



**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 Mervin Fry.

**5. Nominations and Election of Officers for 2019-2020**

President-

Nominations

Election

Vice President-

Nominations

Election

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

**6. Appointments for 2019-2020**

Upon recommendation of the Superintendent to approve the following appointments for the 2019-20 year:

Clerk of the Board  
District Treasurer  
Deputy District Treasurer  
Tax Collector  
Claims Auditor  
Deputy Claims Auditor  
External Auditor  
Extra-curricular Faculty Auditor  
Substitute Caller  
Insurance Consultant  
Bond Counsel  
Financial Advisor  
District Attendance Officer  
Purchasing Agent

June Prince  
Jennifer Fitzgerald  
Mary Ann Parisi-Wills  
BOCES  
Sandra Muck  
Carlie Polisoto  
Johnson Mackowiak & Associates LLP  
TBD  
Christine Bowker  
The Evans Agency  
Harris Beach  
Municipal Solutions  
Renee Garrett  
Jennifer Fitzgerald



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	James Hart
Meals Program Verification	June Prince
Meals Program Review Official	June Prince
Meals Hearing Officer	Board President
Representative to Workers' Compensation	Jennifer Fitzgerald
504 Chairperson	Carla Wienke
504 Coordinator/Chairpersons	Lindsay Marcinelli
	Daniel Grande
Title IX Officers	Daniel Grande
	Lindsay Marcinelli
Designated Education Officials	Renee Garrett
	Daniel Grande
	Lindsay Marcinelli
Central Treasurer	Ann Collura
Petty Cash Controller	Mary Ann Parisi-Wills
Attorney	Harris Beach
	Hodgson Russ
	Webster Szanyi
School Physician	Matthew D. Wehr, MD
Chairperson CSE & CPSE	Carla Wienke
Alternate Chairperson CSE & CPSE	Lindsay Marcinelli
	Allyson Knapp
Psychologists CSE & CPSE	Carla Wienke
	Allyson Knapp
Physician CSE & CPSE	Matthew Wehr, MD
CSE/CPSE Administrators	Daniel Grande
	Lindsay Marcinelli
Parents CSE	Amy Johnson
	Jamie Blasdell
	Paula Joy
	Trisha Pryll
Mediators (if requested)	
Regular Education Teacher of Student with disability	Sarah Borrello
One Special Education Teacher	Lisa Szumigala
	Stephanie Kubera
	Ann Huyck
	Lisa Brewster
	TBD



Parent Representative CPSE	TBD Jamie Blasdell Trisha Pryll Jennifer Newkirk
County Representative CSE	Denise Nichols – Chautauqua County Amber Proper – Chautauqua County Pat Siminski – Cattaraugus County
Evaluator CSE	BOCES Other Approved Evaluators
Evaluator CPSE	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 Drozdzziel
NYSSBA Liaison	Sylvester Cleary
Residency Officer	Renee Garrett
Lead Evaluators of Teachers	Renee Garrett Daniel Grande Lindsay Marcinelli
Designated Employees to Provide Substance Abuse Information to Students, Parents & Staff	Brianne Hazelton Melissa Press

**7. Designations for 2019-2020**

Upon recommendation of the Superintendent to make the following designations for 2019-20:

Designate Evans Bank and M & T 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 5:30 pm as the Regular Meeting date for the 2019-2020 school year with the exceptions of December 12, 2019, January 9, 2020, and a second monthly meeting in April TBD.

Designate The Observer as the official newspaper.

Designate the District Treasurer and the Deputy District Treasurer to sign payroll checks and other disbursements.

**8. Authorizations for 2019-2020**

Upon recommendation of the Superintendent to make the following authorizations for 2019-20:

Authorize the Superintendent to:



Certify Payrolls

Approve Staff Attendance at Conferences, Conventions, Workshops, In-Services

Approve Board of Education Attendance at Conferences, Conventions, Workshops and Other Out of District Activities

Transfer moneys up to \$15,000 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 District Treasurer to:

Approve purchase orders up to \$10,000

Pay bills up to \$10,000

Authorize the following staff to be bonded for the 2019-2020 school year:

Superintendent	\$ 200,000
District Treasurer	\$1,000,000
Deputy District Treasurer	\$1,000,000
Claims Auditor	\$ 200,000
Central Treasurer	\$ 100,000
Employees Blanket Bond	\$ 100,000

**9. Establish Rates for 2019-2020**

Upon recommendation of the Superintendent to establish the following rates for 2019-20:

Tuition non-resident students

Grades K - 6 \$ 4,472

Grades 7 - 12 \$ 9,541

Siblings will be charged 50% of appropriate fee

Mileage

IRS standard mileage rate

Substitutes

	<u>7/1/19-12/30/19</u>	<u>12/31/2019-6/30/20</u>
Per Diem Teachers Certified	\$95 / day	\$100 / day
Per Diem Teachers Uncertified	\$85 / day	\$ 90 / day
Per Diem Nurse RN/COTA	\$95 / day	\$100 / day
Bus Driver	\$13.44 / hr	\$13.44 / hr
School Bus Driver Trainee	\$11.10 / hr	\$11.80 / hr



Custodial	\$11.10 / hr	\$11.80 / hr
Clerical	\$11.10 / hr	\$11.80 / hr
Aides/Food Service	\$11.10 / hr	\$11.80 / hr

<u>Clock Operator</u>	\$20 / modified game
	\$25 / JV game
	\$30 / Varsity game
	\$50 / Varsity Football game

<u>Ticket Taker</u>	\$38 / athletic event as needed
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<u>Auditorium Rental Rates</u>	\$50 / hr Not for Profit Org.
	\$75 / hr For Profit Org.
	Plus the cost of custodial wages and benefits

<u>Stage Crew Rates</u>	\$40 / hr after the first 3 hours payable to Stage Crew Club
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<u>Copying Fees</u>	
Freedom of Information	\$ .25 per photocopy up to 9 x 14 inches
Incidental copying	\$ .25 per side per page
Laminating	\$2.00 per linear foot

<u>Breakfast &amp; Lunch Prices</u>	\$1.45 Elem Breakfast
	\$1.45 MS/HS Breakfast
	\$1.95 Elem Lunch
	\$2.20 MS/HS Lunch
	\$2.27 + tax Adult Breakfast
	\$3.88 + tax Adult Lunch
	\$ .25 Reduced Breakfast
	\$ .25 Reduced Lunch

Bus Rental Rate:	\$1.90 mile plus driver
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### **10. Reaffirmation of Board Policies and Bylaws for 2019-2020**

Upon recommendation of the Superintendent to reaffirm the Board policies and bylaws, as adopted by the Board of Education for the 2019-20 school year.

### **11. Standing Advisory Committee Appointments 2019-2020**

- A. Negotiations – Sylvester Cleary, Amy Drozdziel, David Caccamise
- B. Policy Committee – Mervin Fry, Amy Drozdziel, Carol Woodward (ex-officio)
- C. Audit/Finance Committee – Michael LoManto, Michelle Merritt, Carol Woodward (ex officio)
- D. Budget Committee – All members of the Board



- E. Legislative Committee – Sylvester Cleary, Mervin Fry, Michelle Merritt
- F. Staff Recognition Committee – David Caccamise, Michael LoManto, Michelle Merritt
- G. Athletic Committee – David Caccamise, Michelle Merritt, Carol Woodward (ex officio)

Upon recommendation of the Superintendent, make the following standing advisory committee appointments for the 2019-20 year:

H. School Safety Committee

Renee Garrett  
Daniel Grande  
Lindsay Marcinelli  
James Hart  
Michael Murphy  
Christine Bowker  
Melody Voigt  
June Prince  
Ashley Cross  
Michele Dolce  
Sheila Fiebelkorn  
Greg Greenough  
Scot Greenough  
Scott Hazelton  
Jon LeBaron  
Kristen Marvin  
Richard Grant  
Joseph Carrus  
Dennis Gould  
Kyle Barthel  
Thomas Kelly  
Mark Woolley  
Michael Gajewski  
Jim Knoop  
Theresa Brown  
Carol Woodward

I. Professional Development Committee

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



J. Technology Committee

Renee Garrett  
Michael Murphy  
Dan Grande  
Lindsay Marcinelli  
Jennifer Fitzgerald  
James Hart  
Todd Langworthy  
Sarah Borrello  
Laurie Becker  
Allison Kwilos  
Matthew Wisniewski  
Makayla Press  
Kyle Morgan

K. Wellness Committee

Brandi Pettit  
Scott Greenough  
Gregory Greenough  
Sheila Fiebelkorn  
Ashley Cross  
Theresa Brown  
Jennifer Fitzgerald  
Carla Wienke  
Amanda Oddo-Tonelli  
Faith Leone  
Richard Grant  
Sarah LoManto  
Michelle Merritt

**REGULAR MEETING**

**1. Presentations**

None

**2. Approval of Regular Agenda**

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

**4. Supervisory Reports**

Transportation

**5. Board Reports**

A. President



The Goals discussed at the Board workshop were distributed:

The District Goals for 2019-20 are:

- To continue to improve our facilities that provide a clean, safe, and inviting environment that instill school pride.
- To continue providing consistent communications that promote positive relationships.
- To continue to cultivate a culture that inspires and supports excellence in teaching and learning.

The Board of Education Goals for 2019-20 are:

- Annually review Board protocols that maintain a high functioning board culture.
- The Board of Education will review the athletic program to improve overall program quality for our student athletes.
- Continue to create and maintain systems of open and transparent communication.

Subcommittee meeting schedule  
Tax collection  
NYS Comptrollers Audit

**B. Committees**

Staff Recognition Committee

Audit Committee

Legislative Committee

Athletic Committee

Policy Committee

CCSBA

**C. Superintendent**

**6. Discussion Items**

NYSSBA  
Policy #5741

**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 6, 2019.

B. Financial Items:

- 1) Warrant Summary Report and Claims Auditor Report - June 2019
- 2) Budget Transfers 2018-19

Effective: 10/30/2018

Transfer From		Transfer To		Amount	Reason
A1310-490-00-40 R	BOCES Services			-17,376.00	To adjust BOCES expense
A2010-490-00-36 R	Curriculum & Development Superv			-30,002.00	To adjust BOCES expense
A2070-490-00-36 R	Inservice Training-Instr			-1,181.00	To adjust BOCES expense
A2280-490-00-36 R	Occupational Education			-89,129.00	To adjust BOCES expense
A2610-490-00-36 R	Schl Lib & Instr Media			-16,000.00	To adjust BOCES expense
		A1680-490-00-36 R	Central Data Processing	22,974.43	To adjust BOCES expense
		A2060-490-00-36 R	Research Planning Eval	2,899.60	To adjust BOCES expense
		A2110-490-00-36 R	Teaching Regular School	10,454.98	To adjust BOCES expense
		A2250-490-00-36 R	Program & Svcs For SWD	65,790.99	To adjust BOCES expense
		A2630-490-00-36	Computer Assisted Instruc	51,568.00	To adjust BOCES expense

Effective 6/3/2019

Transfer From		Transfer To		Amount	Reason
A2110-400-00-40 R	Contractual			-16,000.00	SRO Contract
A2250-400-13-40 R	Contractual Svc Nursing			-23,000.00	SRO Contract
		A8060-400-00-40 R	Contractual and Other	39,000.00	SRO Contract

Effective 6/13/2019

Transfer From		Transfer To		Amount	Reason
A5510-400-00-42 R	Contractual	A2250-490-00-36 R	Program Svcs for SWD	12,918.82	To adjust BOCES expense

- 3) Accept the Budget Transfer Report for the Fiscal Year of 2019.



4) Purchases

Discount Safe Outlet	Fireproof Filing Cabinets	\$15,155.00
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5) Blanket Purchase Orders for 2019-20

A Village Locksmith	Maintenance	\$ 1,000.00
Amazon	Maintenance Supplies	\$ 2,500.00
Basil	Transportation Supplies	\$ 5,434.00
Casella	Garbage Services	\$ 8,000.00
Chautauqua Transportation	Transportation Services	\$ 500.00
Comfort Pest	Pest Control Services	\$ 1,400.00
DFT	Phone & Fax Service	\$ 2,000.00
Elevator Maintenance	Elevator Maintenance	\$ 4,000.00
FM Communications	Transportation Supplies	\$ 3,000.00
Grainger	Maintenance Supplies	\$ 8,000.00
Hillyard	Maintenance Supplies	\$30,000.00
Home Depot	Maintenance Supplies	\$ 4,000.00
IRR	Maintenance	\$ 1,900.00
Lakeshore Employee Testing	Transportation Services	\$ 1,200.00
M & T	Energy Performance	\$71,360.00
Monte's Small Engine	Maintenance Supplies	\$ 1,000.00
Morgan Services	Transportation Supplies	\$ 2,000.00
National Fuel	Gas	\$65,000.00
New York Bus Sales	Transportation Supplies	\$18,488.34
NOCO	Fuel	\$59,000.00
NYSEG	Electric	\$65,000.00
Pitney Bowes	Postage	\$ 3,000.00
Rodgers & Sons	Maintenance Supplies	\$ 1,000.00
Sandberg Oil	Transportation Supplies	\$ 1,500.00
Scott Electric Supply	Maintenance Supplies	\$ 2,500.00
Sherwin Williams	Maintenance Supplies	\$ 1,000.00
Silver Creek Auto Parts	Transportation Supplies	\$ 2,743.00
Smith True Value	Maintenance Supplies	\$ 3,000.00
Snap On	Transportation Supplies	\$ 500.00
Superior Lubricants	Transportation Supplies	\$ 1,000.00
UPS	Shipping	\$ 500.00
Valley Tire	Transportation Supplies	\$ 7,250.00
Verizon Wireless	Phone Service	\$ 3,000.00
Windsor Distributing	Transportation Supplies	\$ 1,125.00
Windstream	Internet Service	\$ 9,000.00

6) Accept grant funding from Northern Chautauqua Community Foundation for the following:

Forestville Footlocker Military Care Packages	\$500.00
Personalized Plaques for Veterans	\$500.00



Service Learning Craft Projects	\$500.00
Proud of Our Past...Excited About Our Future	\$500.00
A Picture Is Worth 1,000 Words	\$500.00
Homemade Food for Our Local Homes	\$500.00

7) Write off uncollectible debt of the following unpaid items:

- \$59.35 for library book fair
- \$400 for damage to fields
- \$110.52 for broken bus window

C. Personnel

- 1) Accept the resignation of Samantha Chau, Special Education teacher, effective August 31, 2019.
- 2) Accept the resignation of Andrew Munch, 12 month Cleaner, effective June 7, 2019.
- 3) BE IT HEREBY RESOLVED that, upon recommendation of the Superintendent, the probationary appointment of Richard Bartell as Account Clerk be discontinued and his services terminated effective June 28, 2019.
- 4) Appoint Julia Christian to a 12 month Cleaner position for 8 hours per day effective July 1, 2019 at an hourly rate of \$14.00. The probationary period will be for a period of 120 work days beginning on June 24, 2019, the date Mrs. Christian began substituting in the same position without a break in service, through an anticipated ending date of December 17, 2019.
- 5) Appoint Karen McCarthy as a full time 12 month Operations Assistant at an annual salary of \$34,320.00 effective July 1, 2019. The probationary period for civil service purposes will be one year beginning July 1, 2019 through June 30, 2020.
- 6) Approve the Superintendent entering into a contract with Karen McCarthy, Operations Assistant, effective July 1, 2019- June 30, 2022.
- 7) Approve the following rates of pay:

Claims Auditor	\$20.00 per hour
Deputy Claims Auditor	\$14.64 per hour

8) Approve Unpaid leave 2018-19

Julia Christian	1.0 days	June 3, 2019
AnnMarie Hamlet	1.0 days	June 14, 2019
Stephen Waugh	.50 days	June 26, 2019
Corey Bell	.50 days	June 29, 2019



- 9) Approve an unpaid child-rearing leave for the 2019-2020 school year (September 1, 2019 – June 30, 2020) for Rachel Elersic Henry.
- 10) Approve the following Extra-Curricular advisors for the 2019-20 year with no additional stipends:

Amy Gier	Chorus
Emily Scott	Marathon Club Co-Advisor
Heather Kaczor	Marathon Club Co-Advisor

- 11) Approve \$11.10 per hour as the summer food service helper rate for 2019.

- 12) Approve the following summer cooks and food service helpers:

Susan Morrison – regular 2019-20 hourly rate effective July 8, 2019  
Mary Gunther – regular 2019-20 hourly rate effective July 8, 2019  
Alternate Food Service Helpers at the board approved summer food service helper rate:  
Lucinda Spears, Anita Stewart

- 13) Approve the following changes to summer cleaners:

Approve Anita Stewart at the Board approved summer cleaner rate.  
Remove Patrick Klein

- 14) 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 \$13.50/hour for time spent operating the bus.

**D. Other**

- 1) Approve IEP Recommendation #'s: 1307, 1468, 1492, 1511, 1521, 6276, 6295, 6311, 6347, 6365, 6417, 6436, 6450, 6502, 6540, 6573, 6586, 6597, 6599, 6619, 6630, 6639, 6645 (2) 6649, 6652, 6672, 6676, 6678, 6682, 6690, 6694, 6702, 6704, 6712, 6713, 6714 (3), 6715, 7087, 7111, 7124.
- 2) Adopt the policy statement for free and reduced price meals or free milk and authorize the certification of acceptance for participation in the Federal Free and Reduced Meal Program.
- 3) 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
Operations Assistant	8.0 hours
Custodians	8.0 hours
Cleaners	8.0 hours
Mechanic	8.0 hours
Bus Driver	6.0 hours
School Bus Driver Trainee	6.0 hours
Head Bus Driver	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
Deputy District Treasurer	8.0 hours
Claims Auditor	8.0 hours
Substitute Caller	6.0 hours
Building Maintenance Mechanic	8.0 hours
Media Center Assistant	8.0 hours
Central Treasurer	7.5 hours

- 4) The following Policy (1<sup>st</sup> reading) was reviewed by the Policy Committee and is being recommended to the Board of Education for approval on August 1, 2019:  

5741 - Drug and Alcohol Testing for School Bus Drivers
- 5) Approve the 2019-20 Athletic Handbook.
- 6) Authorize the Superintendent entering into an agreement with ACE Elevator Inspection Corp. for the 2019-20 school year in the amount not to exceed \$500.00.
- 7) Authorize the Superintendent to enter into a renewal contract with NOCO Electric LLC for the purchase of electric August 1, 2019 – July 31, 2020.
- 8) Authorize the Superintendent to enter into a rental agreement with Erie 2 – Chautauqua – Cattaraugus BOCES to allow the use of our facilities for the Driver Education Program, June 27 – July 19, 2019, at a contractual amount of \$517.65
- 9) Authorize the Superintendent to enter into a Memorandum of Understanding to participate in the 2019-2020 New York Farm to School Institute.



- 10) RESOLVED, that Dr. Matthew Wehr be appointed to serve as the District's Medical Director for the 2019-20 school year. Dr. Wehr's services will be provided to the District pursuant to a cooperative services arrangement with Erie 2- Chautauqua-Cattaraugus BOCES.
- 11) As indicated in the meeting minutes for February 7, 2019 and March 7, 2019 under the discussion items to authorize two members, Michael LoManto and Mervin Fry (replaces Carol Woodward), of the Board of Education to attend the Rural Schools Conference in Cooperstown July 7 – 9. 2019 with expenses.
- 12) Authorize two members \_\_\_\_\_ & \_\_\_\_\_ of the Board of Education to attend the NYSSBA Convention in Rochester October 24-26, 2019 with expenses.
- 13) Nominate Christine Schnars, as the Area 3 Director of the New York State School Boards Association for a two year term.
- 14) Accept the following donations:
- |                          |                               |          |
|--------------------------|-------------------------------|----------|
| Eugene & Carolyn Richter | Dr. Julie Richter Scholarship | \$997.11 |
|--------------------------|-------------------------------|----------|
- 15) Surplus the following books:
- 17 ISBN 978-0-7367-9276-9, Grammar, Usage, and Mechanics books
  - 24 ISBN 0-02-184734-7, McGraw-Hill Reading Ladybug books
  - 20 ISBN 0-02-184735-5 McGraw-Hill Reading Sunflower books,
- assorted supplemental materials as per attached list

**9. Proposed Executive Session**

**10. Adjournment**

**11. Correspondence/Information**

NYSSBA convention information  
Thank you – J Carter Knapp Post #953  
End of year Chorus advisor report 2018-19  
Schnars nomination request