

**PINE VALLEY CENTRAL SCHOOL DISTRICT
BOARD NOTES**

Unofficial Minutes of the **July 1, 2020 Reorganizational** Board of Education meeting

Meeting called to order at 7:00 pm.

ORGANIZATION MATTERS

- Debbie Hooker, District Clerk, administered the oath of office to newly elected board members Jeffrey Chase, Kara Frontuto and Christie Lokietek.
- Jeff Chase elected Board President; Darlene Silleman elected Board Vice President

APPOINTMENT OF OFFICERS FOR THE 2020-2021 SCHOOL YEAR

- Deborah Hooker, District Clerk of the Board of Education
- Jamie Rodgers, Deputy Clerk of the Board of Education
- Jamie Rodgers, District Treasurer of the Board of Education
- Bryna Moritz Booth, Deputy Treasurer of the Board of Education
- Mia Abbey, Tax Collector
- Dr. Ronald Greco, School Physician
- Brianna Colburn, Elementary School Attendance Officer
- Jill Kenney, 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
- RFPs for appointment of Independent Auditor will be sought at a later date
- Bryna Moritz Booth, Purchasing Agent
- Debbie Hooker, Records Access Officer
- Jeff Chase (Board President), Fiscal Officer
- New York Schools Insurance Reciprocal (NYSIR), Insurance Consultant
- Bryna Moritz Booth (or her designee), Health & Safety Officer
- Carrie Davenport, Title IX Officer
- Carrie Davenport, Section 504 and ADA Compliance Officer
- David Vanzile, Asbestos Management Designee
- Kyleen Young, Records Retention Officer
- Jamie Rodgers, Records Management Officer
- Jamie Rodgers, Capital Assets Preservation Coordinator
- Jan Szymanski, District Petty Cash Custodian
- Brandi Meacham, Amanda Miller, Shane Gallivan and Jr./Sr. High School Principal, Anti-Harassment Officers and Dignity Act Coordinators
- Terry Brown, Reviewing Official; Bryna Moritz Booth Hearing Official; Jamie Rodgers, Verification Official for the Free and Reduced Price Meal Program
- Julia Witherell, CSE/CPSE Parent Representative
- Bryna Moritz Booth, Chief Emergency Officer
- Carrie Davenport, Data Protection Officer

APPOINTMENT OF REPRESENTATIVES FOR THE 2020-2021 SCHOOL YEAR

- Board Advisory Committee Representatives

Buildings & Grounds

Jerry Clapp
Terry Howe
Larry Zollinger

Policy

Kara Frontuto
Rose Kruszka
Christie Lokietek

Finance/Audit

Kara Frontuto
Josh Howard
Darlene Silleman

Transportation

Jerry Clapp
Terry Howe
Larry Zollinger

Negotiations/Grievance

Rose Kruszka
Christie Lokietek
Darlene Silleman

Board Representatives on School Committees

CCSBA Legislative Liaison:	Larry Zollinger
Safety Committee:	Darlene Silleman
Technology Committee:	Josh Howard

APPOINTMENT OF REPRESENTATIVES FOR THE 2020-2021 SCHOOL YEAR (cont'd)

- Larry Zollinger, Voting Delegate; , Christie Lokietek Alternate Voting Delegate, to the NYS School Boards Association Convention October 29-31, 2020
- Jamie Rodgers, Erie 2 Area Schools Self-Funded Worker's Compensation Consortium Representative
- Jamie Rodgers, Chautauqua County School Districts Medical Health Plan Board of Directors Rep
- Jamie Rodgers, School Municipal Energy Consortium (SMEC) Representative

DESIGNATIONS FOR THE 2020-2021 SCHOOL YEAR

- Approved regular Board of Education meetings:

2020	2021
July 1	January 14
August 13	February 11
September 3, 17	March 4, 18
October 8, 22	April 1, 20* (T – BOCES vote)
November 12	May 6 (budget hearing & reg. mtg.)
December 10	June 3, 17

Note: *April meeting may adjust for BOCES annual meeting and vote

- Adopted the following dates and times for the annual budget hearing:
Budget Hearing - Thursday, May 6, 2020 at 7:00 p.m.
Budget Vote - Tuesday, May 18, 2020 from 12:00 noon to 9:00 p.m
- 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 Booth, 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 2021, 2022, 2023, 2024, Middle School; Band; Chorus; Drama; Future Farmers of America (FFA); National Honor Society (HS); Jr. Honor Society; Student Council; Yearbook

AUTHORIZATIONS FOR THE 2020-2021 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. Jamie Rodgers, Business Executive, is authorized and directed to certify and disburse payrolls for the Board of Education; Bryna Moritz Booth, Superintendent, Alternate Payroll Certification Agent
- Jamie Rodgers is authorized to purchase bonds required by law for the Treasurer and Tax Collector.
- Jamie Rodgers is authorized to establish petty cash funds in accordance with State Education Law and School Board Policy.
- Jamie Rodgers 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.
- Jamie Rodgers, Treasurer, or Bryna Moritz Booth, Superintendent, are authorized to sign all checks from all accounts, including payroll checks and one voucher order checks.
- Jamie Rodgers or Bryna Moritz Booth are authorized to use facsimile signature to wit to use in a check signer.
- Jamie Rodgers 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 Booth and Jamie Rodgers 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.
- The Superintendent is authorized to employ extra co-curricular advisors/coaches prior to official school board action.

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

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

Treasurer	J. Rodgers	\$500,000
Deputy Treasurer	B. Moritz Booth	\$500,000
(in absence of district treasurer)		
Extra Class Activities Treasurer	K. Young	\$500,000
District Tax Collector	M. Abbey	\$500,000
Asst. Business Executive	J. Rodgers	\$500,000
Bank Couriers	P. Richter & D. Taylor	\$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 Booth 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 2020-21 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 2020-21 school year.
- Established that the substitute teacher rate for the school year 2020-2021 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 2020-21 shall be:

Cleaner, Laborer	\$12.58
Food Service Helper, School Monitor	\$12.50
Cook	\$13.17
Typist II	\$12.99
Teacher Aide	\$13.17
Sr. Typist, Acct. Clerk Typist	\$13.57
Custodian, Custodian/Watchkeep	\$13.72
Bus Driver	\$15.40
Building Maintenance Mechanic	\$13.97
Auto Mechanic	\$14.39
Nurse	\$16.17

- Established a standard work day 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 2020-21 school year:

Business Office	\$100	Jan Szymanski
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- Established the student and teacher days for the 2020-21 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 photocopy (sheet size up to 9"x 14").

ACTION/OTHER ITEMS (cont'd)

- Approved 2020-21 tuition rates for non-resident students as follows:

Grades UPK-6	\$5,000
Grades 7-12	\$7,000

Adjourned reorganizational meeting to regular meeting at 7:44 pm.