

ANNUAL ORGANIZATIONAL BOARD MEETING

APPROVED MINUTES

JULY 5, 2017

**Williamsville Central School District
Williamsville, New York**

Meeting Place: Boardroom, District Offices, 105 Casey Road, E. Amherst NY, 14051-5000

Present: Mrs. Mary Bieger, Mrs. Teresa Anne Leatherbarrow, Mr. Shawn P. Lemay,
Dr. Susan D. McClary, Mr. Philip S. Meyer, Mrs. Suzanne Van Sice,
Mrs. Toni L. Vazquez and Dr. Kurt R. Venator.

Not Present: Mr. Mark Mecca

Also Present: Dr. Scott G. Martzloff, Superintendent of Schools;
Mr. Thomas Matuski, Assistant Superintendent for Business and Finance;
Dr. Marie Balen, Assistant Superintendent for Instruction;
Dr. Anna Cieri, Assistant Superintendent for Exceptional Education and Student Services;
Mr. Larry Militello, Acting Assistant Superintendent for Human Resources;
Mrs. Rita M. Wolff, Director of Communications;
Ms. Deborah Radice, Manager of Technology Services;
Mrs. Mitzie S. Serafin, District Clerk; and visitors.

I. CALL TO ORDER (7:00 PM)

The meeting was called to order by the District Clerk, Mrs. Mitzie Serafin.

A. ROLL CALL

All members of the board were present except Mr. Mecca.

B. EMERGENCY FIRE ANNOUNCEMENT

Mrs. Serafin made the Emergency Fire Announcement.

C. AGENDA REVIEW

MOVED (Lemay) SECONDED (Bieger) TO ADD AN ADDENDUM TO THE PERSONNEL CONSENT AGENDA AND APPROVE THE AGENDA AS AMENDED.

MOTION CARRIED UNANIMOUSLY 5-0-0

II. INSTALLATION OF NEW BOARD (7:01 PM)

A. OATH OF OFFICE

The District Clerk administered the *Oath of Office* to the three newly elected board members Dr. Susan D. McClary, Mr. Philip S. Meyer and Dr. Kurt R. Venator. Each will serve a three-year term, concluding June 30, 2020.

III. PLEDGE TO THE FLAG & TEMPORARY APPOINTMENT

A. SECOND ROLL CALL

All members of the board were present except Mr. Mecca.

B. PLEDGE TO THE FLAG

Dr. Martzloff led those present in reciting the *Pledge of Allegiance to the Flag*.

C. APPOINTMENT BY THE CHAIR OF A TEMPORARY NON-BOARD MEMBER AS THE TIMEKEEPER AND PARLIAMENTARIAN

Mrs. Serafin appointed Mr. Matuski as the temporary non-board member timekeeper and parliamentarian.

D. RECOGNITION

Dr. Martzloff presented a retirement plaque to Mr. Militello for his service to the District.

IV. PUBLIC EXPRESSION (7:06 PM)

1. Ms. Corinna Paolucci, 76 Wyeth Drive, Getzville, NY, 14068, regarding class size.

V. ADOPTION OF ELECTION PROCESS & ELECTION OF OFFICERS (7:06 PM)

A. ADOPTION OF AN ELECTION PROCESS

MOVED (Lemay) **SECONDED** (Bieger) to adopt the following election process for the election of officers for the Board of Education:

1. The District Clerk will state, "Nominations are now in order for the office of President of the Board of Education." Ed. Law. Sec. 1701
(Nominations **do not require a SECOND**- Per Roberts' Rules of Order-Newly Revised. No one can nominate more than one person for a given office at one time).
2. A nominee must accept or decline the nomination.
3. The District Clerk will declare the nominations closed when no further nominations are brought forth.
4. Each of the nominated candidates will be allowed to give a brief statement—a **three minute limit will be strictly enforced**.
5. Endorsements or comments by **fellow board members ONLY** will follow- a **three minute limit will be strictly enforced**.
6. In compliance with the Open Meetings Law, a **PUBLIC** Vote will be taken on each candidate in the order in which they were nominated.
7. If no candidate receives **FIVE** votes, the nominee receiving the least number of votes will be asked if they wish to withdraw and another vote will be taken with the process repeated until a nominee receives the required **FIVE** votes.
8. A motion can be **MOVED** and **SECONDED** to **reopen nominations**. This requires a majority vote- **FIVE** votes. In the alternative the District Clerk may declare the nominations reopened.
9. Procedures 2-8 will follow.
10. Following the election of the President, The District Clerk will state, "Nominations are now in order for the office of Vice President of the Board of Education."
11. Procedures 2-8 will follow.
12. The District Clerk will administer the oath of office to the newly elected officers.
13. The elected President will be presented with the gavel and will take control of the meeting and continue with the Reorganization Meeting Agenda.

MOTION CARRIED UNANIMOUSLY 8-0-0

B. ELECTION OF PRESIDENT (7:06 PM)

The following nomination was made for the office of President of the Board of Education for the 2017-2018 calendar year:

**Mrs. Leatherbarrow nominated Mr. Lemay
Mr. Lemay accepted the nomination.**

There were no other nominations for the office of President.

The District Clerk declared the nominations closed.

A Roll Call Vote was taken for the election of the nominee Mr. Lemay

Office of President-

Board Member's Vote	Shawn P. Lemay		
	Yes	No	Abstain
Bieger	X		
Leatherbarrow	X		
Lemay	X		
McClary	X		
Mecca- Absent			

Meyer	X		
Van Sice	X		
Vazquez		X	
Venator	X		
Totals	7	1	0
Result	Mr. Shawn P. Lemay was Elected President		

Mr. Lemay was elected President of the Board of Education to serve a one-year term from July 5, 2017 to June 30, 2018.

C. ELECTION OF VICE-PRESIDENT (7:08 PM)

The following nomination was made for the office of Vice-President of the Board of Education for the 2017-2018 calendar year:

Mr. Lemay Nominated Teresa Anne Leatherbarrow.
Mrs. Leatherbarrow accepted the nomination.

There were no other nominations and the District Clerk declared the nominations closed.
Mrs. Leatherbarrow made a statement.

A Roll Call Vote was taken for the election of the Office of Vice-President.-

Board Member's Vote	Yes	No	Abstain
Roll Call			
Bieger	X		
Leatherbarrow	X		
Lemay	X		
McClary	X		
Mecca- Absent			
Meyer	X		
Van Sice	X		
Vazquez		X	
Venator	X		
Totals	7	1	0
Result	Teresa Anne Leatherbarrow was Elected Vice President		

Mrs. Teresa Anne Leatherbarrow was elected to the office of Vice-President of the Board of Education to serve a one-year term from July 5, 2017 to June 30, 2018.

VI. OATH OF OFFICE - OFFICERS (7:10 PM)

The District Clerk administered the oaths of offices to Mr. Lemay for President of the Board of Education and Mrs. Leatherbarrow for Vice-President of the Board of Education.

Pursuant to law, the District Clerk administered the oath of office to the Superintendent of Schools Dr. Scott G. Martzloff.

Mr. Lemay accepted the president's gavel and took control of the meeting.

VII. ANNUAL APPOINTMENTS (7:24 PM)

Per Policy 2220, the Board President appointed Mrs. Bieger to serve as the Parliamentarian/Timekeeper for the 2017-2018 fiscal year.

MOVED (Leatherbarrow) **SECONDED** (Bieger) **TO APPROVE THE ANNUAL APPOINTMENTS AS FOLLOWS:**

- A. DISTRICT CLERK - MITZIE S. SERAFIN
- B. DISTRICT TREASURER – TRACEY SULLIVAN

- C. DEPUTY DISTRICT TREASURER – ZULFIQAR JAFFRI
- D. TAX COLLECTORS -
(TOWN OF AMHERST, TOWN OF CLARENCE AND TOWN OF CHEEKTOWAGA)
- E. APPOINTING OFFICER FOR CIVIL SERVICE APPOINTMENTS – LARRY MILITELLO
- F. EXTRA CLASSROOM ACTIVITIES TREASURERS

To appoint as Student Activity Treasurers 2017-2018:

SOUTH HIGH SCHOOL	CAROL JACKSON
NORTH HIGH SCHOOL	BARBARA SLOOTSKY
EAST HIGH SCHOOL	DAVID MELLERSKI
MILL MIDDLE SCHOOL	NORMA JEAN JACOBS
HEIM MIDDLE SCHOOL	MICHAEL PARKER
CASEY MIDDLE SCHOOL	HARRY O'MALLEY
TRANSIT MIDDLE SCHOOL	DAVID SCHULTZ

→G. SCHOOL ATTORNEYS- ITEM PULLED by Van Sice AND MOVED TO AFTER EXECUTIVE SESSION
BOND, SCHOENECK & KING, PLLC

General Legal Counsel and SEQR
 \$220 per hour Partner
 \$200 per hour Senior Counsel
 \$190 per hour Associate
 \$ 320 per hour Of Counsel
 \$110 per hour Trainee
 \$165 per hour Paralegal/law clerk

GOLDBERG SEGALLA
 General Legal Counsel
 \$215 per hour Partner
 \$200 per hour Associate
 \$115 per hour Paralegal/law clerk
 (Legal services pertaining to 3020a case and federal lawsuit)

HAWKINS, DELAFIELD & WOOD LLP
 Bond Counsel
 (Legal fees are based upon the type and amount of borrowing per RFP).

HODGSON RUSS ATTORNEYS:
 General Legal Counsel
 \$2,780 per month retainer
 \$252 per hour Partner
 \$248 per hour Senior Associate
 \$224 per hour Associate
 \$174 per hour Law Clerk
 \$119 per hour Legal Assistant
 \$750 rate for Superintendent Hearing with Associate present
 Additional attorney to be billed at standard rates

- H. PURCHASING AGENT – RONALD BOWSER
- I. DEPUTY PURCHASING AGENT – THOMAS MATURSKI
- J. ATTENDANCE OFFICER - DR. ANNA R. CIERI
- K. SCHOOL DISTRICT AUDITORS
 CLAIMS AUDITOR-
 EFPR GROUP LLC (formerly TOSKI & CO.)
 6390 Main Street
 Williamsville, NY
 \$31,250 estimated for 100% claims audit process*
 EXTERNAL AUDITOR –
 School District Auditor for 2017-2018

DRESCHER & MALECKI, LLP
3083 William Street, Suite 5
Cheektowaga, NY
\$20, 025 yearly estimate*

INTERNAL AUDITOR
FREED MAXICK & BATTAGLIA, CPA'S PC
One Evans Street
Batavia, NY
\$15,100 estimated

*(Fee changes may occur pending final internal auditor responsibilities as directed by the New York State Education Department).

- L. CENSUS ENUMERATOR - PAULA COLBURN
- M. RECORDS ACCESS OFFICER – LAURIE COCCIONITTI
- N. RECORDS MANAGEMENT OFFICER - MITZIE S. SERAFIN
- O. SCHOOL PHYSICIAN(S) July 1, 2017 to June 30, 2018–.
Per contract for consultant services.
Dr. Jason Matuszak: District Physician, Advisory to the Committee on Special Education, and General Consultant
Salary: per contract for consultant services.
Dr. Stuart Dorfman: General Consultant, Fitness for Duty Exams, Section 913 Evaluations.
Per contract for consultant services.
Dr. RP Singh: General Consultant, Section 913 Evaluations.
Per contract for consultant services.
And approve Dr. Jason Matuszak as School Physician for the Committee on Special Education/Committee on Preschool Special Education Membership
- P. SCHOOL MEDICAL DIRECTOR – CHRISTINE HARDING, NP
- Q. MEDICAID COMPLIANCE OFFICERS – THOMAS MATURSKI AND DR. ANNA CIERI
- R. EAP SPECIALIST - EMPLOYEE RESOURCES, INC.
- S. OCCUPATIONAL HEALTH SERVICES – HEALTHWORKS
- T. AHERA (ASBESTOS HAZARD EMERGENCY RESPONSE ACT) DESIGNEE- KEITH LANGLOTZ
- U. INTEGRATED PEST MANAGEMENT DESIGNEE – KEITH LANGLOTZ
- V. CHEMICAL HYGIENE OFFICER – THOMAS MATURSKI AND THOMAS BIRD
- W. REVIEWING OFFICIAL, HEARING OFFICIAL AND VERIFICATION OFFICIAL FOR PARTICIPATION IN THE FEDERAL CHILD NUTRITION PROGRAM – THOMAS MATURSKI
- X. EDUCATION OFFICIAL DESIGNATED TO RECEIVE COURT NOTIFICATION REGARDING A STUDENT’S SENTENCE/ ADJUDICATION IN CERTAIN CRIMINAL CASES AND JUVENILE DELINQUENCY PROCEEDINGS – DR. ANNA CIERI
- Y. TITLE IX/ SECTION 504/ADA COMPLIANCE OFFICER
STUDENTS: DR. ANNA CIERI; STAFF: LARRY MILITELLO
- Z. LIAISON FOR HOMELESS CHILDREN AND YOUTH – ROSA D’ABATE
- AA. DISTRICT’S SECURITY MONITORING SERVICE- AMHERST SECURITY PROFESSIONALS, INC.
- BB. DISTRICT’S ATHLETIC TRAINER – EXCELSIOR ORTHOPAEDICS, LLP
- CC. CHIEF EMERGENCY OFFICER – DR. ANNA CIERI

VAN SICE PULLED G. SCHOOL DISTRICT ATTORNEYS FOR A SEPARATE VOTE

MOTION CARRIED UNANIMOUSLY 8-0-0

VAN SICE TABLED VOTE ON VII.G. UNTIL AFTER EXECUTIVE SESSION

VIII. ANNUAL DESIGNATIONS (7:27 PM)

MOVED (Bieger) SECONDED (Leatherbarrow) TO APPROVE ITEMS A, B AND C ANNUAL DESIGNATIONS:

- A. OFFICIAL NEWSPAPER(S)
 - 1. *Amherst Bee*
 - 2. *The Buffalo News*
- B. CERTIFIER OF PAYROLLS-
LARRY MILITELLO

C. BANK SIGNATORY (S)

TRACEY SULLIVAN, School District Treasurer
THOMAS R. MATURSKI, Asst. Supt. for Finance & Management Services
ZULFIQAR JAFFRI, Business Manager

MOTION CARRIED UNANIMOUSLY 8-0-0

MOVED (Leatherbarrow) SECONDED (Meyer) TO APPROVE THE BANK DEPOSITORY(S) ANNUAL DESIGNATIONS:

D. BANK DEPOSITORY(S)

The following depositories are designated for 2017-2018 for District and student funds:

DISTRICT FUNDS

M & T BANK

Savings Accounts

Tax Certiorari Fund Savings	7396
Scholarship Fund Savings	7403
General Fund Savings	7411
Debt Service Savings	7429
Child Nutrition Savings	7445
Capital Project Savings	7453

Checking Accounts

Worker's Comp Checking	5357
IHA Claims Health Insurance Checking	5365
Payroll Checking	5373
NOVA HCP Checking	5381
Capital Project Checking	5399
Child Nutrition Checking	5415
Federal Fund Checking	5423
General Fund Checking	5431
Flex Plan Checking	1340

STUDENT FUNDS

KEY BANK

Heim Middle Student Activities	3340
Checking	
Mill Middle Student Activities	0570
Checking	

MANUFACTURERS & TRADERS TRUST CO.

Casey Middle Student Activities	0796
Checking	
North Senior Student Activities	1851
Checking	
Transit Middle Student Activities	7824
Checking	
East Senior Student Activities	
Checking	7051
Savings	2897

CITIZEN'S BANK

South Senior Student Activities	
Checking	466-9
Savings	458-8

FIRST NIAGARA BANK

Mill Middle Student Activities	
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Checking 0570

COMMUNITY EDUCATION FUNDS

M & T BANK

COMMUNITY EDUCATION

Checking 5407
Savings 7437

BANKS TO BE CONTACTED FOR CERTIFICATE OF DEPOSIT BIDS

- M&T BANK**
- JPMORGAN CHASE**
- BANK OF AMERICA**
- CITIZENS BANK**
- KEY BANK**
- NYLAF (New York Liquid Asset Fund)**

MOTION CARRIED 7-0-1
Bieger Abstained

IX. ANNUAL AUTHORIZATIONS - OTHER ACTIONS (7:29 PM)

A. POLICY MANUAL

MOVED (Van Sice) **SECONDED** (Veantor) **TO ADOPT THE POLICY MANUAL.**

MOTION CARRIED UNANIMOUSLY 8-0-0

MOVED (Leatherbarrow) **SECONDED** (Meyer) **TO APPROVE ITEMS B.C.D.E.**

B. AUTHORIZATION FOR THE INVESTMENT OF FUNDS BY THE TREASURER

To authorize the Treasurer to invest temporarily idle funds of the District in accordance with Board Policy # 5220.

C. AUTHORIZATION FOR ASSISTANT SUPERINTENDENT FOR FINANCE & MANAGEMENT SERVICES TO MAKE CREDIT APPLICATIONS

To authorize the Assistant Superintendent for Finance and Management Services to sign credit applications as necessary.

D. AUTHORIZATION FOR THE APPROVAL OF EMPLOYEE TRAVEL BY THE SUPERINTENDENT AND THE APPROVAL OF TRAVEL BY THE SUPERINTENDENT BY THE BOARD PRESIDENT OR DESIGNEE

To authorize the approval of employee travel by the Superintendent of Schools and the approval of travel by the Superintendent, by the Board President or designee or his designee within the limits of the approved budget for 2017-2018.

E. AUTHORITY DURING ABSENCE OF THE SUPERINTENDENT

In accordance with Board Policy #4220, the Superintendent of Schools shall delegate to another administrator the authority and responsibility for making decisions and taking such actions as may be required during the absence of the Superintendent. Designate the Assistant Superintendent for Exceptional Education and Student Services to act in place of the Superintendent during his temporary absence from the District. Also, Assistant Superintendents for Finance and Management Services, Human Resources, and Instruction, in turn, act in place of the Superintendent in the absence of the Assistant Superintendent for Exceptional Education and Student Services.

MOTION CARRIED UNANIMOUSLY 8-0-0

MOVED (Van Sice) **SECONDED** (Venator) **TO APPROVE ITEMS F.-H.**

F. MILEAGE REIMBURSEMENT RATE

IRS Rate \$.535 per mile

G. CELL PHONE ANNUAL RATE – 50% BASED ON PRIOR YEAR CALCULATION

H. FACILITIES USAGE FEE PER POLICY

Per Administrative manual: Community Relations (3280R, page 8)

MOTION CARRIED UNANIMOUSLY 8-0-0

MOVED (Van Sice) **SECONDED** (Leatherbarrow) **TO APPROVE ITEMS I.-M**

I. RESOLUTION PERMITTING PARTIAL PAYMENT OF SCHOOL TAXES

WHEREAS, The State of New York has authorized the County of Erie to amend the Erie County Property Tax Act to permit partial payment of 2017-2018 School Taxes, and

WHEREAS, with passage of such legislation a property owner will be allowed the opportunity to make partial payment of at least 50% of the tax bill, and

WHEREAS, this legislation would assist and benefit property owners experiencing great financial burdens,

NOW THEREFORE, BE IT RESOLVED:

That, the Williamsville Central School Board of Education, hereby authorizes the Receiver of Taxes to accept partial payments as prescribed by Local Law 17 of 1993 amending the Erie County Tax Act and that copies of this resolution be filed with all Town Clerks and Tax Receivers in the Williamsville Central School District.

J. AUTHORITY TO ACT IN ABSENCE OF DISTRICT CLERK

Authorize, Assistant Superintendent for Finance & Management Services, Mr. Thomas Matuski to carry out the duties of the District Clerk in her absence.

K. AUTHORIZATION TO ACT IN ABSENCE OF RECORDS ACCESS OFFICER

Authorize, Mitzie S. Serafin, Records Management Officer, to carry out the duties of the Records Access Officer in her absence.

L. AUTHORIZATION FOR THE SUPERINTENDENT OR HIS DESIGNEE TO SIGN CONTRACTS

To authorize the Superintendent of Schools or his designee to sign all contracts for the District where the payment for the same has been designated as a budgetary expense in the yearly budget.

Purchasing Agent: Ronald Bowser

Deputy Purchasing Agent: Thomas Matuski

Additional authority to bind the district in service contracts for student activities is extended to Superintendent, Assistant Superintendents and Principals.

M. ANNUAL AUDIT COMMITTEE CHARTER

Audit Committee Charter

Audit Committee Authority

Pursuant to a resolution enacted originally December 13, 2005, and updated April 3, 2012, the Board of Education of the Williamsville Central School District has established an audit committee to assist the Board of Education in the oversight of both the internal and external audit functions. The requirement to create an audit committee was established by Education Law §2116-c. In accordance with Education Law §2116-c (4), the role of an audit committee shall be advisory and any recommendations it provides to the Board shall not be substituted for any required review and acceptance by the Board of Education.

Mission

The Board of Education of the Williamsville Central School District has established an audit committee to provide independent advice, assistance, and recommendations to the Board in the oversight of the internal and external audit functions of the district.

Composition and Requisite Skills

The Williamsville Central School District Audit Committee is comprised of no less than three members.

The Committee members collectively should possess the knowledge in accounting, auditing, financial reporting and school district finances needed to understand and evaluate the school district's financial statements, the external audit and the district's internal audit activities. Accordingly, the Audit Committee's members, collectively, should:

- Possess the requisite knowledge necessary to understand technical and complex financial reporting issues.
- Have the ability to communicate with auditors, public finance officers and the school board.
- Be knowledgeable about internal controls, financial statement audits and management/operational audits.

Duties and Responsibilities

The duties and responsibilities of the Williamsville Central School District Audit Committee include the following:

▣ External Audit Focus

- Provide recommendations regarding the selection of the external auditor to the Board of Education.
- Meet with the external auditor prior to commencement of the audit to, among other things, review the engagement letter.
- Review and discuss with the external auditor any risk assessment of the district's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable.
- Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor's assessment of the district's system of internal controls, and, working directly with the external auditor, assist the Board of Education in interpreting such documents.
- Make a recommendation to the Board of Education on accepting the annual audit report.
- Review every corrective action plan developed by the school district and assist the Board of Education in the implementation of such plans.

▣ Internal Audit Focus

- Make recommendations to the Board of Education regarding the appointment of the internal auditor.
- Assist in the oversight of the internal audit function, including reviewing the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested, and reviewing the results of internal audit activities.
- Review significant recommendations and findings of the internal auditor.
- Monitor implementation of the internal auditor's recommendations by management.
- Participate in the evaluation of the performance of the internal audit function.

▣ Administrative Matters

- Hold regularly scheduled meetings.
- Review and revise the Audit Committee Charter, as necessary.

Membership

The membership duties of the Williamsville Central School District Audit Committee include the following:

- ▣ Good Faith – Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances.
- ▣ Independence – An individual, other than members of the Board of Education, may not serve on an audit committee constituted as an advisory committee if he or she:
 - Is employed by the district.
 - Currently provides, or within the prior two years, has provided, goods or services to the district.
 - Is an immediate family member (spouse, spouse equivalent or dependent [whether or not related]) or close family member (parent, sibling or nondependent child) of an individual who is an employee, officer or contractor providing services to the district.
 - Is the owner of or has a direct and material interest in a company providing goods or services to the district.
- ▣ Confidentiality – During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The Committee shall have an obligation to the district to maintain the confidentiality of such information.

Meetings and Notification

The Williamsville Central School District Audit Committee shall meet a minimum of two times each year. An agenda of each meeting should be clearly determined in advance and the Audit Committee should receive supporting documents in advance, for reasonable review and consideration. Any member of the Board of Education, who is not a member of the Audit Committee, may attend audit committee meetings if authorized by a resolution of the Board.

The Audit Committee shall give notice and prepare minutes of each meeting. At a minimum, the minutes will include the following:

- The meeting agenda
- Date, attendance and location of the meeting
- Except as otherwise provided by law in connection with executive sessions, summaries of the topics discussed, and all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon, including recommendations agreed to by the committee.
- As appropriate, copies of materials discussed or presented at the meeting.

Decision-Making Process

All decisions shall be reached by vote of a simple majority of the total membership of the committee. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.

Reporting Requirements

The Williamsville Central School District Audit Committee has the duty and responsibility to report its activities to the Board of Education as needed, but not less than annually. Periodic written reports of Audit Committee activities are an important communication link between the Audit Committee and the Board on key decisions and responsibilities. The Audit Committee's reporting requirements are to:

- Report on the scope and breadth of committee activities so that the Board of Education is kept informed of its work.
- Provide minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the Committee.
- Report on their review of the District's draft annual audit report and accompanying management letter and their review of significant findings.
- Report on suspected fraud, waste or abuse, or significant internal control findings and activities of the internal control function.
- Report on indications of material or significant non-compliances with laws or District policies and regulations.
- Report on any other matters that the committee believes should be disclosed to the Board of Education.

Review of the Charter

The Williamsville Central School District Audit Committee shall assess and report to the Board of Education on the adequacy of this Charter no less than an annual basis or as necessary. Charter modifications, as recommended by the Audit Committee, should be presented to the Board of Education in writing for their review and action. The Audit Committee Charter will be adopted by the Board of Education annually at its Reorganization meeting.

MOTION CARRIED UNANIMOUSLY 8-0-0

MOVED (Van Sice) **SECONDED** (Leatherbarrow) **TO APPROVE THE FOLLOWING:**

N. COOPERATIVE BID AGREEMENT WITH AMHERST AND SWEET HOME SCHOOLS AND TO PARTICIPATE IN STATE, LOCAL AND FEDERAL BIDS

RESOLUTION

WHEREAS, the Williamsville Central School District wishes to enter a joint purchase agreement with the following municipal entities and

WHEREAS, it is in the best interests of the District from a cost and convenience aspect to do the same,

IT IS THEREFORE RESOLVED that pursuant to the General Municipal Law of the State of New York a joint purchasing agreement between Sweet Home Central School District, Amherst Central School District and Williamsville Central School District be approved and placed into effect for the District's use over the next

five (5) years as convenience and cost determine and it is

RESOLVED that the Assistant Superintendent of Finance is hereby authorized to make such purchases covered by this Agreement.

RESOLUTION

WHEREAS, the Williamsville Central School District wishes to participate in cooperative purchasing/bidding processes with a program administered by Erie 1 BOCES. Additionally, the District wishes to participate in bids authorized by General Municipal Law, Section 199-0 and §103, which may include but not be limited to Erie County bids, New York State Office of General Services and other State, Local and Federal bids.

MOTION CARRIED -7-0-1

McClary Abstained

X. BOARD OF EDUCATION LIAISON GUIDELINES AND APPOINTMENTS (7:31 PM)

MOVED (Bieger) SECONDED (Van Sice) TO APPROVE THE 2017-2018 BOARD OF EDUCATION LIAISON GUIDELINES AND APPOINTMENTS AS FOLLOWS:

**A. ERIE COUNTY ASSOCIATION OF SCHOOL BOARDS (ECASB)
DELEGATE TO ECASB DELEGATE ASSEMBLY**

- 1. BOARD DELEGATE - DR. SUSAN D. MCCLARY
- 2. BOARD ALTERNATE - MR. SHAWN P. LEMAY

B. ECASB LEGISLATIVE COMMITTEE

- 1. BOARD REPRESENTATIVE – MR. MARK MECCA
- 2. BOARD ALTERNATE - MR. KURT R. VENATOR

C. ECASB BUDGET & FINANCE TEAM REPRESENTATIVE

- 1. BOARD REPRESENTATIVE - MR. MARK MECCA
- 2. BOARD ALTERNATE - MRS. SUZANNE VAN SICE

D. VOTING DELEGATE TO NEW YORK SCHOOL BOARDS ASSOCIATION ANNUAL CONFERENCE LAKE PLACID, NY - OCTOBER 12-14, 2017

- 1. BOARD DELEGATE - MR. SHAWN P. LEMAY
- 2. BOARD ALTERNATE - MR. PHILIP S. MEYER

E. DISTRICT WIDE LIAISONS GUIDELINES AND ASSIGNMENTS

GUIDELINES

- 1. Regularly attend meetings, send a substitute board member, or contact the Board President and the PTSA President if unable to attend.
- 2. Report on BOE procedures, actions, and upcoming issues.
(The use of your *School Board Notes* might be helpful).
- 3. Seek answers to any questions raised by the PTSA and report back in a timely manner.
- 4. Represent views of the BOE, not individual opinions.
- 5. Complete your PTSA Liaison Report form and share with the Board concerns raised at the PTSA meeting.
- 6. Limit contents to five minutes, unless additional time is requested by the PTA/PTSA president.
- 7. Use a disclaimer when speaking as an individual.
- 8. All Board Members are encouraged to join the PTSA unit on which they are liaisons.

2017-2018 DISTRICT WIDE LIAISONS ASSIGNMENTS

HIGH SCHOOLS

- | | |
|-------|-----------------------|
| EAST | DR. KURT R. VENATOR |
| NORTH | MRS. SUZANNE VAN SICE |
| SOUTH | MR. PHILIP S. MEYER |

MIDDLE SCHOOLS

CASEY	MRS. SUZANNE VAN SICE
HEIM	MRS. TERESA ANNE LEATHERBARROW
MILL	DR. SUSAN D. MCCLARY
TRANSIT	MRS. TONI L. VAZQUEZ

ELEMENTARY

COUNTRY PARKWAY	DR. SUSAN D. MCCLARY
DODGE	MRS. TERESA ANNE LEATHERBARROW
FOREST	MR. PHILIP S. MEYER
HEIM	MRS. MARY BIEGER
MAPLE EAST	DR. KURT R. VENATOR
MAPLE WEST	MR. MARK S. MECCA

OTHER

PTSA COUNCIL	MR. SHAWN P. LEMAY
SEPTSA	MRS. SUZANNE VAN SICE
DISTRICT SHARED DECISION MAKING TEAM	MRS. MARY BIEGER
EDUCATION FOUNDATION	MR. PHILIP S. MEYER
INTER-HIGH COUNCIL	MRS. TONI L. VAZQUEZ
SUPERINTENDENT'S COMMUNITY COUNCIL	DR. SUSAN D. MCCLAY

F. IMPARTIAL HEARING BOARD MEMBER AND ALTERNATE TO APPROVE THE ASSIGNMENT OF SPECIFIC IMPARTIAL HEARING OFFICERS FROM THE BOARD APPROVED LIST

DESIGNEE -	MR. SHAWN P. LEMAY
ALTERNATE -	MRS. TONI L. VAZQUEZ

G. APPOINT BOARD AUDIT COMMITTEE (MINIMUM OF THREE) & CHAIRMAN

CHAIRMAN:	MRS. MARY BIEGER
OTHER COMMITTEE MEMBERS:	MR. SHAWN P. LEMAY
	MRS. SUZANNE VAN SICE
	MRS. TERESA ANNE LEATHERBARROW

MOTION CARRIED UNANIMOUSLY 8-0-0

XI. BOARD OF EDUCATION OPERATIONS (7:34 PM)

MOVED (Van Sice) **SECONDED** (McClary) to adopt the following:

A. ADOPT WORK OF THE BOARD (JOINT CODE OF CONDUCT, OPERATING PRINCIPLES, GUIDELINES AND PLAN FOR SELF EVALUATION)

THE WORK OF THE BOARD 2017-2018

The purpose of the Board of Education is to enable the District to realize its mission, as articulated in the Strategic Plan. The Board, as the elected voice of the community, guides the District by establishing policy and allocating resources consistent with that Mission. In keeping with its purpose and its responsibility to the community, the **Board of Education hereby affirms its commitment to the following Joint Code of Conduct, Operating Principles and Board Guidelines:**

1. JOINT CODE OF CONDUCT FOR SCHOOL BOARDS AND SUPERINTENDENTS
(From NYSSBA and NYSCOSS)

The success of every school system depends on an effective working relationship between the school board and the superintendent. This code emphasizes the most important goals and obligations of that relationship.

ASSURE the opportunity of high quality education for every student and make the well-being of the students the fundamental principle in all decisions and actions.

HONOR all national, state, and local laws and regulations pertaining to education and public agencies.

REPRESENT the entire community without fear or favor, while not using these positions for personal gain and accepting all responsibilities as a means of unselfish service.

UPHOLD the principles of due process and individual dignity, and protect the civil and human rights of all.

ADHERE to the principle that the board shall confine its role to policy making, planning, and appraisal while the superintendent shall implement the board's policies.

ACT as part of an educational team with mutual respect, civility, and regard for each other's respective responsibilities and duties, recognizing that the strength of a school board is in acting as a board, not as individuals; and that the strength of the superintendent is in being the educational leader of the school district.

PRACTICE and **PROMOTE** ethical behavior in the boardroom and in the classroom.

MAINTAIN high standards and the effectiveness of education through research and continuing professional development.

CONSIDER and **DECIDE** all issues fairly and without bias.

INSTILL respect for community, state, and nation.

PROTECT the spirit and letter of all contracts until fulfillment or modification by mutual agreement.

INSPIRE and **NURTURE** the highest level of ethics and integrity.

This Joint Code of Conduct was developed cooperatively by the New York State Council of School Superintendents and the New York State School Boards Association and was adopted by their respective governing bodies in spring 1983 and amended in 1994.

2. Operating Principles

Board Members will:

- a. Work as a team.
- b. Respect the perspectives and contributions of others.
- c. Appreciate the value of diverse opinions and opposing views.
- d. Honor and support the results of the decision-making process.
- e. Welcome humor in personal and team interactions.

3. Board Guidelines

a. Board Members will:

- (1) Observe the latest edition of Robert's Rules of Order.
- (2) Come to meetings prepared and willing to contribute.
- (3) Seek clarification of Board materials prior to the meeting. Raise substantive questions at the Table.
- (4) Use time wisely; listen carefully, speak clearly and concisely, avoid unnecessary repetition of ideas.
- (5) Appoint a timekeeper who will be responsible to keep the Board on schedule.
- (6) Respect the confidentiality of Executive Session discussions.
- (7) Create ad hoc committees as needed.

4. Individual Board Member Responsibilities

- a. Notify the President when unable to attend a meeting.
- b. Assume responsibility for gathering information about a meeting not attended.
- c. Honor assignments received and commitments.
- d. Work to increase their understanding of educational issues and to improve their leadership skills.
- f. Seek the advice and consent of the Board before participating in public meetings as representatives of the Board.
- g. State clearly that they are not representing the Board or the District when participating in a public meeting or writing as private citizens.

5. At the reorganizational meeting each year the Board will:

- a. Elect officers.
- b. Appoint a parliamentarian.
- c. Review and approve:
 - (1) The structure of the Agenda for regularly scheduled Board meetings;
 - (2) The format of minutes and audio/video records of meetings.
 - (3) All appointments, designations and authorizations required by law, regulation and board policy, Code of Conduct, and Operating Principals.
- d. Affirm its intent to continue the school visitation program.
- e. Assign PTSA and Inter-High liaison responsibilities for the following school year.

6. Media Relations

- a. See Policy 1320 - Nomination and Election of Board Officers and Duties of the President and Vice President
- b. See Policy 1110 - School District and Board of Education Legal Status and Authority

7. Plan For Self-Evaluation

The Board will formally evaluate its work in work sessions designated for that purpose periodically throughout the year.

MOTION CARRIED UNANIMOUSLY 8-0-0

B. PRINCIPLES FOR ORDER FOR CONTROVERSIAL MEETINGS

MOVED (Leatherbarrow) **SECONDED** (Bieger) **TO APPROVE THE PRINCIPALS FOR ORDER FOR CONTROVERSIAL MEETINGS AS FOLLOWS.**

1. Assign a timekeeper for public expression.
2. All speakers must sign their name and address in order to speak to the Board.
3. Timekeeper will monitor to maintain a three (3) minute limit for each speaker.
4. Extension of public expression must be moved by the Board and agreed upon by a majority vote.
5. After two verbal warnings, the President has the ability to order anyone causing a disturbance to leave the board room.
6. The President has the ability to order a brief (15 minutes) recess until order is restored.
7. Board members should exit the meeting room immediately for the recess.
8. The President has the ability to adjourn the meeting and reconvene at a time and place selected by a majority vote.

MOTION CARRIED 7-0-1
Meyer Abstained

C. ADOPT SCHOOL VISITATION GUIDELINES AND ESTABLISH SCHOOL VISITATION FOR 2017-2018

The purpose of the school visitation will be:

1. To fulfill in a sincere and committed manner the legal obligation of the Board of Education to visit the buildings in the school district; and
2. To encourage and maintain open lines of communication between the Board of Education and the staff of each of the district buildings.

MOVED (Van Sice) **SECONDED** (Venator) **TO TABLE THE MATTER UNTIL THE AUGUST 8, 2017 Regular Board Meeting.**

MOTION CARRIED UNANIMOUSLY 8-0-0

Mrs. Serafin was directed to try to adjust the dates to include days of the week other than Friday to enable more Board Members to participate in the visitations.

D. BOARD OF EDUCATION CALENDAR 2017-2018

MOVED (Leatherbarrow) SECONDED (Bieger) TO APPROVE THE FOLLOWING BOARD OF EDUCATION CALENDAR FOR 2017-2018:

- July 5, 2017 Wednesday, Organizational Meeting for 2017-2018 – Per Policy 1620
- August 8, 2017, 7:00 PM, Regular Board Meeting – Issue 2017 Property Tax Warrant
7:30 PM, Goal Setting Workshop
- September 12, 2017 Regular Board Meeting
- October 17, 2017 Regular Board Meeting
- October 23-27, 2017 SCHOOL BOARD RECOGNITION WEEK**
- October 12-14, 2017 98th ANNUAL NYSSBA Convention, Lake Placid, NY**
- November 14, 2017, PTSA Council Board Recognition Reception, 6:00 PM & Regular Board Meeting, 7:00 PM
- December 12, 2017 Regular Board Meeting
- January 9, 2018 Regular Board Meeting
- February 13, 2018 Regular Board Meeting 7:00 PM, Budget Work Session 8:00 PM
- March 13, 2018 Regular Board Meeting 7:00 PM; Repair Reserve Hearing 7:45 PM; Budget Forum 8:00 - 9:00 PM
- March 27, 2018, 7:00 PM Budget Work Session
- April 10, 2018 Regular Board Meeting, Budget Adoption
- April 17, 2018 Special Board Meeting - BOCES Administrative Budget & Board Member Election, 6:00 PM
- May 3, 2018, Thursday, Special Board Meeting & Budget Hearing, 6:00 PM
PTSA Candidates' Night, 7:00 PM
- ✓ May 15, 2018 Annual District Vote, North High School Gymnasium, 7:00 AM - 9:00 PM
- May 22, 2018 Regular Board Meeting
- June 12, 2018 Regular Board Meeting
- July 2, 2018, Monday, Organizational Meeting for 2018-2019

MOTION CARRIED UNANIMOUSLY 8-0-0

E. SET BOARD RETREAT DATES

The Board will set the following dates for Board Retreat(s):

- Saturday, October 28
- Saturday, March 3

Locations, times and facilitators will be determined at a later date.

F. RESOLVE TO SCHEDULE AND SET DATES FOR BOARD COMMUNITY FORUMS FOR 2017-2018

The Board agreed to host three Board Community Forums for 2017-2018. Mrs. Serafin will check with the schools and school calendar and propose dates and locations at the August 8, 2018 Regular Board Meeting with one being on a weekday evening and two on Saturday mornings.

XII. OTHER MATTERS

A. CONSENT AGENDA (CF.XII.A.17-18-1) (8:00 PM)

MOVED (McClary) SECONDED (Bieger) TO APPROVE THE CONSENT AGENDA AS IT APPEARS ON THE JULY 5, 2017 AGENDA; AND ADDENDUM #1 AS FOLLOWS:

1. Personnel

a. Certified Staff

- (1) Resignation - 1
- (2) Probationary Appointments - 7
- (3) Regular Substitute Appointments - 1
- (4) Temporary Part-Time Appointments - 7
- (5) Request for Leave of Absence - 2
- (6) Change in Leave of Absence Date - 2
- (7) Change in Start Dates - 10
- (8) Annual Appointment - 1
- (9) Correction in Salary - 1
- (10) Additional Summer School Appointments - 3
- (11) Change in Summer School Appointments - 1

- (12) Summer School Resignations - 2
- b. Support Staff
 - (1) Appointments - 1
 - (2) Resignations - 3
 - (3) Retirements - 1
 - (4) Change in Personnel Status - 1
 - (5) Change in Location/Transfer - 4
 - (6) Leave of Absence - 1
 - (7) Active Substitute Food Service Helpers - 1
 - (8) Summer School Appointments – 2

- c. Addendum # 1-
 - Certified Staff
 - (1) Regular Substitute Appointments - 2
 - (2) Temporary Part-Time Appointments - 1
 - (3) Change in Location - 3
 - (4) Summer School Appointments - 3
 - (5) Summer School Cancellations - 3
 - (6) Summer School Change in Appointment - 1
 - Classified-Support Staff
 - (1) Appointment - 1
 - (2) Resignations/Retirements - 2
 - (3) Summer School Appointments - 3

2. Business Items

- a. Budget Transfers
 - (1) Transfer Amount: \$50,000
 - From: A-2110-401-94-2999 Computer Instructional Contractual & Other
 - To: A-1680-401-94-2999 Contractual & Other

- b. Bids
 - (1) Milk & Dairy Products - Opened 6-7-17

	<u>Amount</u>
Upstate Niagara Cooperative AWARD	\$165,102.06
 - (2) Sheet Music – Opened 6-7-17

<u>Vendor</u>	<u>Line Items</u>	<u>Amount</u>
Catalano Musical Products	131	\$ 5,456.97
EJazzlines	43	\$ 2,154.06
Loser’s Music	77	\$ 1,593.35
Advantage Music	18	\$ 699.59
Luck’s Music	2	\$ 141.80
Music & Arts	5	\$ 129.42
Total	276	\$10,175.19
 - (3) Projector Lamps – Opened 6-7-17

<u>Vendor</u>	<u>Line Items</u>	<u>Amount</u>
Interlight	11	\$ 15,235.50

- c. Donations/Grants
 - (1) Portion of Sales from Target Stores for 2017-2018.
 - (2) General Mills Box Tops donation via the Box Tops for Education Program.
 - (3) Tops in Education for 2017-2018
 - (4) \$1260 Grant from Rochester Institute of Technology to be applied to PLTW Supplies.
- d. Monthly Cash Reports – May
- e. Claims Auditor Report - May
- f. General Fund Analysis - May
- g. Child Nutrition Report - May
- h. Extra Classroom Activity Report – May

3. **Special Needs & Student Activities**
 - a. **Committee on Special Education**
 - b. **Committee on Pre-School Education**

MOTION CARRIED UNANIMOUSLY 8-0-0

Mr. Lemay thanked the following retirees for their service to the District:
Noreen Baca, North High School PT Teacher Aide for 40 years of service and
Constance Procknal, District Office Clerk Typist for 31 years of service.

B. APPROVAL OF THE MINUTES (8:01 PM)

1. **June 13, 2017 Regular Board Meeting**

MOVED (Bieger) **SECONDED** (Van Sice) **TO APPROVE THE MINUTES OF THE JUNE 13, 2017 REGULAR BOARD MEETING.**

MOTION CARRIED 5-0-3

McClary, Meyer, and Venator abstained.

C. ACKNOWLEDGEMENTS (8:02 PM)

Mrs. Leatherbarrow congratulated the recent high school graduates. Mr. Lemay thanked the board graduation speakers Mr. Mecca and Mrs. Bieger.

D. PRESIDENT'S REPORT (8:03 PM)

1. **NYSSBA**

- a. **98th ANNUAL CONVENTION & EDUCATIONAL TRADE SHOW OCTOBER 12-14, 2017, LAKE PLACID, NY, APPROVE ATTENDEES AND AUTHORIZE PAYMENT OF REGISTRATIONS AND EXPENSES.**

MOVED (Lemay) **SECONDED** (Mecca) **TO APPROVE THE PAYMENT OF REGISTRATION (\$440 EACH) AND EXPENDITURES FOR MR. SHAWN P. LEMAY, MRS. TERESA ANNE LEATHERBARROW AND MR. PHILIP S. MEYER TO ATTEND NYSSBA'S 98th ANNUAL CONVENTION & EDUCATIONAL TRADE SHOW, IN LAKE PLACID, NY OCTOBER 11-14, 2017**

MOTION CARRIED UNANIMOUSLY 8-0-0

- b. **BOARD OFFICERS ACADEMY, ROCHESTER, AUGUST 11, 2017, APPROVE ATTENDEES AND EXPENDITURES**

MOVED (Venator) **SECONDED** (Bieger) **TO APPROVE THE PAYMENT OF REGISTRATION (\$275) AND TRAVEL EXPENDITURES FOR MRS. TERESA ANNE LEATHERBARROW TO ATTEND NYSSBA'S BOARD OFFICER'S ACADEMY, ROCHESTER, NY, AUGUST 11, 2017.**

MOTION CARRIED UNANIMOUSLY 8-0-0

- c. **SUMMER LAW CONFERENCE, ROCHESTER, JULY 20, 2017, APPROVE ATTENDEES AND EXPENDITURES**

MOVED (Venator) **SECONDED** (Bieger) **TO APPROVE THE PAYMENT OF REGISTRATION (\$275) AND TRAVEL EXPENDITURES FOR MRS. MARY BIEGER TO ATTEND NYSSBA'S BOARD OFFICER'S ACADEMY, ROCHESTER, NY, AUGUST 11, 2017.**

MOTION CARRIED UNANIMOUSLY 8-0-0

2. ECASB

a. APPROVE 2017-2018 MEMBERSHIP AND PAYMENT OF DUES

MOVED (Meyer) **SECONDED** (Van Sice) **TO RESOLVE TO RENEW THE BOARD'S MEMBERSHIP IN THE ERIE COUNTY ASSOCIATION OF SCHOOL BOARDS AND AUTHORIZE THE PAYMENT OF \$9,489. FOR THE 2017-2018 ANNUAL MEMBERSHIP DUES.**

MOTION CARRIED UNANIMOUSLY 8-0-0

**b. 39TH ANNUAL WNY EDUCATION LAW CONFERENCE
WEDNESDAY, AUGUST 2, 2017, AT MILLENNIUM HOTEL, CHEEKTOWAGA, NY
APPROVE ATTENDEES AND AUTHORIZE PAYMENT OF REGISTRATIONS.**

Cost \$155.00 per person for five or more

MOVED (Venator) **SECONDED** (Van Sice) **TO APPROVE THE REGISTRATIONS FOR MR. MARK MECCA, MR. SHAWN LEMAY, MR. PHILIP MEYER, MRS. SUZANNE VAN SICE AND MRS. MARY BIEGER TO ATTEND THE 39TH ANNUAL WNY EDUCATION LAW CONFERENCE, AUGUST 2, 2017, AT THE MILLENNIUM HOTEL, CHEEKTOWAGA, NY**

MOTION CARRIED UNANIMOUSLY 8-0-0

**3. SUMMER SCHOOL GRADUATION BOARD ATTENDEES
MONDAY, AUGUST 21, 2017, 6:00 PM, DISTRICT OFFICE BOARDROOM**

Mrs. Vazquez, Mrs. Leatherbarrow, Mr. Lemay, Dr. McClary and Mr. Meyer will attend the summer graduation.

4. NAMING OF THE DISTRICT ATHLETIC FIELDS

MOVED (Lemay) **SECONDED** (Leatherbarrow) **TO RESCIND THE MOTION ADOPTED AT THE JUNE 13, 2017 BOARD MEETING NAMING THE ATHLETIC FIELDS.**

MOTION CARRIED 7-0-1
Vazquez Abstained

E. SUPERINTENDENT'S REPORT (CF.XII.E.17-18-1) (8:45 PM)

1. COMMUNITY UPDATE

Dr. Martzloff welcomed the three new board members. He also thanked principals and staff for excellent high school graduations. He also thanked Mr. Mecca and Mrs. Bieger for making the Board speeches. He also noted meetings with the WTA Executive Committee.

2. REVISED POLICY FIRST READING

MOVED (Meyer) **SECONDED** (Bieger) **THE ADOPTION OF REVISED POLICY 7521 STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS.**

MOVED (Van Sice) **SECONDED** (Venator) **TO TABLE THE MOTION FOR A SECOND READING AND ADOPTION AT THE AUGUST 8, 2017 REGULAR BOARD MEETING.**

MOTION CARRIED UNANIMOUSLY 8-0-0

F. FINANCE (CF.XII.F.17-18-1) (8:50 PM)

1. YEAR END DONATION REPORT

Board Members received a copy of the 2016-2017 Year-End School Building Donation Report.

G. LEGISLATION (CF.XII.G.17-18-1) (8:50 PM)

No matters were discussed.

H. CURRICULUM (CF.XII.H.16-17-1) (8:50 PM)

No matters were discussed.

I. PERSONNEL (CF.XII.I.17-18-1) (8:50 PM)

No matters were discussed.

J. DISTRICT FACILITIES & SUPPORT SERVICES (CF.XII.J.17-18-1) (8:50 PM)

MOVED (Van Sice) **SECONDED** (Bieger) **TO APPROVE AND AUTHORIZE A ONE-YEAR CONTRACT OR THE USAGE OF SOFTWARE THAT WILL PROVIDE ASSISTANCE IN PROTECTING THE DISTRICT'S TECHNOLOGY NETWORK TO SEDARA WITH A COST TO THE DISTRICT BEING \$89,405.**

MOTION CARRIED UNANIMOUSLY 8-0-0

K. SPECIAL NEEDS AND STUDENT ACTIVITIES (CF.XII.K.17-18-1) (8:51 PM)

1. APPROVE COMMITTEE ON SPECIAL EDUCATION AND COMMITTEE ON PRESCHOOL SPECIAL EDUCATION MEMBERSHIP

MOVED (McClary) **SECONDED** (Meyer) **TO APPROVE THE MEMBERSHIP FOR THE COMMITTEE ON SPECIAL EDUCATION AND THE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION AS FOLLOWS:**

COMMITTEE ON SPECIAL EDUCATION

- CHAIRPERSONS:** Beth Foels
Cheryl Lazzaro
Cathleen Ratzel
- ALTERNATE CHAIRPERSONS:** Dr. Anna Cieri
Rosa D'Abate
- BUILDING ADMINISTRATORS:** Keith Wing
Anthony Scanzuso
- SCHOOL PHYSICIAN:** Dr. Jason Matuszak
- PARENT REPRESENTATIVES:** Sheryl Duquette
Marcy Hagen
Wendy Kunkemoeller
Julie Nurse
Renee Sciarra
David Whalen
Sandy Whalen
- SCHOOL PSYCHOLOGISTS:** Meredith Abel
Margaret Anderson
Mary Baumgart
Lisa Dempsey
Jenelle Gratz
Jennifer Griffin
Jill Kasprzak
Emily Krezmien
Joni Macri-Morell
Rebecca Norton
Alyssa Perna-Britt
Sarah Pfeister
Mark Warner
Heather Youngblood

COMMITTEE ON PRESCHOOL EDUCATION

- CHAIRPERSONS:** Beth Foels
Cheryl Lazzaro
Cathleen Ratzel

ALTERNATE CHAIRPERSONS: Dr. Anna Cieri
Rosa D'Abate

SPEECH/LANGUAGE PATHOLOGISTS:
Dana Balzer
Marcie Brown
Pam Clabo
Jane Fillmore
Shelly Gerovac
Elizabeth Hager
Sarah Matson
Bethany Miller
Amy Prime
Kim Seibold
Grace Sokolowski
Colleen Sweeney
Stephanie Verrico
Amanda Walter
Mary Kate Wellenzohn
Dawn Wurtz
Kathy Zwierzchowski

PARENT REPRESENTATIVES:
Sheryl Duquette
Marcy Hagen
Wendy Kunkemoeller
Julie Nurse
Renee Sciara
Brenda Small

SCHOOL PSYCHOLOGISTS:
Jenelle Gratz
Jennifer Griffin
Rebecca Norton
Alyssa Perna-Britt
Sarah Pfeister
Mark Warner

MOTION CARRIED UNANIMOUSLY 8-0-0

2. APPROVE APPOINTMENT OF IMPARTIAL HEARING OFFICERS

MOVED (Vazquez) SECONDED (Bieger) TO APPROVE THE APPOINTMENT OF IMPARTIAL HEARING OFFICERS FOR THE 2017-2018 SCHOOL YEAR AS FOLLOWS:

Joan Alexander
Lynn Almeleh
Robert Briglio
Paul Bumbalo
Lana Flame
Martin Kehoe
Dora Lassinger
Michael Lazan
James McKeever
Craig Tessler
Aaron Turetsky
James Walsh
Mindy Wolman

MOTION CARRIED UNANIMOUSLY 8-0-0

J. COMMITTEE OF THE WHOLE (8:52 PM)

Mrs. Leatherbarrow suggested revising policy 1340. It was the consensus of the Board to charge Mrs. Leatherbarrow with gathering feedback from other board members and bringing the suggested revisions to the next Agenda Planning meeting so that the revised policy can be brought to the board and community for a First Reading at the August 8th board meeting.

Mr. Lemay suggested exploring the use of an online superintendent evaluation system called SuperEval. He will provide each board member with a username and password to explore the system. The Board will discuss the system at a later date.

K. CORRESPONDENCE (9:00 PM)

None.

XIII. EXECUTIVE SESSION (9:00 PM)

MOVED (Bieger) SECONDED (Leatherbarrow) TO MEET IN EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING, LEGAL MATTERS AND PARTICULAR PERSON(S).

MOTION CARRIED UNANIMOUSLY 8-0-0

The Board took a break to have their group photo taken.

Executive Session was called to order at 9:18 PM.

All members of the Board were present except Mr. Mecca.

Dr. Martzloff was present.

Mrs. Bieger left the room at 10:17 PM and returned at 10:20 PM.

MOVED (Bieger) SECONDED (Leatherbarrow) TO RETURN TO PUBLIC SESSION AT 11:25 PM.

MOTION CARRIED UNANIMOUSLY 8-0-0

XIV. PUBLIC SESSION (11:30 PM)

Mr. Lemay called the Public Session to order with all members of the Board present except Mr. Mecca.

MOVED (Bieger) SECONDED (Leatherbarrow) TO TAKE VII.G. FROM THE TABLE FOR A VOTE.

MOTION CARRIED UNANIMOUSLY 8-0-0

VOTE ON VII. G. SCHOOL ATTORNEYS FOR THE 2017-2018 FISCAL YEAR:

BOND, SCHOENECK & KING, PLLC
General Legal Counsel and SEQR
\$220 per hour Partner
\$200 per hour Senior Counsel
\$190 per hour Associate
\$ 320 per hour Of Counsel
\$110 per hour Trainee
\$165 per hour Paralegal/law clerk

GOLDBERG SEGALLA
General Legal Counsel
\$215 per hour Partner
\$200 per hour Associate
\$115 per hour Paralegal/law clerk
(Legal services pertaining to 3020a case and federal lawsuit)

HAWKINS, DELAFIELD & WOOD LLP
Bond Counsel
(Legal fees are based upon the type and amount of borrowing per RFP).

HODGSON RUSS ATTORNEYS:

General Legal Counsel

- \$2,780 per month retainer
- \$252 per hour Partner
- \$248 per hour Senior Associate
- \$224 per hour Associate
- \$174 per hour Law Clerk
- \$119 per hour Legal Assistant
- \$750 rate for Superintendent Hearing with Associate present
- Additional attorney to be billed at standard rates

MOTION FAILED 0-6-2

Meyer and Vazquez Abstained

MOVED (Bieger) SECONDED (Venator) TO APPROVE THE FOLLOWING SCHOOL ATTORNEYS for the 2017-2018 FISCAL YEAR:

BOND, SCHOENECK & KING, PLLC

General Legal Counsel and SEQR

- \$220 per hour Partner
- \$200 per hour Senior Counsel
- \$190 per hour Associate
- \$ 320 per hour Of Counsel
- \$110 per hour Trainee
- \$165 per hour Paralegal/law clerk

GOLDBERG SEGALLA

- \$215 per hour Partner
- \$200 per hour Associate
- \$115 per hour Paralegal/law clerk
- (Legal services pertaining to 3020a case and federal lawsuit)

HAWKINS, DELAFIELD & WOOD LLP

Bond Counsel

(Legal fees are based upon the type and amount of borrowing per RFP).

HODGSON RUSS ATTORNEYS:

General Legal Counsel

- \$2,780 per month retainer
- \$252 per hour Partner
- \$248 per hour Senior Associate
- \$224 per hour Associate
- \$174 per hour Law Clerk
- \$119 per hour Legal Assistant
- \$750 rate for Superintendent Hearing with Associate present
- Additional attorney to be billed at standard rates

MOTION CARRIED 6-0-2

Vazquez and Meyer Abstained

XV. ADJOURNMENT (11:30 PM)

MOVED (Vazquez) SECONDED (Meyer) TO ADJOURN THE MEETING.

MOTION CARRIED UNANIMOUSLY 8-0-0

Respectfully submitted,

Approved: August 8, 2017

Mitzie S. Serafin, District Clerk