

**PINE VALLEY CENTRAL SCHOOL DISTRICT
BOARD NOTES**

Unofficial Minutes of the **July 12, 2022, Reorganizational** Board of Education meeting

Meeting called to order at 7:00 p.m.

ORGANIZATION MATTERS

- Lindsay Anderson, District Clerk, administered the oath of office to newly elected board members Josh Howard, William Pekrul and Larry Zollinger
- Jeff Chase elected Board President; Josh Howard elected Board Vice President

APPOINTMENT OF OFFICERS FOR THE 2022-2023 SCHOOL YEAR

- Lindsay Anderson, District Clerk of the Board of Education
- Nicole VerHagen, Deputy Clerk of the Board of Education
- Cheryl Vanzile, Chief Information Officer of the Board of Education
- Nicole VerHagen, District Treasurer of the Board of Education
- Bryna Moritz, Deputy Treasurer of the Board of Education
- Brianna Colburn, Tax Collector
- Dr. Ronald Greco, School Physician
- Brianna Colburn, Elementary School Attendance Officer
- Victoria Howard, Jr./Sr. High School Attendance Officer
- Kyleen Young, Extracurricular Fund Central Treasurer
- Law firms of Harris Beach LLP, Hodgson, Russ LLP, and Lundberg Law Offices School Attorneys
- Buffamante Whipple Buttafaro (BMB), Independent Auditor for 2020-21 through 2024-25
- Bryna Moritz and Nicole VerHagen, Purchasing Agent
- Lindsay Anderson, Records Access Officer
- Jeff Chase (Board President), Fiscal Officer
- New York Schools Insurance Reciprocal (NYSIR), Insurance Consultant
- Bryna Moritz (or her designee), Health & Safety Officer
- ES Principal, HS Principal and Director of Curriculum, Title IX Officer
- Carrie Davenport, Section 504 and ADA Compliance Officer
- David Vanzile, Asbestos Management Designee
- Kyleen Young, Records Retention Officer
- Nicole VerHagen, Records Management Officer
- Nicole VerHagen, Capital Assets Preservation Coordinator
- Jan Szymanski, District Petty Cash Custodian
- Brandi Meacham, Amanda Miller, Shane Gallivan, Kate Caldwell, and Kourtney Almeida, Anti-Harassment Officers and Dignity Act Coordinators
- Leslie Milliman, Reviewing Official; Bryna Moritz Hearing Official; Nicole VerHagen, Verification Official for the Free and Reduced-Price Meal Program
- Julia Witherell, CSE/CPSE Parent Representative
- Bryna Moritz, Chief Emergency Officer
- Carrie Davenport, Data Protection Officer
- Brandi Meacham, Liaison for Homeless Children and Youth

APPOINTMENT OF REPRESENTATIVES FOR THE 2022-2023 SCHOOL YEAR

- Christie Lokietek, Voting Delegate, to the NYS School Boards Association
- Nicole VerHagen, Erie 2 Area Schools Self-Funded Worker's Compensation Consortium Representative
- Nicole VerHagen, Chautauqua County School Districts Medical Health Plan Board of Directors Rep
- Nicole VerHagen, School Municipal Energy Consortium (SMEC) Representative

DESIGNATIONS FOR THE 2022-2023 SCHOOL YEAR

- Approved regular Board of Education meetings:

July 12, 2022, at 7:00 Reorganizational Meeting/Regular Meeting
August 11, 2022, (Tentative-Full BOE Retreat at Beaver Hollow)
August 25, 2022, 5:00 PM BOE Retreat with NYSSBA followed by Regular Meeting
September 15, 2022, 7:00 PM

October 13, 2022, at 7:00 PM
October 27-29 NYSBBA Conference in Syracuse
November 10, 2022, at 7:00 PM
December 8, 2022, at 7:00 PM
January 19, 2023, at 7:00 PM
February 16, 2023, at 7:00 PM
March 9, 2023, at 7:00 PM
March 30, 2023, at 7:00 PM
April 13, 2023, at 7:00 PM
TBD-BOCES Budget Vote/Election
May 4, 2023, at 7:00 PM Public Hearing
May 16, 2023, 12:00-9:00 - Budget Vote/BOE Election
June 8, 2023, at 7:00 PM

- Adopted the following dates and times for the annual budget hearing:
 Budget Hearing - Thursday, May 4, 2023, at 7:00 pm
 Budget Vote - Tuesday, May 16, 2023, from 12:00 to 9:00 pm
- Cattaraugus County Bank and Evans National Bank designated as official depositories for funds of the Pine Valley Central School not to exceed \$15,000,000 on deposit at any time in each designated bank or depository
- The Jamestown Post Journal and Dunkirk Observer designated as official newspapers
- Bryna Moritz, Designated Educational Official
- Approved Free & Reduced Meals & Milk Program Administration Policy
- Cindy Snyder, District's Copyright Officer
- Approved extra co-curricular classes/clubs that have extracurricular student activity accounts: Classes of 2022, 2023, 2024, 2025, Middle School; Band; Chorus; Drama; Future Farmers of America (FFA); National Honor Society (HS); Jr. Honor Society; Student Council; Yearbook; Powersports; Esports; Mural Club

AUTHORIZATIONS FOR THE 2022-2023 SCHOOL YEAR

- The Payroll Department is authorized to make payment of wages of all personnel in the school district in accordance with the agreed and contracted amounts deducted therefore any obligation required by law or agreement. Nicole VerHagen Business Executive, is authorized and directed to certify and disburse payrolls for the Board of Education; Bryna Moritz, Superintendent, Alternate Payroll Certification Agent
- Nicole VerHagen is authorized to purchase bonds required by law for the Treasurer and Tax Collector.
- Nicole VerHagen is authorized to establish petty cash funds in accordance with State Education Law and School Board Policy.
- Nicole Verhagen is authorized to invest such portions of the District's money as she may determine in special Time Deposit Accounts or in Certificates of Deposits issued by a bank or trust company, provided, however, that such investments shall be payable within such time as proceeds shall be needed to meet expenditures for which such money was obtained and further that such transaction meets all the requirements outlined in law.
- The Superintendent is authorized to apply for any and all grants for the District, its students, employees, officers and agents, as well as all cooperative efforts used with other organizations and businesses.
- The Superintendent and Board of Education President are authorized to sign applications for all Federal Title Programs which the district is entitled to by federal law.
- Nicole VerHagen, Treasurer, or Bryna Moritz, Superintendent, are authorized to sign all checks from all accounts, including payroll checks and one voucher order checks.
- Nicole VerHagen or Bryna Moritz are authorized to use facsimile signature to wit to use in a check signer.
- Nicole VerHagen is authorized to make the necessary transfers up to \$20,000 with the approval of the Superintendent as authorized by the New York State Department of Audit and Control regulations and recommended by the New York State Commissioner of Education guidelines.

- The Superintendent is authorized to approve staff vacation days, personal days, professional or visitation days, conferences and travel as indicated in contractual agreements, Board of Education policy and as provided for in the budget.
- Bryna Moritz and Nicole VerHagen are authorized to sign salary statements on behalf of the district.
- The Superintendent is authorized to assign and/or transfer Civil Service Personnel as deemed appropriate so that the best interest of the school is served.
- The Superintendent is authorized to utilize approved substitute teachers in non-instructional positions as needed.
- The Superintendent and Board of Education members are authorized to attend meetings, conferences and workshops in New York State.
- The Superintendent is authorized to employ substitute personnel prior to official school board action.

AUTHORIZATIONS FOR THE 2020-2021 SCHOOL YEAR (cont'd.)

- The Superintendent is authorized to employ extra co-curricular advisors/coaches prior to official school board action.
- The Superintendent is authorized to employ substitute sports personnel/site supervisors prior to official school board action.
- Authorized bonding of the following personnel:

Treasurer	Nicole VerHagen	\$500,000
Deputy Treasurer (in absence of district treasurer)	B. Moritz	\$500,000
Extra Class Activities Treasurer	K. Young	\$500,000
District Tax Collector	B. Colburn	\$500,000
Asst. Business Executive	Nicole VerHagen	\$500,000
Bank Couriers	T. Swan	\$375,000
All Personnel		\$100,000
- Authorized participation in cooperative bidding with BOCES statewide for the purchase of equipment, materials and supplies.
- The Superintendent is authorized to require any employee(s) to submit to a medical examination to determine his/her fitness to continue employment. The Superintendent shall also be authorized to appoint and engage a school physician(s) and make arrangements as are necessary to effectuate this resolution.
- Bryna Moritz is authorized to sign contracts with BOCES.
- Building Principals are authorized as individuals who can make referrals to the Committees on Pre-School Special Education and Special Education (CPSE/CSE).
- Approved using the impartial hearing officer district-specific list as maintained by the NYS Education Department's Impartial Hearing Reporting System and authorized the Superintendent to appoint said Hearing Officer when deemed necessary.

ACTION/OTHER ITEMS

- All policies, rules, regulations, standards practices, and procedures, heretofore existing in the district, including the adopted Code of Ethics unless specifically amended or changed, are continued in full force and effect for the 2022-23 school year.
- The reimbursement rate for all authorized travel by school district employees and officials not covered by negotiated contract is established at the current IRS standard mileage rate for the 2022-23 school year.
- Established that the substitute teacher rates for the school year 2022-2023 shall be:
 - SED certified - \$130 per day
 - Uncertified - \$110 per day
 - Long term substitute (excess of 25 days, less than one semester) - \$170 per day
 - Long-term certified substitute (one semester or longer) – Step 1 PVT Contract
- Established that the substitute Civil Service Employees' hourly rate of pay for 2022-23 shall be:

Cleaner, Labore2	\$13.78
Food Service Helper, School Monitor	\$13.70
Cook	\$13.77
Typist II	\$14.19
Teacher Aide	\$14.37
Sr. Typist, Acct. Clerk Typist	\$14.77
Custodian, Custodian/Watchkeeper	\$14.92
Bus Driver	\$16.60
Building Maintenance Mechanic	\$15.17
Auto Mechanic	\$15.59
Nurse	\$25.00

- Established a standard workday for non-instructional employees as required by the New York State and Local Employee's Retirement System.

- Established petty cash funds and appointed the individuals designated as controllers for said funds for the 2022-23 school year:

Business Office	\$100	Jan Szymanski
Cafeteria	\$60	Leslie Milliman
- Established the student and teacher days for the 2022-23 school year as follows:

ES Student Day	7:50 am – 3:00 pm
HS Student Day	7:40 am – 2:50 pm

 Instructional staff is required to be present 15 minutes prior to the start of the student day.
- Established a charge for photocopying under Freedom of Information of \$.25 per black and white photocopy (sheet size up to 9"x 14").
- Approved 2020-21 tuition rates for non-resident students as follows:

Grades UPK-12	\$2,000
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 Discount for each additional child is \$200

Adjourned reorganizational meeting to regular meeting at 7:45 pm.