipation thereof, as "qualified tax-exempt obligations" in accordance with Section 265(b)(3) of the Code (to the extent legally permissible).

**Section 8.** The President of the Board is further authorized to enter into a continuing disclosure agreement with the initial purchaser of the bonds (or any bond anticipation notes issued in anticipation of the sale of such bonds), containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, as promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

**Section 9.** In the absence or unavailability of the President of the Board, the Vice President of the Board is hereby specifically authorized to exercise the powers delegated to the President of the Board in this resolution.

**Section 10.** The District Clerk is hereby authorized to publish this resolution, or a summary thereof, together with a notice in substantially the form provided by Section 81.00 of the Local Finance Law, in the official newspaper(s) of the District, or if no newspaper(s) have been so designated, then in a newspaper having general circulation in the District, which newspaper shall be designated by the Board in a separate resolution. The validity of the serial bonds authorized hereby, or of any bond anticipation notes issued in anticipation of the sale of such serial bonds, may be contested only if:

1. (a) such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or

(b) the provisions of law which should be complied with at the date of publication of this resolution (or a summary thereof) are not substantially complied with,



and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication; or

2. such obligations are authorized in violation of the provisions of the Constitution of New York.

This resolution is effective immediately and shall be placed in the official minutes of the Board as an official action of the Board.

\*\*\*\*\*

The question of the adoption of the foregoing bond resolution was duly put to a vote, which resulted as follows:

AYES:

NOES:

ABSENT:

The bond resolution was thereupon declared duly adopted.

## **12. Post Issuance Tax Compliance Procedures**

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ to-wit:

### **RESOLUTION, DATED JULY 14, 2016, OF THE BOARD OF EDUCATION OF THE FORESTVILLE CENTRAL SCHOOL DISTRICT, CHAUTAUQUA AND CATTARAUGUS COUNTIES, NEW YORK (THE "DISTRICT") ADOPTING POST-ISSUANCE TAX COMPLIANCE PROCEDURES**

WHEREAS, the Internal Revenue Service has issued regulations requiring issuers of tax-exempt obligations to certify on various forms that they actively monitor compliance with federal tax rules following the issuance of such obligations; and

WHEREAS, the District is an occasional issuer of tax-exempt obligations and thus is subject to the aforementioned compliance requirements which are critical for the preservation of the preferential tax status of those obligations; and

WHEREAS, it is therefore in the best interest of the District to adopt formal written procedures to ensure such compliance and to designate an official responsible for ensuring that such procedures are followed; and

WHEREAS, the District previously adopted interim post-issuance tax compliance procedures (the "Original Procedures"); and



WHEREAS, it was intended that the Original Procedures would be periodically updated and supplemented; and

WHEREAS, Hodgson Russ LLP, as bond counsel to the District, has prepared and has recommended that the District adopt updated and more comprehensive post-issuance tax compliance procedures;

NOW THEREFORE, BE IT RESOLVED, that the District hereby adopts the updated and more comprehensive post-issuance tax compliance procedures that are attached hereto as "Schedule A" and resolves to be governed thereby; and be it further

RESOLVED, that such Schedule A will be placed in its entirety in the official records, files and minutes of the District and adhered to going forward; and be it further

RESOLVED, that this resolution shall take effect immediately upon its adoption.

The question of the adoption of the foregoing resolution was duly put to a vote, which resulted as follows:

AYES:

NOES:

ABSENT:

The resolution was thereupon declared duly adopted.

### **Schedule A**

## **FORESTVILLE CENTRAL SCHOOL DISTRICT, CHAUTAUQUA AND CATTARAUGUS COUNTIES, NEW YORK**

### **Post-Issuance Tax Compliance Procedures for Tax-Exempt Bonds and Notes**

#### **Statement of Purpose**

These Post-Issuance Tax Compliance Procedures (the "Procedures") set forth specific procedures of the **Forestville Central School District, Chautauqua and Cattaraugus Counties, New York** (the "Issuer") designed to monitor, and ensure compliance with, certain requirements of the Internal Revenue Code of 1986, as amended (the "Code") and the related Treasury regulations, promulgated thereunder, post-issuance tax compliance with the Internal Revenue Service ("IRS") in connection with the Issuer's issuance of tax-exempt bonds and notes ("Obligations").



These Procedures describe various systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations to ensure that the interest on such Obligations is eligible for exclusion from gross income for federal income tax purposes. The federal tax law requirements applicable to the Obligations will be described in the tax questionnaire and/or tax certificate prepared by bond counsel and signed by officials of the Issuer. These Procedures establish a permanent, ongoing structure of practices that will facilitate compliance with the requirements for individual borrowings.

To ensure compliance with applicable federal tax requirements, the Issuer must monitor the various direct and indirect uses of proceeds of the obligation and the investment of such proceeds, including but not limited to:

- (1) Monitoring the use of financed property over the life of the obligation.
- (2) Determining the sources of debt service payments and security for the obligation.
- (3) Calculating the percentage of any nonqualified use of the financed property.
- (4) Calculating the yield on investments of proceeds.
- (5) Determining appropriate restrictions on investments.
- (6) Determining the amount of any arbitrage on the investments.
- (7) Calculating any arbitrage rebate payments that must be paid to the U.S. Treasury.

The Issuer recognizes that compliance with the pertinent law is an on-going process, necessary during the entire term of the Obligations. Accordingly, the implementation of the Procedures will require on-going monitoring and consultation with bond counsel and the Issuer's accountants and advisors.

### **General Procedures**

The following procedures relate to monitoring post-issuance tax compliance generally.

- A. **The School Business Executive (currently, Meaghan Matuszak) (the "Compliance Officer")** shall be responsible for monitoring post-issuance tax compliance issues.
- B. The Compliance Officer will coordinate procedures for record retention and review of such records.
- C. All documents and other records relating to Obligations must be maintained by or at the direction of the Compliance Officer. In maintaining such documents and records, the Compliance Officer will comply with applicable IRS requirements, such as those contained in Revenue Procedure 97-22 (see attached).



- D. The Compliance Officer shall be aware of remedial actions under Section 1.141-12 of the Treasury Regulations (see attached) and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program (VCAP) and take such corrective action when necessary and appropriate.
- E. The Compliance Officer will review post-issuance tax compliance procedures and systems on a periodic basis, but not less than annually.
- F. The Compliance Officer will be responsible for training any designated officer or employee who is delegated any responsibility for monitoring compliance pursuant to this procedure. To the extent the Compliance Officer needs training or has any questions with respect to any item in this procedure, he or she should contact bond counsel and/or Issuer's accountants and advisors. The IRS recognizes that the Compliance Officer and any delegated individual are not expected to act as lawyers who know the proper response to all compliance situations that may arise, but they should be familiar enough with federal tax issues that they know when to ask for legal or other compliance advice.

#### **Issuance of Obligations: Documents and Records**

With respect to each issue of Obligations, the Compliance Officer will:

- A. Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the "Transcript").
- B. Confirm that the applicable information reports (e.g., Form 8038 series) for such issue are filed timely with the IRS. Issuer should consult with their accountants and/or bond counsel with questions regarding the filing of such forms.
- C. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations.

#### **Arbitrage**

The following procedures relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

- A. Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.



- B. Confirm that a computation of the yield on such issue from the Issuer's financial advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.
- C. Maintain a system for tracking investment earnings on the proceeds of the Obligations.
- D. Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the Obligations will be funded with multiple sources of funds, confirm that the Issuer has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.
- E. Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations (see attached).
- F. Monitor compliance with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- G. Ensure that investments acquired with proceeds of such issue are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used.
- H. Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.
- I. Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.
- J. Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.
- K. Monitor compliance with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.





- L. Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.
- M. Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.

**Private Activity: Use of Proceeds**

The following procedures relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

- A. Maintain records for determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.
- B. Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.
- C. Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.
- D. Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.
- E. Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:
  - 1. Sale of the facilities, including sale of capacity rights;
  - 2. Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;
  - 3. Management contracts (in which the Issuer authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;
  - 4. Preference arrangements (in which the Issuer permits a third party preference, such as parking in a public parking lot);
  - 5. Joint-ventures, limited liability companies or partnership arrangements;
  - 6. Output contracts or other contracts for use of utility facilities (including contracts with large utility users);



7. Development agreements which provide for guaranteed payments or property values from a developer;
8. Grants or loans made to private entities, including special assessment agreements; and
9. Naming rights arrangements.

Monitoring of private use should include the following:

1. Procedures to review the amount of existing private use on a periodic basis but not less than annually; and
2. Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement, lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt debt, the Compliance Officer will consult with bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

### **Reissuance**

The following procedures relate to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

### **Record Retention**

The following procedures relate to retention of records relating to the Obligations issued.

The Compliance Officer will:

- A. Coordinate with staff regarding the records to be maintained by the Issuer to establish and ensure that an issue remains in compliance with applicable federal tax requirements for the life of such issue.





- B. Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.
- C. Coordinate with staff to generally maintain the following:
  - 1. The Transcript relating to the transaction (including any arbitrage or other tax questionnaire, tax regulatory agreement, and the bond counsel opinion);
  - 2. Documentation evidencing expenditure of proceeds of the issue;
  - 3. Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings or equipment, economic life calculations and information regarding depreciation;
  - 4. Documentation evidencing use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements and research agreements);
  - 5. Documentation evidencing all sources of payment or security for the issue; and
  - 6. Documentation pertaining to any investment of proceeds of the issue (including the purchase and sale of securities, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).
- D. Coordinate the retention of all records in a manner that ensures their complete access to the IRS.
- E. Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.

### **13. SEC Continuing Disclosure Compliance Procedures**

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ to wit:

**RESOLUTION, DATED JULY 14, 2016, OF THE BOARD OF EDUCATION OF THE FORESTVILLE CENTRAL SCHOOL DISTRICT, CHAUTAUQUA AND CATTARAUGUS COUNTIES, NEW YORK (THE "DISTRICT") ADOPTING SEC-DRIVEN CONTINUING DISCLOSURE COMPLIANCE PROCEDURES**



WHEREAS, Securities Exchange Commission (“SEC”) Rule 15c2-12 (the “Rule”) generally prohibits underwriters from purchasing or selling municipal securities unless the issuer of such securities has entered into a continuing disclosure obligation; and

WHEREAS, the District is an occasional issuer of municipal securities and thus has entered into continuing disclosure obligations (or will do so) from time to time; and

WHEREAS, Hodgson Russ LLP, as bond counsel to the District, has prepared and has recommended that the District adopt certain SEC-driven continuing disclosure compliance procedures; and

WHEREAS, the Board of Education deems it to be in the best interest of the District to adopt formal written procedures to help ensure continuing disclosure compliance, and to designate an official responsible for ensuring that such procedures are followed;

NOW THEREFORE, BE IT RESOLVED, that the District hereby adopts the continuing disclosure compliance procedures that are attached hereto as “Schedule A” and resolves to be governed thereby; and be it further

RESOLVED, that such Schedule A will be placed in its entirety in the official records, files and minutes of the District and adhered to going forward; and be it further

RESOLVED, that this resolution shall take effect immediately upon its adoption.

The question of the adoption of the foregoing resolution was duly put to a vote, which resulted as follows:

AYES:

NOES:

ABSENT:

The resolution was thereupon declared duly adopted.

**Schedule A**

**FORESTVILLE CENTRAL SCHOOL DISTRICT  
CHAUTAUQUA AND CATTARAUGUS COUNTIES,  
NEW YORK**

**Continuing Disclosure Compliance Procedures for  
Tax-Exempt Bonds and Notes**



**a. Purpose:** The purpose behind implementation of these continuing disclosure compliance procedures is to ensure that the **Forestville Central School District, Chautauqua and Cattaraugus Counties, New York** (the “Issuer”) (i) is compliant with its continuing disclosure obligations with respect to the securities it issues, pursuant to Rule 15c2-12, as amended (the “Rule”), promulgated under the Securities Exchange Act of 1934, as amended and (ii) makes accurate reports as to its compliance therewith in connection with its offerings of securities from time to time.

**b. Disclosure Compliance Officer Designation, Education and Training:** The Issuer will designate a “Disclosure Compliance Officer” who will be the primary official responsible for monitoring compliance with the continuing disclosure requirements listed in the Issuer’s continuing disclosure undertakings. The Disclosure Compliance Officer will attend training and educational seminars that are offered on an annual basis by the Issuer’s bond counsel (the law firm of Hodgson Russ LLP) and will consult with the Issuer’s bond counsel and financial advisor as needed to keep current on Securities and Exchange Commission regulations and developments relating to continuing disclosure compliance for its obligations. **The Issuer’s designated Disclosure Compliance Officer is the School Business Executive, currently Meaghan Matuszak.**

**c. Continuing Disclosure Obligations Review:** The Disclosure Compliance Officer is responsible for reviewing, with the Issuer’s financial advisor, the Issuer’s continuing disclosure undertakings to determine the date(s) by which annual financial information and audited financial information, along with any required material events notices and, if applicable, failure to file notices, must be filed with the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access (“EMMA”) system in accordance with the Rule.

**d. Preparation of Annual Financial Information and Audited Financial Statements:** If the Issuer’s continuing disclosure undertakings require the filing of annual financial information and audited financial statements with EMMA, the Disclosure Compliance Officer will coordinate with the Issuer’s auditor and financial advisor to ensure that such documents are prepared and submitted in advance of the deadline for such filing.

**e. Monitoring Disclosure Compliance:** The Disclosure Compliance Officer will monitor the filing with EMMA of any and all documents required under the Issuer’s continuing disclosure undertakings through consultation with the Issuer’s financial advisor and bond counsel when necessary.

**f. Correcting Potential Non-Compliance:** Upon discovery of potential or existing non-compliance with the Issuer’s continuing disclosure undertakings, the Disclosure Compliance Officer will promptly take steps, including consultation with the Issuer’s financial advisor and bond counsel, to correct such non-compliance, such as by filing failure to file notices with EMMA.

**g. Official Statements:** The Disclosure Compliance Officer will review for accuracy and completeness any descriptions of the Issuer’s continuing disclosure compliance history contained in the initial drafts of notices of sale or official statements that are



promulgated by the Issuer in connection with its bond and note issues, and will inform the Issuer's financial advisor and bond counsel of any potential inaccuracies or omissions within, so that any discovered inaccuracies or omissions in the draft document(s) can be corrected before such document(s) are finalized and distributed.

**14. Proposed Executive Session**

**15. Adjournment**

**16. Correspondence/Information**

Sharon Cervantes – Thank you note