

WEST SENECA CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION  
REORGANIZATION MEETING  
**WEST ELEMENTARY**  
1397 ORCHARD PARK ROAD  
BOARD ROOM

July 7, 2004

7:00 P.M.

**AGENDA**

(Emergency Exits Announcement/Recommendation to Remove Hats)

**1. Preliminary**

- 1.1 Silent Meditation
- 1.2 Pledge to the Flag

**2. Reorganization of the Board of Education for 2004-2005**

- 2.1 Swearing in of Trustees by District Clerk (Administer Oath)
- 2.2 Election of Officers
  - 2.2.1 President of the Board (Administer Oath)
  - 2.2.2 Vice President of the Board (Administer Oath)

**3. Appointment of Officers**

- 3.1 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_, School District Treasurer, for the school year 2004-2005, in accordance with annual employment agreement. (Administer Oath)
- 3.2 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ and \_\_\_\_\_ School District Internal Auditors, for the school year 2004-2005 at a rate of \$28.10 per hour.

**4. Other Appointments**

4.1 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_, School District Attorney, for the school year 2004-2005.

4.2 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_, as supervising physician with a stipend of \$4000 per school year effective as of July 1, 2004

4.3 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_, School District External Auditor, for the school year 2004-2005.

4.4 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_, as the attendance supervisor at a rate of \$1,391.00 per month.

**5. Designations**

5.1 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, approval of the following banks and/or trust companies for the school year 2004-2005.

<u>Bank or Trust Company</u>	<u>Fund</u>
_____	General Fund
_____	Payroll Account
_____	Muni Cash Account
_____	Municipal Money Market
_____	Special Aid Funds
_____	School Lunch Fund
_____	General Fund-Continuing Education Merchant Credit Card Services
_____	Capital Projects Fund
_____	Extra Classroom Activity
_____	Money Market Savings

_____	Premier Government Money Market Account
_____	Government Muni Vest Account
_____	Investments
_____	Investments
_____	Investments
_____	Investments
_____	Section 105/125 Disbursement Account

5.2 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to designate the Superintendent of Schools and/or the Assistant Manager of Finance and Computer Services to approve the necessary and required check disbursements in the event the District Treasurer is not available, so as to avoid any potential penalty or interest for late payment.

5.3 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to designate the following two (2) official newspapers for the school year 2004-2005:  
The Buffalo News and the Bee Group.

5.4 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to designate regular board meeting dates, with sessions beginning at 7:00 P.M., for the school year 2004-2005:

<u>Month</u>	<u>Date</u>	<u>Day</u>
July		
August		
September		
October		
November		
December		

January 2005

February

March

April

May

June

Public Budget Hearing: May \_\_\_\_\_, 2005– West Middle

Budget Vote: Tuesday, May 17, 2005 – East Senior

## **6. Authorizations**

6.1 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve authorization of the following for the 2004-2005 school year:

6.1.1 James K. Brotz, Superintendent, as Chief School Officer to certify payrolls.

6.1.2 James K. Brotz, Superintendent, as Chief Financial Officer.

6.1.3 James K. Brotz, Superintendent, to employ temporary, part-time, per diem, or substitute personnel.

6.1.4 James K. Brotz, Superintendent, to execute BOCES contracts.

6.1.5 Janice Lewandowski, Assistant Manager for Finance and Computer Services, as Records Management Officer.

6.1.6 Brian L. Schulz, District Treasurer, as Investment Officer.

6.1.7 Advance payment of bills for public utility services, postage, freight and express charges, health insurance premiums, student activity disbursements, and when discounts can be earned, or when finance charges are applicable.

6.1.8 Brian L. Schulz, District Treasurer, as the designated signature on checks.

6.1.9 James K. Brotz, Superintendent, may approve budget transfers as required.

6.1.10 James K. Brotz, Superintendent, to apply for grants in aid.

6.1.11 Establish petty cash at all buildings not to exceed a total of \$975.00.

- 6.1.12 All persons and positions required by law or regulation to be bonded will be covered under a Faithful Performance Blanket Bond.
- 6.1.13 James K. Brotz, Superintendent, or his designee shall approve attendance at conferences, conventions and workshops with expenses paid at established rates.
- 6.1.14 Members of the Board of Education to attend conferences, conventions, and workshops with expenses.
- 6.1.15 Marlene Leone, District Clerk, as District Records Access Officer.

**7. Appointments**

- 7.1 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to designate James Heimburg, Asbestos (LEA) Designee.
- 7.2 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, that \_\_\_\_\_ be designated Central Treasurer for extra classroom activity accounts.
- 7.3 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve \_\_\_\_\_ as Board Member Delegate to the Delegate Assembly of the Erie County Association of School Boards.
- 7.4 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve \_\_\_\_\_ as Alternate Board Member Delegate to the Delegate Assembly of the Erie County Association of School Boards.
- 7.5 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve \_\_\_\_\_ as Voting Delegate to the New York State School Boards Association Annual Convention.
- 7.6 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve \_\_\_\_\_, as Alternate Voting Delegate to the New York State School Boards Association Annual Convention.
- 7.7 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve \_\_\_\_\_ as District Representative to the Legislative Committee of the Erie County Association of School Boards.
- 7.8 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve \_\_\_\_\_ as Alternate Board Member Delegate to the Legislative Committee of the Erie County Association of School Boards.

- 7.9 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve \_\_\_\_\_ as District Representative to the Budget and Finance Team of the Erie County Association of School Boards.
- 7.10 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve \_\_\_\_\_ as Alternate Board Member Delegate to the Budget and Finance Team of the Erie County Association of School Boards.
- 7.11 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve \_\_\_\_\_ as representative to the Area Fire Chiefs Association
- 7.12 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve \_\_\_\_\_ as District Representative to the Town of West Seneca Youth Bureau.
- 7.13 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve \_\_\_\_\_ and \_\_\_\_\_ as District Representatives to the Town of West Seneca's Disaster Preparedness Committee.

**8. Other Items**

- 8.1 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to readopt all Policies and Code of Ethics in effect during previous year.
- 8.2 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to establish our 2004-2005 mileage reimbursement rate at 36 cents per mile (IRS guideline).
- 8.3 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve the Organizational Chart.

**9. Appointments for Committees on Special Education**

- 9.1 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve the following appointments:

Committee on Special Education: 2004-2005

Chairperson(s):	Charles J. Lehman	Robert Breidenstein
	Ellen Stoeckert	Robert Spangenberg
	Dave Calaiacovo	James Sipior
	Darren Kavanaugh	Diane Marasciulo
	Charles Salva	Randy Zakrewski
	Danielle Dotson	

Psychologists: (as per caseload)	David Calaiacovo Darren Kavanaugh Charles Salva Danielle Dotson	James Sipior Diane Marasciulo Randy Zakrzewski
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Physicians:	Dr. Sonia Malfa Dr. Gerald Lauria Lifetime Health (if requested to attend by the parent and/or committee)	Dr. David Clifford Dr. Mark Perry Health Works
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Special Ed. Teacher: (Specific to Student)  
(Any employed special education teacher within the district is considered as a potential member of the CSE)

General Ed. Teacher (Specific to Student)  
(Any employed teacher within the district is considered as a potential member of the CSE)

Parent/Person in Parental Relationship of Child Referred to the CSE

Parent Members:

Sabrina Bennett	Michael Maroney
Bonnie Bortz	Marybeth Mego
Joan Burch	Laura Morrison
Tarni Burns-DiCioccio	Jennifer Novak
Andrea Casselberry	Diane Nowak
Nanette Cravens	Eugene O'Neill
Patty Ebert	Katie O'Neill
Debra Freudenheim	Laurie Salereno
Bonnie Goodrich	Judy Schultz
Lori Gugliuzza	Kelly Shanahan
Carol Hand	Elizabeth Smith
Julie Husted	Donna Stewart
Colleen Hutton	Mary Sullivan
Susan Jablonski	Susann Waddell
Karen Jordan	Donna Wassell
MaryJo Jurkowski	Gary White
Christopher Kern	Barbara Winter
Sandi LaCorte	Karen Woronchuk
Susan Leisner	Barbara Yacone

The above parent members can also sit on CSE meetings.

Alternative Parent Member: Any approved CSE parent.  
Parent Member (Alternative) Any approved CPSE parent member.

9.2 Committee on Preschool Special Education: 2004-2005

Chairperson(s): Robert Breidenstein  
Ellen Stoeckert

Alternate Chairperson: Charles Lehman Ellen Stoeckert  
Dave Calaiacovo James Sipior  
Diane Marasciulo Randy Zakrewski  
Kristen Dudek Robert Spangenberg  
Danielle Dotson Darren Kavanaugh  
Charles Salva

Agency Representative: (From agency involved in student's  
evaluation/program))

Erie County Representative: (Certified or licensed professional appointed  
by the county)

Early Intervention Representative: (Representing birth to three years  
intervention when transitioning to  
CPSE)

General Education Teacher: (Certified as a pre-K teacher employed by the  
District) (Any employed teacher within the  
District is considered as a potential member  
of the CPSE)

CPSE Parent Members:

Parent/Person in Parental Relationship of Child Referred to the CPSE.

Sabrina Bennett	Marybeth Mego
Tarni Burns-DiCioccio	Judy Schulz
Collen Hutton	Kelly Shanahan
Andrea Casselberry	Elizabeth Smith
Patty Ebert	Mary Sullivan
Michael Maroney	Donna Wassell

Alternative Parent Members: Any approved CPSE parent

Parent Member (Alternative) Any approved CPSE parent member

**10. School Physician Appointments**

10.1 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve the following school physicians for 2004-2005:

School Physicians:	Dr. Sonia Malfa	Dr. David Clifford
	Dr. Gerald Lauria	Dr. Mark Perry
	Lifetime Health	Healthworks

Head School Physician Stipend: Dr. Sonia Malfa, \$4,000.00

**11. Discussion Items**

**12. Reports**

12.1 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to approve the check register as submitted:

<u>Check Date: June 21 - 29, 2004</u>	<u>Date of Audit: June 30, 2004</u>
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General Fund	Ck. Nos. 84757 – 85083	261,893.54
School Lunch	40250 – 40258	17,562.90
Activity Fund	32069 – 32088	12,143.90
Special Aid	20933 – 20940	16,486.36
Capital Fund	1261 – 1264	127,524.27

**13. Personnel**

13.6 Special Appointments and Reappointments

13.6.1 On the recommendation of Mr. Brotz, moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of William Morrissey, Teacher Aide, for Elementary Summer School, 7/7/04 – 8/6/04.

13.6.2 On the recommendation of Mr. Brotz, moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of Laura Tobia, Special Education Teacher, for Summer School (grades 9-12), 7/12/04 – 8/18/04.

**14. Unfinished Business**

14.1 Third reading and discussion of the proposed policy addressing Mentoring Programs for First-Year Teachers.

14.2 On the recommendation of Mr. Brotz, \_\_\_\_\_ moved, seconded by \_\_\_\_\_ to approve the proposed policy addressing Mentoring Programs for First-Year Teachers.

**15. New Business**

15.1A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adopt the following resolution.

**West Seneca Central School District Adoption of  
The State of New York Deferred Compensation Plan**

WHEREAS, the West Seneca Central School District wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the "Plan") for the voluntary participation of all eligible employees; and

WHEREAS, the West Seneca Central School District is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law," and

WHEREAS, the West Seneca Central School District has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the West Seneca Central School District by providing eligible employees with a convenient and tax favored method of saving on a regular and long-term basis and thereby provide for their retirement;

NOW, THEREFORE, it is hereby:

RESOLVED, that the West Seneca Central School District hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of the West Seneca Central School District are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

Adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2004, at a meeting of the Board of Education of the West Seneca Central School District.

I hereby certify that the West Seneca Central School District is a local public employer within the meaning of Section 5 of the State Finance Law and that the adoption of the Plan has received all required approvals of any local governing body or officer and otherwise complies with local law.

Witnesseth by: West Seneca Central School District  
\_\_\_\_\_ By:\_\_\_\_\_

Consent of the Deferred  
Compensation Board of the  
State of New York to  
Local Public Employer's  
Participation

By:\_\_\_\_\_

15.2 \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to authorize the Superintendent of Schools, Mr. Brotz, to enter into a Memorandum of Understanding with the Town of West Seneca, New York, for the purpose of the Town of West Seneca Police Department assigning 2 school resource officers to West Seneca Central School District at a cost not to exceed \$75,000 annually for the period September 1, 2004 to August 31, 2008.

15.3 On the recommendation of Mr. Brotz, \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to authorize Change Order #1 to King Brothers for the Potters Road Maintenance Building Project.

Original Contract	\$361,384.00
Change Order #1	<u>6,149.00</u>
New Contract Amount	<u><u>\$367,533.00</u></u>

**16. Adjournment**