

**FREWSBURG CENTRAL SCHOOL  
BOARD OF EDUCATION  
Thursday, July 13, 2017**

**6:15 p.m. – 6:30 p.m.  
PUBLIC HEARING ON THE CODE OF CONDUCT  
MS/HS LIBRARY**

**ORGANIZATIONAL MEETING  
6:30 P.M.  
MS/HS LIBRARY**

**AGENDA**

**I. OPENING OF MEETING – Superintendent calls meeting to order.**

**II. ADMINISTRATION OF OATH**

District Clerk gives Oath of Office to Superintendent, Shelly M. O’Boyle

Superintendent gives Oath of Office to new Board members:

One Year Term of Office for Larry Lodestro

Three Year Term of Office for Jason Ruhlman

Three Year Term of Office for Thomas Fenton

**III. ELECTION OF OFFICERS FOR 2017-2018**

A. Superintendent requests nomination for Board President.

B. Election of Board President.

C. Oath of Office to new Board President by Superintendent.

D. New Board President presides over meeting.

A. New President requests nominations for Board Vice President.

B. Election of Board Vice President.

C. Oath of Office for new Vice President by Board President

**IV. APPOINTMENT OF OFFICERS**

A. Personnel Appointments for 2017-18

1. District Clerk/Board Clerk – Laura Greenwood

2. Deputy District Clerk/Deputy Board Clerk- Jerome Lee Yaw

3. District Treasurer – Linda Trostle

4. Deputy District Treasurer- Jerome Lee Yaw

5. Collector of Taxes – Lora Benson with a stipend of \$3,517.01

6. Claims Auditor – Daniel McLaughlin

7. Substitute Claims Auditor – Robert Conrad

**V. OTHER APPOINTMENTS**

1. School Physician – Southern Tier Pediatrics Practice, PC
2. School Attorney – Dana Lundberg – Lundberg-Price Law Offices (Attorney of Record)
3. Attorneys for the Board (on an as needed basis) – Hodgson & Russ, and Harris Beach, LLP
4. Treasurer of Extra-Classroom Activities Fund – Linda Trostle
5. Administrators of Extra-Classroom Activities Fund-
  - o William Caldwell
  - o Laura Greenwood
  - o Jerome Lee Yaw
6. Supervisors of Attendance – William Caldwell MS/HS & Ann Morrison RHJ
7. District Auditor – Buffamante, Whipple, Buttafaro, PC
8. Petty Cash Custodian – Denise Wright
9. Records Management Officer – Linda Trostle
10. Freedom of Information Officer – Shelly M. O’Boyle
11. Title IX Compliance Officer – Danielle Patti
12. Alternate Title IX Compliance Officer – William Caldwell
13. Title VI Compliance Officer – Danielle Patti
14. Alternate Title VI Compliance Officer – William Caldwell
15. OSHA & Toxic Substance Coordinator – Jerome Lee Yaw
16. Asbestos Designee – Jerome Lee Yaw
17. Purchasing Agent – Jerome Lee Yaw
18. Chemical Hygiene Designee – Jerome Lee Yaw
19. SMEC Representative – Jerome Lee Yaw
20. Alternate SMEC Representative – Shelly M. O’Boyle
21. District Testing Coordinator- Danielle Patti
22. NYSAA Testing Coordinator- Danielle Patti
23. Educational Officer- Danielle Patti
24. District Data Coordinator – Danielle Patti
25. Assistant District Data Coordinator – Richal Hair
26. DASA Coordinators – William Caldwell -MS/HS & Ann Morrison – RHJ
27. Central Registrar – Richal Hair
28. Homeless Liaison Coordinator – William Caldwell
29. District Wellness Coordinator – Tiffany Frederes
30. Child Nutrition Program
  - o Hearing Official- Shelly M. O’Boyle
  - o Verification Official- Janet Bennett
  - o Reviewing Official- Jerome Lee Yaw
31. Principals – Education Law 3214 – The following supervisors are hereby designated as “Principals” only for the purposes of Education Law, S3214
  - o Danielle Patti

- The Board of Education President gives Oath of Office to the District Clerk.

## **VI. DESIGNATIONS**

1. Bank Depository – M & T Bank – Foote Avenue, Jamestown Branch or the Falconer Branch, and First Niagara Bank, Falconer Branch, and NYLAF through M & T Bank
2. Official Newspaper – Post Journal
3. Regular Meetings 2017-2018

## **VII. AUTHORIZATIONS**

1. Official Bank Signatory – Linda Trostle or Shelly M. O’Boyle
2. Certifier of Payrolls – Jerome Lee Yaw
3. Authorization for the Superintendent to:
  - a. approve attendance at conferences, conventions, workshops, etc. for members of District staff when funds are budgeted.
  - b. approve student field trips when funds are budgeted.
  - c. approve budget transfers as per Policy #5330.
  - d. sign applications for approved programs which the District is entitled to by federal law.
  - e. to accept resignations on behalf of the Board of Education.
4. Authorization to establish a petty cash account in the amount of \$100.00 to be overseen by Denise Wright, Accounts Payable Clerk.
5. Authorize use of the check signer and electronic signature by the District Treasurer.
6. Authorization to appoint staff on an interim basis.  
BE IT RESOLVED, that the Board of Education hereby authorizes the District Superintendent of Schools to employ individuals on an interim basis until such time as the Board of Education is able to act upon a formal recommendation for appointment. Such interim appointments shall be considered temporary in nature.

## **VIII. OFFICIAL UNDERTAKINGS**

1. Blanket Bond
  - a. Tax Collector - \$1,000,000
  - b. Treasurer - \$1,000,000
  - c. Business Manager - \$500,000
  - d. Internal Claims Auditor - \$500,000
  - e. All Other Employees - \$100,000

## **IX. OTHER ITEMS**

1. Committee Appointments **(See Attachment I)**
  - a. Physical Plant & Operations
  - b. Internal Operations
  - c. Technology/Public Relations

- d. Legislative Designee for School Boards Association
- e. Audit

2. Negotiation Committees **(See Attachment II)**
3. Establishment of Board Meeting Dates for 2017-18  
**(See Attachment III)**
4. Authorization to establish the mileage rate at the current IRS rates.
5. Motion to adopt all previous Board policies and Code of Ethics in effect during the previous year.
6. Authorization to establish teacher substitute rates for 2017-18 at:
  - a. Certified - \$90.00 per day
  - b. Uncertified - \$80.00 per day
  - c. Retired Certified Teacher (from our District) - \$100.00 per day
  - d. Long-term sub – more than 4 weeks, but less than 1 semester –
  - e. Certified - \$180.00 per day; Uncertified - \$160.00 per day
  - f. Long-term sub – 1 semester or more – Prorated Step 1 of Teacher's contract
  - g. Teaching Assistant Substitute - \$70.00 per day
  - h. LPN Nurse Substitute - \$14.00 per hour
7. Authorization to approve rates for non-teaching substitutes. **(See Attachment IV)**
8. BE IT RESOLVED, that the Frewsburg Central School, Location code 70611, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body. **(See Attachment V)**
9. Authorization for the Board of Education to hereby delegate to the President of the Board of Education, the authority to authorize the issuance of and to sell revenue anticipation notes of the District in anticipation of funds to be received by the District as State Aid for the fiscal year of the district beginning July 1, 2017.
10. Approval of CSE (Committee on Special Education) Members for 2017-18 School Year. **(See Attachment VI)**
11. Approval of CPSE (Committee on Preschool Special Education) Members for 2017-18 School Year. **(See Attachment VII)**
12. Approval of CSE and CPSE Impartial Hearing Officers for 2017-18 School Year. **(See Attachment VIII)**
13. Approval of Recommendations of CSE Committee for Special Class Placements for the 2016-2017 and 2017-18 School Years. **(See Attachment IX – Board and Admin. Only)**

14. Approval of Recommendations of CPSE Committee for Special Class Placements for the 2016-17 and 2017-18 School Years. **(See Attachment X– Board and Admin. Only)**
15. Approval of Free and Reduced Price Lunch Guidelines and Policy Statement for Free and Reduced Price Lunches for the 2017-18 school year as set forth by New York State Education Department, Child Nutrition Program Administration.
16. Authorization to continue the sharing of the fuel station with the Town of Carroll.
17. The Board of Education hereby approves institutional memberships and payment of appropriate membership dues for the 2017-18 school year in the following professional organizations:  
New York State School Boards Association  
Chautauqua County School Boards Association  
Rural Schools Association of New York State
18. Establishment of fee for photocopying under Freedom of Information: the charge for Photocopying under Freedom of Information is established at \$.25 per photocopy (sheet size up to 9 x 14 inches).
19. Authorization for the Business Manager to supervise the investing of school funds, when available, as prescribed by law.
20. Approval by the Board of Education to authorize the President of the Board to approve attendance with expenses by Board Members/Superintendent at conferences, conventions and workshops.
21. Authorization to appoint Mrs. Yvonne Johnson as an Assistant Internal Claims Auditor for emergency payment approvals only, in Mr. McLaughlin's absence.
22. Authorization to continue pool rental charges of \$50.00 per hour for in-district residents and \$85.00 per hour for out-of-district residents.
23. Authorization to approve 2016-17 end of year budget transfers.  
**(See Attachment XI – Board and Administration only)**
25. Authorization to continue current tuition policy and rates for current tuition students and increase the tuition rate to \$2,000.00 annually for new applicants.
26. Authorization for all employees, Faculty and Staff Member's children, residing out of the District, to attend Frewsburg Central School tuition free.
27. Authorization to increase the lunch prices by in both the Robert H. Jackson building and the Middle/High School building. The following would be the 2017-18 costs: MS/HS and RHJ Lunch - \$2.50; MS/HS and RHJ Breakfast - \$1.50 and Adult Lunch - \$4.50 (tax included). **(See Attachment XII)**

28. Authorization that the Transportation Department does not transport children under the age of four (4).
29. Authorization to approve the Code of Conduct Plan for 2017-2018. **(See Attachment XIII)**
30. Approval of licensed bus drivers for the 2017-18 school year. **(See Attachment XIV)**
31. Authorization for the Relief Zone to continue usage of the RHJ Elementary School; cafeteria, gymnasium, library-computer center, art room and playground area for the purpose of running their JumpStart Before School, After School and Young Minds Tutoring programs in service to area families and their K-6<sup>th</sup> grade children for the 2017-2018 school year.

**X. PUBLIC STATEMENTS, PRESENTATIONS, QUESTIONS**

**XI. EDUCATIONAL ISSUES**

**XII. OLD BUSINESS**

**XIII. ACTIONS**

1. Minutes of Regular Board Meeting of Thursday, June 8, 2017.
2. Treasurer's Reports.
3. Personnel

A. Appointments. **(See Attachment I.A, I.B, I.C)**

B. **RESOLUTION:** Upon the recommendation of the Superintendent, Gina Cusimano who holds Permanent certification in the School Counselor area, is hereby appointed to a probationary position in the School Counselor and Guidance tenure area for a probationary period commencing on July 1, 2017 and ending on August 31, 2020 because Gina Cusimano is credited with one (1) year of service in his/her capacity because she was granted tenure in the previous school district where she was employed. Salary for school year 2017 – 2018 is \$60,000.00 based on Step 15 plus 54 Graduate hours (\$3618.00) plus Masters (\$975.00) for a total of \$64,593.00.

4. Recommendation from the Superintendent to abolish one full-time position of School Counselor, at the MS/HS level currently vacant due to the retirement of James Hale.

5. **BOARD RESOLUTION:**

**WHEREAS**, the Frewsburg Central School District (the “District”) Board of Education (the “Board”) is a party to certain contracts for work to be performed on the District’s real property and improvements, as part of the District’s building projects commonly referred to as “The LaBella Project” and the “CPL Project”; and

**WHEREAS**, the procedures are in place for the District to review any proposed change(s) to the work to be performed pursuant to the contracts; and

**WHEREAS**, to maintain the effective and efficient progress of the building project and the District’s operations, the Board wishes to provide to the Superintendent of Schools the authority to approve certain changes to the work to be performed pursuant to the contracts, should any such changes be deemed necessary by the District’s architects;

**NOW THEREFORE, BE IT RESOLVED**, that the Board hereby empowers and authorizes Shelly O’Boyle, Superintendent of Schools, to preliminarily approve and sign any change order to any such contract, provided any single change order does not result in additional expense to the District in excess of \$20,000.00 and further provided that the Superintendent present to the Board the details of any such change order in the Board’s next meeting following the preliminary approval, and the Board thereafter formally approves the same.

6. Authorization to enter into contracts for the 2017-18 school year with the attached contractors. **(See Attachment II.A – Board and Administration only)**
7. Authorization to approve the following student teacher: **(See Attachment III.A – Board and Administration only)**.

Russell Smith – Elementary Music with Alicia Laska – 9/5/17 – 10/27/17

Russell Smith – High School Music with Alicia Laska – 10/30/17 – 12/15/17

8. Authorization to approve a trip to Spain, as proposed by Michelle Richau. The date of the trip will be Spring Break of 2019. **(See Attachment IV.A- Board and Administration Only)**
9. Recommendation from the Superintendent to accept a donation of (1) one used refrigerator for the Basketball Concession Stand, from Mr. & Mrs. Bill Hair, Sr. The approximate value of the donation is \$200.00 **(See Attachment V.A- Board and Administration Only)**
10. Authorization to approve a Change Order to provide labor, equipment and material to re-grade football field an additional 5,700 sq. ft.; harley rake and rock hound the field work area, contract sum will be increased by the amount of \$17,514.00. **(See Attachment VI.A Board and Administration only)**

**XIV. PAYMENT OF BILLS**

**XV. INFORMATIONAL ITEMS**

- AA. Budget Transfer Report. **(Board and Administration only)**
- BB. Revenue Status Report 7/1/16-6/30/17. **(Board and Administration only)**
- CC. Budget Status Report 7/1/16-6/30/17. **(Board and Administration only)**
- DD. Board Room Report June 14, 2017 and July 5, 2017 **(Board and Administration only)**
- EE. Section VI Approved Combining of Schools Sports Teams. **(Board and Administration only)**
- FF. Spring 2017 Season Track and Field Sportsmanship Award. **(Board and Administration only)**
- GG. Spring 2017 Season Girls Varsity Softball Sportsmanship Award. **(Board and Administration only)**
- HH. E2CCB Memo dated June 16, 2017 regarding Vacancy on the BOCES Board of Education. **(Board and Administration only)**
- II. Updated Pre and Post UPK data for 2016-17. **(Board and Administration only)**

**XVI. COMING ATTRACTIONS**

1. **Thursday, August 10, 2017** – Regular Board Meeting – 6:30 p.m. – MS/HS Library.
2. **Thursday, October 12, 2017 – Saturday, October 14, 2017** – 98<sup>th</sup> Annual NYSSBA Convention & Education Expo – Conference Center at Lake Placid, 2634 Main Street, Lake Placid, New York 12946.

**XVII. ADJOURNMENT**