



Members Present: Carol Woodward – President, David Caccamise, Sylvester Cleary, Amy Drozdziel, Michael LoManto, Michelle Merritt, Stacey Mierzwa

Administration: Renee Garrett – Superintendent, Daniel Grande – MS/HS Principal, Lindsay Marcinelli – Elementary Principal Karl Kofod – excused.

Other: Richard Bartell, and Legal Counsel

District Clerk: June Prince

**Regular Board Meeting**

**1. Call to Order**

Carol Woodward opened the meeting in the high school library at 7:00 pm.

**2. Pledge to the Flag**

**3. Presentations**

Renee Garrett introduced our new account clerk: Richard Bartell

New Employee  
Introduced

**4. Approval of Agenda**

Michael LoManto made the motion, seconded by Stacey Mierzwa to approve the agenda.

Agenda Approved

All voted yes.

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

None

**6. Supervisory Reports**

Supervisory Reports

Lindsay Marcinelli thanked the Fire Department volunteers for their fire prevention assembly, class presentations and goodie bags given to the elementary students. She also thanked the new Parent Connection members for bringing back the haunted locker room.

Daniel Grande announced that our technology and engineering students placed second in the trebuchet contest at the Great Pumpkin Farm. He also stated the senior class continued the tradition of visiting the elementary school with Halloween safety tips and reminded the Board to come see Seussical the Musical performance.

Written reports were received from the Athletics, Buildings and Grounds, Cafeteria, Technology and Transportation Departments.



## **7. Board Reports**

### **A. President**

Carol Woodward stated the following:

CCSBA's Legislative Meeting is November 19, 2018 at Cassadaga Valley Central School with Dr. Rick Timbs as the speaker on financial issues pertaining to school districts.

CCSBA's regular meeting is November 26, 2018 at Webb's Captains Table with Justin Hanft as the speaker on the Chautauqua County Education Coalition.

Board self-evaluation information packets need to be completed and are due back to Amy and Carol at the December Board meeting.

The draft of the Board Guidebook was distributed. She requested that the board review them as there is new information in them this year.

The beginning of the year advisor reports have been received.

Michael LoManto, Amy Drozdziel, Sylvester Cleary and Carol Woodward all reported on the NYSSBA seminars they attended that included: mental health, negotiations, board leadership and diversity.

### **B. Committees**

Amy Drozdziel reported there are two policies for the first reading on tonight's agenda. The next meeting is December 20<sup>th</sup>.

Michelle Merritt reported the "Keep it Rural" song instrumentals have been recorded without vocals at this time. The next meeting is May 17<sup>th</sup>.

David Caccamise reported the Athletic Committee met with coaches and parents on October 11 in the elementary library. An open discussion took place regarding the girls' basketball program. The next meeting will be February 28<sup>th</sup>.

### **C. Superintendent**

Renee Garrett praised Lindsay Marcinelli for the fantastic job she has done working on the Pre-K grant.

## **8. Discussion Items**

The Board reviewed and approves of the holiday card that Stacey Mierzwa created on their behalf.



There was no discussion on the proposed policies #5551, 7133 or any additional items.

**9. Old Business**

None

**10. New Business Consent Agenda**

Sylvester Cleary made the motion, seconded by David Caccamise, upon recommendation of the Superintendent to approve agenda items 10A-D.

**A. Meeting Minutes**

- 1) Approve the Board of Education Regular Meeting Minutes of October 4, 2018.

October Minutes  
Approved

**B. Financial Items**

- 1) Treasurer’s Report July and August 2018 for all funds.
- 2) Warrant Summary Report and Claims Auditor Report – October 2018
- 3) Extra-Curricular Reports July, August, and September 2018
- 4) Purchases

Treasurer’s Reports  
July and Aug 2018  
Approved

Warrant Summary &  
Claims Auditor  
Report - October  
Approved

Extra-Curricular  
Report July, Aug,  
Sept 2018 Approved

Purchases Approved

Silver Creek Central Schools	Tuition	\$59,660.00
Pearson Publishing	Living Environment Textbooks	\$ 5,397.13

- 5) Blanket Purchase Orders

Blanket Purchase  
Orders Approved

Perry’s Ice Cream C. Inc.	Food Products	\$ 1,400.00	
Jennie-O Turkey Store Sales	Food Products	\$ 2,500.00	

- 6) Write off uncollectible debt of \$2,581.24 for inactive cafeteria accounts effective July 1, 2018.

Write Off  
Uncollectible Debt

**C. Personnel**

- 1) Eliminate a School Business Administrator position effective November 6, 2018.
- 2) RESOLVED, upon the recommendation of the Superintendent, that the appointment of Mary Ann Parisi-Willis as District Treasurer is hereby

School Business  
Administrator  
Position Eliminated  
Effective 11/6/2018

M. Parisi-Wills  
Appointment as  
District Treasurer  
Discontinued  
Effective November  
5, 2018



discontinued effective November 5, 2018. Any compensation that would have been owed to Ms. Parisi-Wills for the performance of such duties will be prorated to reflect her partial service for the 2018-2019 fiscal year.

- 3) RESOLVED, upon the recommendation of the Superintendent, that Jennifer Fitzgerald is hereby appointed as District Treasurer, effective November 5, 2018.

J. Fitzgerald  
Appointed As District  
Treasurer Effective  
Nov. 5, 2018

BE IT FURTHER RESOLVED that the Superintendent is hereby authorized to negotiate and execute a contract setting forth the terms and conditions of Jennifer Fitzgerald's employment with the District, provided that Ms. Fitzgerald's annual base salary shall be \$80,000.00, prorated to reflect her partial service for the 2018-2019 fiscal year.

- 4) RESOLVED, upon the recommendation of the Superintendent, that the position of Deputy District Treasurer is hereby created. The Deputy District Treasurer shall assume the responsibilities of the District Treasurer, as set forth in applicable law and Board of Education policy, in the event the District Treasurer is incapacitated or otherwise unavailable to perform such duties.

Deputy District  
Treasurer Position  
Created. M. Parisi-  
Wills Appointed as  
Deputy District  
Treasurer

BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent, that Mary Ann Parisi-Willis is hereby appointed to the position of Deputy District Treasurer and shall be paid an annual stipend of \$1,000, prorated to reflect her partial service for the 2018-2019 fiscal year.

- 5) Appoint Laura LeBaron, who is permanently certified in English 7-12, to the non-probationary position of long term substitute Special Education teacher for a Special Education position that was created at the Board of Education meeting on July 12, 2018, and has not been filled. This appointment is retroactive to September 4, 2018 and is anticipated to end on December 6, 2018. Mrs. LeBaron will be hired on Step A of FTA contractual rate which will be prorated.

L. LeBaron  
Appointed As Long  
Term Sub Effective  
9/4/2018 –  
12/6/2018

- 6) Appoint Catherine Niebuhr, who is initially certified in Mathematics 7-12, to the non-probationary position of long term substitute Mathematics teacher for the Mathematics position that is encumbered by an absent teacher, Mrs. Allison Barrick. This appointment is retroactive to September 4, 2018 and is anticipated to end on January 21, 2019. Mrs. Niebuhr will be hired on Step A contractual rate, which will be pro-rated.

C. Niebuhr  
Appointed as Long  
Term Sub Effective  
9/4/2018 –  
1/21/2019

- 7) Appoint Randy Richter to a 10 month part time bus driver position for 2.50 hours per day effective October 9, 2018 at an hourly rate of \$15.92. The probationary period will be for a period of 120 work days beginning on September 21, 2018, the date Mr. Richter began substituting in the same position without a break in service, through an anticipated end date of April 5, 2019.

R. Richter Appointed  
10 Month Part Time  
Bus Driver Effective  
10/9/2018

- 8) Approve the Superintendent entering into a contract with Richard Bartell, Account Clerk, effective September 10, 2018 – June 30, 2021.

R. Bartell, Account  
Clerk Contract  
Approved 9/1/2018 –  
6/30/2021



- 9) Approve the following change in work hours for the Transportation personnel:

Transportation  
Department Work  
House Approved

Kris Richter 5.25 hours effective October 2, 2018.

- 10) Correct the unpaid leave dates for Stephen Waugh approved at the June 7, 2018 BOE meeting that were listed as May 23 – 25 to reflect April 23 – 25

Waugh Unpaid  
Leave 2017-18  
Dates Corrected

- 11) Approve the following coaches for 2018-19 pending successful completion of all requirements. Salaries will be determined by the FTA contract.

Coaches 2018-19  
Approved

Lisa Szumigala – Varsity Girls Basketball Head Coach  
Laurie Becker – Modified Girls Basketball Coach

- 12) Remove Alisha Szumigala as the 2018-19 Modified Softball coach.

Coach 2018-19  
Removed

- 13) Approve the following substitutes:

Catherine Niebuhr – certified substitute teacher effective August 27, 2018.

Substitute Approved

- 14) Remove Alisha Szumigala from the substitute list:

Substitute Removed

- 15) Appoint Brandi Pettit as Farm to School Coordinator for the 2018-19 school year. The stipend will be \$2,500.

Farm to School  
Coordinator 2018-  
19 Approved

- 16) Appoint Jennifer Fitzgerald to the following duties, that were assigned to Karl Kofod at the July 12, 2018 organizational meeting, effective November 6, 2018:

J. Fitzgerald  
Appointed to  
Additional Duties

Purchasing agent  
Representative to Workers' Compensation  
Sign payroll checks and other disbursements  
Approve purchase orders up to \$6,000  
Pay bills up to \$6,000

- 17) Authorize the Deputy District Treasurer to sign payroll checks.

Deputy District  
Treasurer Appointed  
to Additional Duties

- 18) Authorize Jennifer Fitzgerald to issue corrected tax bills as needed and act as the substitute tax collector.

J. Fitzgerald to  
Correct Tax Bills  
and Act as  
Substitute Tax  
Collector

- 19) Appoint the following Foster Care Liaisons:

Foster Care Liaisons  
Appointed

Renee Garrett - District  
Daniel Grande – High School



Lindsay Marcinelli – Elementary

20) Approve the following motion:

Dennis Corsaro is hereby authorized to serve as a Business Office Consultant effective September 19, 2018 – January 15, 2019. Terms and conditions of Mr. Corsaro's work as Business Office Consultant shall be set forth in an agreement negotiated and executed by the Superintendent.

D. Corsaro  
Appointed as  
Business Office  
Consultant Effective  
9/1/2018-1/15/2019

D. Other

1) Approve the following IEP Recommendations #6617, 6652, 6666, 6675, 6694, 7122, 6590, 1505, 6597, 6561, 6352, 7025

IEP  
Recommendations  
Approved

2) The following Policies (1<sup>st</sup> reading) were reviewed by the Policy Committee and are being recommended to the Board of Education for approval on December 6, 2018. Policy #'s:

1<sup>st</sup> Reading Policies  
5551, 7133

5551 – Allocation of Title 1, Part A Funds in the District  
7133 – Education of Students in Foster Care

3) As per policy #8340, designate Miller Levine Biology 2019 as the textbooks to be used for Living Environment.

Living Environment  
Textbooks Approved

4) Approve the Superintendent to enter into an agreement with Pine Valley Central School to share a Cook/Manager position. The term of the agreement is July 1, 2018 – June 30, 2019. The contract amount will be \$9,633.19 per quarter, not inclusive of mileage expenses.

Share Cook/ Manager  
Services with Pine Valley  
2018-19 Approved

5) Approve the Superintendent to enter into an agreement with Silver Creek Central School to Share Marching Band for the 2018-19 school year.

Share 2018-19  
Marching Band with  
Silver Creek Approved

6) Approve the Superintendent to enter into an agreement with Silver Creek Central School to share Modified Wrestling with Silver Creek and Pine Valley for the 2018-19 school year.

Share Modified  
Wrestling 2018-19  
with Silver Cree and  
Pine Valley  
Approved

7) Authorize the Superintendent to enter into an agreement with Young and Wright Architectural for the Capital Outlay Project 2018-19 in the amount of \$12,950 plus normal reimbursable expenses.

Young & Wright  
Agreement for  
Capital Outlay  
Project 2018-19  
Authorized

8) Accept the RFP bid from Stohl Environmental, LLC, as recommended by Young and Wright Architectural, for Hazard Material Survey and Testing for the Capital Improvement Project 2018.

Stohl Environmental  
Accepted for Hazard  
Material Survey &  
Testing Capital  
Improvement Project  
2018

9) Accept the bid from Trane Commercial Systems and Services as the energy services company (ESCO) for an energy performance contract (EPC) based on the results of the RFP process.

Trane Commercial  
Systems Accepted  
for Energy  
Performance  
Contract



10) Approve the Band trip to Atlanta Georgia April 11-14, 2019 with Faith Leone, Karen Kaminski, Molly Merrill, Luz Logan, Diane Meinzer and Michael Murphy as the chaperones.

Band Trip and Chaperones  
Approved 4/11-14, 2019

11) Approve the District's response to the audit performed by Johnson Mackowiak and Associates LLP for the period July 1, 2017 – June 30, 2018.

Response to Audit  
7/1/2017 –  
6/30/2018 Approved

12) Accept the following donations:

Donations Accepted

Douglas and Vanessa Zeller	\$26.96	Memorial Library Books
James and June Prince	\$65.46	Memorial Library Books
Martha Woolley	\$75.00	Memorial Library Books

13) Surplus the following items:

Surplus Items  
Approved

22 ISBN 0-02-146557-6 People Together Adventures in Time and Place,  
1 teacher's manual and its associated resources.

All voted yes.

### **11. Proposed Executive Session**

Michael LoManto made the motion, seconded by Amy Drozdziel to enter into Executive Session to discuss collective FTA negotiations pursuant to Article 14 of the Civil Service Law, and the employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person at 7:47 pm.

All voted yes.

Legal Counsel was invited in.

David Caccamise made the motion, seconded by Sylvester Cleary to return to regular session at 8:04 pm.

All voted yes.

### **12. Adjournment**

Amy Drozdziel made the motion, seconded by Michael LoManto to adjourn the meeting at 7:47 pm.

All voted yes.



**13. Correspondence/Information**

CCSBA legislative meeting November 19, 2018  
CCSBA meeting November 26, 2018  
Advisor Reports – beginning of the year  
Board of Education Guidebook

June Prince  
District Clerk