



Westfield Academy and Central School BOARD OF EDUCATION

Supplemental Business Meeting
Monday, November 23, 2020 at 7:00 p.m.

Large Group Instruction Room

Board of Education Members

Steve Cockram

Deanne K. Manzella

Wendy Dymont

Kim Maras

Barbara Fay

Tom Tarpley

Phyllis Hagen

- ✓ While the Board welcomes public comments the Board does not respond to citizens' concerns at its meetings. However, at the citizens' request and the Board's direction, the Superintendent or a designee will respond in a timely manner. Please complete a Board Correspondence Form and return it to our District Clerk, Tina Winslow.
- ✓ Visitors addressing the Board are asked to direct their comments to the Board President and will be given a maximum of (3) three minutes for this purpose.
- ✓ Any additional written correspondence or letters may be directed to the District Clerk for distribution to the Board.
- ✓ Individuals who wish to make longer presentations should call the Board President or the Superintendent with a request to be placed on the agenda at least one week before the scheduled Board meeting.

District Goals 2020 – 2021

Goal #1: Safely reopen the Westfield Academy and Central School District to provide in-person student learning and a quality education for all, in a safe environment, allowing for the flexibility to react to unforeseen circumstances.

Goal #2: Student Development: The District will continue to cultivate an educational environment of high expectations and challenging instructional programs which provide the knowledge and experiences that are necessary for all of our students to become capable and responsible members of society.

Goal #3: Financial: A fiscally responsible budget will be developed that will maximize student and teacher excellence and at the same time demonstrate fiscal responsibility to the community.

Goal #4: Climate: The District will continue to develop skills, attitudes, behaviors, and environmental factors that promote the well-being of all students and staff.

Goal #5: Communication: The District will be proactive using all media platforms to enhance communication with our entire school community focusing on student, staff, and District efforts and achievements.

Goal #6: In order to continue to deliver a well-rounded education, the district will review academic offerings, extracurricular activities, and sports, including their associated facilities, environment, support, and transportation requirements.

*Westfield Academy and Central School Board of Education
Correspondence*

Name:

Address:

What is the best way to contact you?

Phone:

Email:

What would you like to ask or share with the Board?

***Return to the District Clerk.**

**WESTFIELD ACADEMY AND CENTRAL SCHOOL
Board of Education**

Supplemental Business Meeting

**PROPOSED AGENDA
Monday, November 23, 2020
7:00 p.m.**

- 1.0 Call to Order
- 2.0 Presentation:
 - 2.1 Grade 4 Teachers - Longhouse Projects and ELA/Social Studies Unit.
- 3.0 Information and Discussion Items
 - 3.1 Communications to the Board
 - a. E2CCB Board Room Report (Enclosure #1)
 - 3.2 Discussion Items
 - a. Shared Grant Opportunity
 - b. Superintendent's Evaluation
 - c. December Board of Education Meeting Date
- 4.0 Consensus Items
 - 4.1 Request to Withdraw a Specific Consensus Item(s)
 - 4.2 Motion to Approve Consensus Items:
 - a. Minutes of the Regular Business Meeting of November 9, 2020. (Enclosure #2)
 - b. Acceptance of the recommendations from the Committee on Special Education and Committee on Preschool Special Education dated November 13, 2020 through November 18, 2020.
- 5.0 Public Comment
- 6.0 Action Items
 - 6.1 New Business
 - a. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby approves the 7th Grade Class online fundraiser for Happy Valley Soups starting November 13, 2020 – December 4, 2020.
 - b. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby approves the 6th Grade Class online fundraiser for Fun Pasta starting January 8, 2021 – February 12, 2021

- c. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby approve the following resolution:

SCHOOL DISTRICT: Westfield Academy and Central
Name of Entity

Re: Denial of Level 3 Applications for Refunds/Credits of
Real Property Taxes Form RP 556 for the 2017-2018 School Tax

WHEREAS, Level3 Communications, LLC ("Level 3") has filed applications for a refund or credit pursuant to Real Property Tax Law Section 556 for the 2017-2018 tax year, and

WHEREAS, the Chautauqua County Real Property Tax Director has investigated the circumstances of the claims of Level3 in the applications, and

WHEREAS, the Chautauqua County Real Property Tax Director has transmitted a written report of such investigation and his recommendations for action thereon, and

WHEREAS, the Chautauqua County Real Property Tax Director has determined that the applications are without merit and recommends that the applications be denied for multiple reasons, and

WHEREAS, the Chautauqua County Real Property Tax Director has recommended that the applications be denied for the following specific reasons:

1. All of the applications are untimely, as none of them were filed within three years of the annexation of the warrant for the collection of such school taxes.
2. The fiber optic cables constitute taxable real property under multiple sections of Section 102 of the Real Property Tax Law as follows:
 - A. Fiber optic cable has been interpreted and taxed as real property for more than thirty years, and should continue to be taxed as real property;
 - B. The New York Court of Appeals has ruled that the fiber optic cables meet the definition of real property and constitute lines and wires pursuant to Real Property Tax Law Section 102(12)(1) and are taxable under that section. *T-Mobile v. DeBellis and City of Mount Vernon*, 32 N.Y.3d 594 (2018);
 - C. The fiber optic cables constitute fixtures and are taxable real property pursuant to Section 102 (12)(b) of the Real Property Tax Law;
 - D. The Appellate Division, Fourth Department has specifically upheld the taxability of Level3's fiber optic installations located in Chautauqua County. *Level 3 Communications v. Chautauqua County*, 174 A.D.3d 1502 (4th Dept 2019); see also *Level 3 Communications v. Erie County*, 174 A.D.3d 1497 (4th Dept 2019).
3. The applications are procedurally improper, because the applications fail to establish a clerical error, unlawful entry, or an error in essential fact as those terms are defined by Section 550 of the Real Property Tax Law. Numerous City and Town tax assessors have also analyzed Level3's claims and concluded that its allegations do not constitute an "unlawful entry" as that term is defined in Real Property Tax Law Section 550(7);
4. The applicant's proper remedy is to bring a tax certiorari proceeding under Article 7 of the Real Property Tax Law challenging the assessments prospectively. No tax grievances or Article 7 proceedings have been filed by Level3. The applications improperly seek retroactive tax refunds under inapplicable sections of the Real Property Tax Law.

WHEREAS, School District has carefully considered and fully agrees with the investigation and recommendations of the Chautauqua County Real Property Tax Director, it is hereby

RESOLVED, that all of the Applications For Refunds/Credits of Real Property Taxes Form 556 for the 2017-2018 tax years are hereby rejected and denied in their entirety for the reasons set forth above.

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Westfield Academy and Central

District Clerk
Dated: November ____, 2020

- d. Moved by _____ and seconded by _____ that upon the recommendation by the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves the Intermunicipal Cooperation Agreement between the Westfield Academy and Central School District and the Brocton Central School District and authorize and direct the Superintendent to sign the Agreement, pertaining to student enrollment for the remainder of the 2020-2021 school year, effective November 24, 2020.
- e. Moved by _____ and seconded by _____ that upon the recommendation by the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves the Memorandum of Agreement, concerning COVID-19 between the Westfield Academy and Central School District and the Westfield Teachers' Association, effective November 24, 2020 through January 29, 2021.
- f. Personnel Items:
 - 1. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby approves the appointment of Lee Mason as an uncertified substitute teacher, substitute teaching assistant and substitute teacher's aide for the remainder of the 2020-21 school year, effective November 24, 2020.
 - 2. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby approves the appointment of Leisa Davis as an uncertified substitute teacher for the remainder of the 2020-21 school year, effective November 4, 2020.
 - 3. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby approves the appointment of Michael Alexander as a substitute cleaner for the remainder of the 2020-21 school year, effective November 24, 2020.
 - 4. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby approves the permanent appointment of Courtney Christopher as a Cleaner I, effective November 24, 2020 in accordance with the Instructional Support Staff Agreement currently in effect.
 - 5. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby approves Melissa Zakrajsek to the Supplemental Salary Schedule as the Cheer Club Advisor for 2020-21 school year, effective November 24, 2020 in accordance with the Westfield Teachers' Association Agreement currently in effect, pending NYS authorization of winter sports.
 - 6. Moved by _____ and seconded by _____ that, upon the recommendation of the Superintendent, the Westfield Academy and Central School District Board of Education hereby appoints Lauren Buchholz, who holds an initial Childhood Education (Grades 1-6) certification in the Elementary tenure area for a probationary period commencing on November 24, 2020 and ending on November 23, 2024. This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012d of the Education Law of either effective or highly effective in a least three (3) of the four (4) preceding years, and if you receive an

ineffective composite or overall rating in the final year of the probationary period, you shall not be eligible for tenure at that time. Salary for the school year shall be at Step A, as set forth in the collective bargaining agreement with the Westfield Teachers' Association currently in effect.

7. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby accepts the resignation of Patty Cunningham as bus driver, for the purpose of retirement, with thanks and appreciation for 22.3 years of service, effective at the end of the business day on December 30, 2020.
8. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby approves the appointment of Victoria Syper as a substitute teacher's aide for the remainder of the 2020-21 school year, effective October 21, 2020.
9. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby accepts Annette MacDonald's resignation as a Part-time Bus Monitor, with thanks and appreciation for 1.75 years of service, effective November 17, 2020.
10. Moved by _____ and seconded by _____, that the Westfield Academy and Central School District Board of Education, upon the recommendation of the Superintendent, hereby approves Robyn Ferris as an uncertified substitute teacher, substitute teaching assistant and a substitute teacher's aide for the remainder of the 2020-21 school year, effective November 24, 2020.

8.0 Board Member Commentary

9.0 Recess into Executive Session, if needed.

10.0 Adjournment

ENCLOSURES – REGULAR MEETING – NOVEMBER 23, 2020

ENCLOSURES FOR REGULAR AGENDA ITEMS:

1. E2CCB Board Room Report
2. Minutes – November 9, 2020

UPCOMING MEETINGS

- 12/7/20, Monday, Regular Business Meeting, 7:00 p.m., Large Group Instruction Room
- (No Supplemental Business Meeting Scheduled in December)
- 1/11/21, Monday, Regular Business Meeting, 7:00 p.m., Large Group Instruction Room

UPCOMING EVENTS

DATE	ACTIVITY	TIME	LOCATION
11/24/20	STAR Program	8:50 AM	
11/25/20 thru 11/27/20	No School – Thanksgiving Recess		
12/4/20	Elementary Trimester #1 Ends		
12/7/20	Elementary Trimester #2 Begins		
12/18/20	STAR Program	8:50 AM	Zoom
12/23/20 to 1/3/21	No School – Winter Recess		

Board

Room Report



The following is an unofficial summary of the regular meeting of the Erie 2-Chautauqua-Cattaraugus BOCES Board of Education meeting held online via Zoom and at the Carrier Center on November 4, 2020.

TENURE APPOINTMENTS

- Susan Mathers - tenure in the Teaching Assistant Tenure Area effective November 29, 2020

PRESENTATIONS TO THE BOARD

- Karen Drummond, Executive Director of Finance provided a presentation on the department of the Business Office

EXECUTIVE OFFICER'S REPORT

- Dr. O'Rourke reported to the Board on the following:

BOCES related initiatives:

- Dr. O'Rourke reported that we reopened more programs full time on October 19. Primarily Alternative Education and P-TECH as well as additional Special Education programs, which involved a great deal of work. Looking at opening up CTE full time as well but need to take that more slowly. Considering December 7th as the planning date, if all goes well.
- Dr. O'Rourke announced that the BOCES was awarded a grant for preventing school violence that will be a shared grant coser. John O'Connor stated that it is under two separate titles. Training to prevent school violence grant award is for \$654,604 and the safety assessment and threat assessment is for \$418,514. These grants will help support the districts.
- A ribbon-cutting ceremony has been scheduled to formally open Springville CAM P-TECH on December 14, 2020.

Albany updates:

- Dr. O'Rourke reported that the focus of the state meetings is the 15-Billion-dollar gap for the fiscal year. The Department of budget is to be releasing a plan by the end of December. Payments are currently being made at 80%, these are hold backs, not cuts.

Component Districts:

- Dr. O'Rourke thanked all the Board members for their service. Board recognition week was October 19 – 23 and we thank you for all you do.
- The Fredonia search has wrapped up and they will look at making an appointment next week.
- The Department of Health updates have brought a change to the questionnaire. Being revised for travel out of state.

PERSONNEL MATTERS

Instructional

- **Retirements:** Cathy Snyder - Physical Therapist and Dale Kepner - Academic Liaison, with special recognition of 19 years of service
- **Resignations:** Sha'Vonna Jordan - Adult Education LPN Instructor, Steven Verstraete - School Psychologist, Michael Ippolito - Special Education Teacher, and Sarah Zielonka - Special Education Teacher
- **Leave of Absence:** Ashley Graham - Speech & Hearing Handicapped Teacher
- **Probationary Appointments:** Jacob Bunce - Education of Children with Handicapping Conditions - General Special Education Tenure Area (Consultant Teacher), Brandon Safe - Education of Children with Handicapping Conditions - General Special Education Tenure Area, Kristen Kleinfelder - Education of Children with Handicapping Conditions - Education of Speech & Hearing Handicapped Children Tenure Area, Melanie Cannon - Education of Children with Handicapping Conditions - Education of Speech & Hearing Handicapped Children Tenure Area, Elizabeth Hassett Huston Schmidt - Education of Children with Handicapping Conditions - Education of Deaf Children Tenure Area, Elizabeth Hunt - English as a Second Language Tenure Area, Michael Ippolito - English as a Second Language Tenure Area, and Sarah Zielonka - Education of Children with Handicapping Conditions - Education of Blind and Visually Handicapped Children Tenure Area
- **Provisional Appointments:** Brittany Bender, Aurea Benbenek, and Caitlin Young - Occupational Therapists, Derek Hosier and Nicole Wittmeyer - Physical Therapists
- **Temporary Appointments:** Cheryl Hallman - School Counselor for one additional day, Erin Moynihan - School Counselor not to exceed 5 additional days, Edwin Stenzel, Jr - Consultant Teacher not to exceed 3 days, Rachel Schunk - Consultant Teacher not to exceed 3 days, Erika Zielinski - Adult Education Phlebotomy Assistant Instructor effective October 19, 2020 through June 30, 2021, Christopher Dole - Director Special Olympics, Chautauqua County, for the 2020-2021 school year, Stacie Cummings - Assistant Director Special Olympics, Chautauqua County, for the 2020-2021 school year, The following teachers are hereby granted a temporary appointment as Teachers as Leaders for the 2020-2021 school year -Melinda Arrance, Heather Banks, MaryAnn Basile-Lyons, Amy Blair, Megan Bowman, Stacie Buchheit, Jackie Daversa, Jacqueline Galfo, Mackenzie Harding, Elizabeth Kaltenbach, Jill Patterson, Matthew Pughsley, Joy Saunders, Julie Sek, Melissa Swan, and Amy Utzig
- **Additions to the Teacher Substitute List for the 2020-2021 school year:** Hwibum Hur

Non-Instructional

- **Change in Retirement Date:** William Nistor - Teaching Assistant, change in retirement date from October 6, 2020 to October 3, 2020.
 - **Retirements:** Cynthia Kozlowski - Typist II, with special recognition for 34 years of service and Wendy Henel - Typist II, with special recognition of 43 years of service
 - **Resignations:** Christina Deering, Lindsay Demmerley, Gabrielle Simano, and Victoria Yonkers - Teacher Aides
 - **Termination:** Patricia Claybrooke - Typist II
 - **Leaves of Absence:** Melissa Struzynski - Teacher Aide, Alice Rosing - School Nurse Assistant, Christine Mittner - Sr. Account Clerk, Emily King - Teacher Aide
 - **Return from Leaves of Absence:** Melissa Struzynski and Toni Maggio - Teacher Aides, Jennifer Mendez - Laborer
 - **Probationary Appointments:** Lindsay Demmerley - Teaching Assistant Tenure Area, Victoria Yonkers - Teacher Aide, Central Region, David Duenas - Teacher Aide, Central Region, Yvonne Hilliker - Teacher Aide, Central Region, Margaret Haskins - Aide, Central Region, Logan McKane - Teacher Aide, Central Region, Matthew Schamann - as Building Maintenance Mechanic, William Wightman - Building Maintenance Mechanic, Jeremy Stow - is hereby granted a probationary appointment as Building Maintenance Mechanic, Austin Belter - Working Supervisor, Kristen Nixon - Working Supervisor, Douglas Feltz – Laborer, and Bradley Schamann - Laborer
 - **Temporary Appointment:** Rebecca Jordan - School Nurse Assistant
 - **Provisional Appointment:** Joel Marsh - Audio Visual Technician
 - **Part-time Appointments:** Deborah Kupka - Teacher Aide, Northern Region, Jennifer Woloszyn and Kevin Schanbacher – Cleaners
 - **Additions to the Substitute list for the 2020-2021 school year: Teacher Aides:** Jennifer Bonnes, Kelly Huebert, Logan Kibler-Reed, Brian Kohler, Matthew Lightcap, Howard Stanley, Tamra Widmer, and Paulette Wright **Teacher Assistants:** Kelly Huebert and Sharon Weber, **Cleaners/Laborers:** Susan Carlson, Rosemary Catalano, Laurie Didas, Kimberly Styers, and Tamra Widmer, **Laborer/Animal Care:** Kim Mancuso-Oakes, **Clerical:** Cynthia Kozlowski, and Bonnie Pazda, **Account Clerk:** Maria Blidy, and **Sr. Account Clerk:** Maria Blidy
Administrative Management Association
 - **Creation of Position:** One (1) District Safety Specialist
 - **Retirement:** Anthony Polito - Coordinator of Health/Safety/Energy, with special recognition for 26 years of service
 - **Resignation:** Kevin Fuller - Board Certified Behavior Analyst Coordinator
 - **Probationary Appointment:** Robert Miller - Instructional Support Services Integration of Technology into Instructional Practices Tenure Area
- Shared Service Leadership Policy
- **Provisional Appointment:** Charlie Palmer - Shared Certified Athletic Trainer
 - **Temporary Appointment:** Jennifer Shearer - Food Service Manager
Management
 - **Probationary Appointment:** Kurt Gustafson - Labor Relations Specialist
Student Interns
 - **Student Interns:** Katharine Braeuner - LIFTS Program - SUNY @ Buffalo, with Janeil Rey, Director of Adult Education and Workforce Development, SUNY Fredonia Incubator, Marissa Lombard - Occupational Therapy, D'Youville College with Deborah Cleary, Supervisor Northern Region, Olivia Lynn - Special Education, SUC @ Fredonia, with Eric Daigler, Chautauqua Lake, The following student volunteers are from SUC @ Fredonia, working with Nicole Kaleta, Rebecca Johnson, and Lindsay Bzibziak, Special Education Teachers at LoGuidice Educational Center, Christie Ackendorf, Makayla Alexander, Morgan Ashton, Andrea Ayles, Emily Berek, Isabelle Braunstein, Grace Breen, Selena Brown, Colin Bussing, Hannah Cummings, Michayla Dennis-Mejak, Julia Dole, Jamie Gaiser, Bryana Gibbs, Hailey Gould, Natalie Hansen, MaryClaire Haseley, Molly Hourihan, Jingchao Huang, Jenna Johnson, Kevin Karr, Samantha Kohlbrecher, Christina Macaluso, Olivia Mannato, Kelliann McNeal, Kathleen Michalski, Hannah Mikulec, Paige Morrell, Paul Pinto, Emily Richards, Julia Rozler, Amanda Spencer, Olivia Sposato, Taylor Taggart, Jacob Traverse, Morgan Vik, and Ashley Zambotti

FINANCIAL MATTERS

- **Authorization to establish Depository - Individuals to access:** Community Bank, 70 East Main St., Westfield, NY 14787 for the Brocton Extra classroom Activity Account - Debbie McKane and Jennifer Saboda [account number to be assigned by bank upon approval]
- **Funding/Grant Award(s) - The following funding notification(s) and/or grant award(s) have been received:**
 - Virtual Learning Support Centers Grant – RFP#2020-032VF for \$773,159. Students from 24 communities throughout Southern Erie County will receive assistance during remote learning times. E2CCB anticipates serving 500 students. All students from the geographic area in grades K – 8 will have access to a Virtual Support Center of their choice hosted at one of the nine (9) partnering child care/youth service provider facilities.
 - BJA FY 20 Preventing School Violence - awarded (2) grants.
 - Training to Prevent School Violence. Award Number: BJA-YS-BX-0021 for \$654,604. Project Period:10/1/2020 – 9/30/2023. Through the Multi-Tiered System of Support, we will expand and enhance mental health training through both blended online and traditional trainings. Districts will receive training and identify staff to become trainers. Districts will receive access to Second Step Social Emotional Middle School curriculum and trauma-informed care training opportunities.
 - Safety Assessment & Threat Assessment. Award Number: BJA-YS-BX-0046 for \$418,514. Project Period: 10/1/2020 – 9/30/2023. Safety Assessment and Intervention Training and Anonymous Reporting Systems. Building on our prior 2018 STOP grant, this project will allow us to deliver E2CCB and District level Safety Assessment trainings, the integration of the train the trainer program and the implementation and expansion of anonymous reporting systems throughout E2CCB campuses and component school districts.
 - Northern Chautauqua Community Foundation – four (4) Service-Learning Mini-Grants for LoGuidice Educational Center Career & Technical Education projects and Special Education E Brew Café & Lounge. Project Period: 2020-2021 school year.
 - Health Careers Big Buddy, Little Buddy Adopt-A-Classroom Project. Award Amount: \$500. Students will design and engage special education students in age-appropriate and developmentally appropriate educational & recreational activities. Funds will be used to purchase snacks, incentives, and arts and craft supplies.

- Criminal Justice Community Policing and Education Program. Award Amount: \$500. Students will purchase a KIDTrax 12V-Ride on Police Car & 12V-Police Motorcycle to use during their service project.
- Culinary Arts New York State Cookie Project and Empty Bowls Project. Award Amount: \$500. Students will make New York State Cookies in November for Chautauqua Lake and Forestville Central School Districts and will assist Rural Ministries with their Empty Bowls fundraiser. Funds will allow them to purchase shirts for students, soup supplies, and cookie boxes.
- Special Education E Brew Café & Lounge. Award Amount: \$464.32. Funds will be used to purchase new stainless steel airpots, bakery display cases, and a new E Brew sign which will allow students to continue gaining valuable hands-on work experience.
- SLS School Library Systems - Automation, Project# 0364210011. Award Amount \$15,101. Funding of the School Library System is part of a New York State Legislative initiative. State aid is allocated by a formula that provides a base grant and supplemental funds which take into account the number of member school districts, the number of pupils served, the square mileage of the system service area. A categorical grant for automation is also provided to help support the costs associated with facilitating the sharing of resources amongst the 27 school districts of the Erie2 region through the School Library System's Union Catalog.

ACTION ITEMS/OTHER

- **Certify Qualified Lead Evaluators** – Recognized the following staff members as Qualified Lead Evaluators as prescribed by 8 NYCRR 30-2.9(b): Adam Padd, Danielle O'Connor, Deborah Cleary, Janeil Rey, Jennifer Saboda, Jose Pagan, Kevin Bourgoine, Kristin Garass-Johnson, Kirsten Harris, Laura Sokol-Scott, Leo Fial, Melissa Laun, Paul Mihalko, Paula Ferneza, Stephen Ruszczyk, Tim Laskey, Tom Huebert, Una Raimondo, William Smock
- **Authorized to Enter into a Lease Agreement for the 2020-21 School Year** - Entered into a lease agreement with Lake Shore Central School District - William T. Hoag Educational Center - 3 Classrooms
- **Authorized to Enter into a Lease Agreement for the 2020-21 School Year** - Entered into a lease agreement with Lake Shore Central School District High School - 5 Classrooms
- **Approved Policy - First Reading Format:** Code of Ethics Policy #6001A
- **Policy Approval/Adoption - Second Reading Format:** Investment Policy # 3290, Contracting for Professional Service and Policy # 3319, and BOCES Property Accountability Policy # 3600

WESTFIELD, NEW YORK 14787

Regular Business Meeting
Board of Education
LGI – 7:00 PM

Minutes
November 9, 2020

Members Present: Steve Cockram Wendy Dymont
Barbara Fay Phyllis Hagen (7:02)
Deanne Manzella (Zoom) Kimberly Maras
Tom Tarpley

Members Absent: none

Others Present: Michael Cipolla, Julia Murphy, Dr. Mary Rockey, Corey Markham, Molly Anderson, Can Tenamore, Heath Forster, David Prenatt (7:04), Debra Prenatt (7:04), Lauren Ryan

Board President Wendy Dymont called the Regular Business Meeting to order at 7:00 pm, and led the assembled in the Pledge of Allegiance to the Flag.

Call to Order

3.0 Presentations

3.1 Student and Staff Data Privacy – Can Tenamore

Mr. Tenamore gave an overview on the technology security updates he and his team have implemented over the past year. Many protocols have been implemented to prevent outsiders gaining access to the District's data.

Mr. Tenamore explained the importance of the Spam Filters, Firewall, Proxy Servers, and Malware. The spam filter scanned over 59k emails in the month of October. The Firewall and Proxy Servers have blocked over 83 million attempts to access the District's systems.

The District is currently backing up all servers, critical offsite servers, and the active directory. The technology team is currently working on a disaster recovery plan for the active directory. Multifactor authentication has been enabled for key positions within the district. This will be expanded in the future. All devices have been encrypted along with screen locks implemented. Recently, single sign-on has been implemented to simplify passwords, improves identity protection, and reduce security risks.

NYS ED 2D Law approved software and hardware vendors all have privacy contracts with the District.

4.0 Information and Discussion Items:

4.1 Communications to the Board

a. Thank you note from the Class of 2021

President Dymont passed around the thank you note from the Class of 2021 for the mini Senior Trip to Alleghany State Park.

Presentations:

Student and Staff Data
Privacy

Information and
Discussion Items

Thank You Note

5.0 Reports:

5.1 Superintendent's Report

Mr. Cipolla shared several details regarding the District's academics and activities that have occurred over the past several months. The

Reports

Superintendent's Report

District's priority is continuing to work with families to ensure safety and the health of our community.

Mr. Cipolla reviewed and explained the new guidelines on travel, micro cluster zones, and the NYS Division of Budget.

The District continues to disinfect and clean our facilities, continues to work in collaboration with the Chautauqua County Department of Health (CCDOH), evaluates our protocols and procedures, conducts our daily health screenings, and provides communication to our school community. Mask breaks have been defined and adjusted. The District will continue to move forward and adjust as necessary.

The NYS Division of the Budget announced the release of the FY 2021 Mid-Year State Budget Financial Plan Update, which projects a \$14.0 billion General Fund revenue decline and a 15.3% all funds tax receipts decline from the Budget forecast released in February, creating a total loss of nearly \$63 billion through FY 2024 as a direct consequence of the COVID-19 pandemic. This could affect the District's future reserves and the general fund balance depending on how it affects state aid payments. The District is in collaboration with other local districts in advocating an equity in the aid formula.

The CCDOH provides the Districts an update of who is in isolation, quarantine, or has a positive COVID-19 case. The District has not received guidance from NYS regarding holiday travel and how it will enforce the travel restrictions.

5.2 Business Manager's Report

Mrs. Murphy updated the Board regarding State Aid. There are still many unanswered questions and a lot of unknowns on how school aid cuts will be administered. At this point the only alternative to aid cuts are spending reductions. The District has implemented a spending freeze. The District will evaluate purchase requests and approve purchases for health, safety, and emergency purposes. Mrs. Murphy advised that it would be hard to project the aid cuts. The bulk of aid payments are received in March. Fortunately, the district is not considered a high needs district and does not rely on 70% or more of state aid to balance the budget. The district estimates 56% of revenue comes from various forms of state aid. Mrs. Murphy will provide a 2021-22 budget building objectives and calendar at the December board meeting. There has been a loose recommendation to look back at our 2014 budget and start from there when building next year's budget. Mrs. Murphy advised that tax collection ended last week. The District has roughly \$590,000 in outstanding taxes that will be submitted to the County for collection. This amount is up from previous years.

Business Manager's Report

5.3 Elementary Principal's Report

Dr. Rockey reported that the Elementary school is keeping activities and academics as normal as possible. Activities are being done with a twist. Students participated in the Red Ribbon Run with their cohorts. Recently, students started back to school 5-days per week. This has been a smooth transition.

Elementary Principal's Report

5.4 High School/Middle School Principal's Report

Mr. Markham reported that the Girls' Varsity Soccer team won their playoff game tonight. Congratulations team!

The 2021 Senior trip to Alleghany State Park was a success. The 6th grade students have returned to in-person learning 4 days per week. Mr. Markham is continuously evaluating the available classroom capacity to bring additional students into the building. Winter sports are slated to begin practice on November 30, 2020. The District is awaiting guidance from NYSPHSAA.

HS/MS Principal's Report

5.5 Director of Curriculum's Report

Mrs. Anderson reported that she is participating in the Regional Remote Learning Committee. The Committee meets to discuss the successes and hurdles of remote learning.

Mrs. Anderson updated the Board on the progress of the Seal of Biliteracy. Last year, two seniors received the Seal on their diplomas, two juniors completed the requirements of the program, and they will receive the Seal this year at graduation. This year, there are six applicants in the program.

Director of Curriculum's Report

Mrs. Anderson reported that grades 3-5 were trained on care and safety regarding laptops. They were also instructed on how to access platforms used in the classroom. Students had a test run of taking home the laptops and accessing their materials, which helped in preparation for the two remote days last week. Laptop training will continue throughout the district. The Digital Equity Survey from NYSED is open. The purpose of the survey is to assess the device availability / need and if reliable Wi-Fi is available to students and staff. The District has provided 7 Mi-Fi devices to students and staff.

Mrs. Anderson touched on the District NYS Data-At-A-Glance, which can be found at the NYSED data website.

6.0 Consensus Items:

6.1 There was no request to withdraw a specific consensus item.

6.2 Moved by Phyllis Hagen and seconded by Thomas Tarpley, to approve the following consensus items: (The motion carried 7-0.)

- a. Minutes of the Supplemental Business Meeting of October 26, 2020.

Consensus Items
Withdraw of Consensus Item
Approval of Consensus Items
Approval of Minutes

- b. Financial Reports
 - 1. Acceptance of Payrolls

Date	General	Cafeteria	Federal
10/7/20	\$347,457.61	\$6,047.33	\$12,901.80
10/8/20	\$3,394.55	-	-\$53.71
10/21/20	\$349,123.13	\$6,138.26	\$12,901.80
11/4/20	\$355,664.64	\$9,033.59	\$4,000.61

- c. Acceptance of Claims Auditor Reports for Payroll October 7, 2020, October 8, 2020, October 21, 2020, and November 4, 2020.
- d. Acceptance of the recommendations from the Committee on Special Education and Committee on Preschool Special Education dated October 27, 2020 through November 4, 2020.

7.0 Public Comment - None

8.0 Action Items

- 8.1 Old Business
- 8.2 New Business

- a. Moved by Phyllis Hagen and seconded by Thomas Tarpley that, upon the recommendation by the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves the warrants #0019 and 0020 as presented. (The motion carried 5-2, Deanne Manzella and Thomas Tarpley opposed.)
Mr. Cockram discussed the Patterson Library line item for \$11,000. He stated it is a convoluted process to provide financial support. The amount of \$11,000 has been the contribution for years and it is a percentage based on the district's budget and the Patterson Library budget.
Mrs. Manzella stated the library has been supportive to the students during the pandemic's lockdown. The library provided materials and resources when possible. The library has been available to students who have needed to use the internet or have a place to participate in remote classes.
Mr. Tarpley supports the library; however, he would like guidance on the law regarding the District's contribution.
Mrs. Murphy advised the law could be found in the real property tax law.
- b. Moved by Phyllis Hagen and seconded by Thomas Tarpley that, upon the recommendation by the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves the following resolution:

Financial Reports
Acceptance of Payroll

Acceptance of Claims
Auditor Reports

Acceptance of
CSE/CPSE Report

Public Comment

Action Items
Old Business
New Business
Approval of Warrants
#0019 and 0020.

Acceptance of Report
from the Tax Collector

WHEREAS, the Education Law provides that the tax collector shall be relieved of responsibility for the uncollected portion of the tax list when a complete list of the delinquent tax items have been certified to the Board of Education, and since the collector has affixed her affidavit to such statement and has filed a statement accounting for the handling of the tax warrant and list as presented. AND WHEREAS, the district business official has examined and verified the accuracy of the signed report to the collector; THEREFORE BE IT RESOLVED, that the Board accept the report of the tax collector and having determined that the collector has accounted for the full amount of the tax warrant direct that the lists of the delinquent tax items, with the addition of the two percent penalty be certified to the office of the county treasurer and/or other tax enforcement officer; AND BE IT FURTHER DIRECTED that the tax warrant, tax roll and tax collector's copies of the tax receipts be placed on file and given protection in the school vault.
(The motion carried 7-0.)

- c. Moved by Phyllis Hagen and seconded by Thomas Tarpley that, upon the recommendation of the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves the Memorandum of Agreement, concerning transportation, between the Westfield Academy and Central School District and the Bemus Point Central School District for the remainder of the 2020-21 school year, effective November 10, 2020. (The motion carried 7-0.)

- d. Moved by Phyllis Hagen and seconded by Thomas Tarpley that, upon the recommendation of the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves the Memorandum of Agreement, concerning transportation, between the Westfield Academy and Central School District and the Ripley Central School District for the remainder of the 2020-21 school year, effective November 10, 2020. (The motion carried 7-0.)

- e. Personnel Items:
 - 1. Moved by Phyllis Hagen and seconded by Thomas Tarpley that, upon the recommendation by the Superintendent, Westfield Academy and Central School District Board of Education hereby amends the appointment of Meghan Bodenmiller as an uncertified substitute teacher and approves her as a certified substitute teacher for the remainder of the 2020-21 school year, effective November 10, 2020. (The motion carried 7-0.)

MOA with Bemus Point CSD regarding transportation.

MOA with Ripley CSD regarding transportation.

Personnel Items:
Amendment of Meghan Bodenmiller as a Certified Substitute Teacher

Regular Business Meeting

November 9, 2020

9.0 Board Member Commentary:

Mrs. Manzella was pleased to see the Prenatts in attendance at the meeting. She enjoyed the Halloween pictures. Mrs. Manzella is glad to hear the Elementary school is trying to be as normal as possible. Mrs. Manzella congratulated the Girls' Soccer team.

Mr. Tarpley thanked Dr. Rockey and Mrs. Webb for the chart to track students who receive special education services. He is glad to see the agreements with other county districts for shared services. Mr. Tarpley is encouraged when he saw a vaccine for COVID-19 and would like to start discussion regarding the return to normal.

Mrs. Maras thanked Dr. Rockey for the efforts of the Elementary staff during the pandemic and providing education with a twist. Mrs. Maras also felt the two remote days went smooth.

Mrs. Hagen thanked the staff for their efforts.

Mr. Cockram reported he attended the Safety Committee meeting and he was impressed on how serious the staff is taking COVID. Staff are spending time and efforts looking at all aspects and then implementing.

Mr. Cockram felt the COVID response to the positive test went well.

Mr. Cipolla stated the process went well with the assistance of the CCDOH. The CCDOH advised what documentation was needed to start the tracing. Staff were able to remotely access all documents and the district contacted families. The district continued to check in with the families regarding their health and wellbeing.

President Dymant advised that the next CCSBA meeting would be held on November 18 at the Celoron Harbor Hotel with guest speaker Dr. Timbs.

10.0

Moved by Steve Cockram and seconded by Phyllis Hagen, to adjourn to Executive Session at 9:02 pm for discussing matters of negotiations, potential litigation, and personnel. There is no anticipated business after Executive Session. (The motion carried 7-0.)

Moved by Phyllis Hagen and seconded by Steve Cockram, to return to Regular Session at 9:33 pm. (The motion carried 7-0.)

Discussion in Regular session about the monies given to the Patterson Library. Mr. Cipolla will check with NYSSBA regarding where the law / mandate about monies given to public libraries by public school districts might be found. After NYSSBA, the district will consult the legal team if necessary. Mrs. Hagen stated that this mandate has been in place since she began on the board 20 years ago. Mr. Tarpley stated that he would like further research and answers regarding this transfer of funds.

Board Member
Commentary

Recess into Executive
Session

Return to Regular
Session

Library Discussion

Regular Business Meeting

November 9, 2020

11.0

Moved by Phyllis Hagen and seconded by Thomas Tarpley, to adjourn the November 10, 2020, Westfield Board of Education meeting at 9:40 pm. (The motion carried 7-0.)

Adjournment

Respectfully Submitted,

Lauren Ryan, Pro Tem