

WESTFIELD ACADEMY AND CENTRAL SCHOOL

WESTFIELD, NEW YORK

Board of Education

Reorganizational Meeting

July 13, 2020

6:00 P.M.

PROPOSED AGENDA

1. Call to Order and Opening Exercise (District Clerk)

ELECTION OF OFFICERS

2. Nominations and election of the President of the Board of Education for the 2020-21 school year. President assumes Chair.
3. Nominations and election of the Vice President of the Board of Education for the 2020-21 school year.
4. Administration of Oath of Faithful Performance in Office to President and Vice President.

(The District Clerk shall turn the meeting over to the Board President at this time.)

APPOINTMENT OF OFFICERS

5. Appointment of Angela Domenico as District Treasurer for the 2020-21 school year.
6. Appointment of Jill Fredd as School District Tax Collector for the 2020-21 school year with a stipend of \$2,500 and Andrea Babcock as Deputy Tax Collector for the 2020-21 school year with a stipend of \$2,500.
7. Appointment of Nancy Jopek, as internal claims auditor for the 2020-21 school year.
8. Administration of Oath of Faithful Performance in Office to appointed officials (in attendance) by the Board President.

OTHER APPOINTMENTS

9. Appointment of Dr. Donald F. Brautigam, MD, as School Physician, for the 2020-21 school year at a salary of \$10,700.

10. Appointment of the law firm Hodgson Russ LLP, Webster Szanyi LLP and Harris Beach PLLC are hereby appointed school attorneys for Westfield Academy and Central School's Board of Education for the 2020-21 school year. These law firms will be compensated as independent contractors and used on an as needed basis.

11. Appointment of the CPA firm Buffamante Whipple Buttafaro (BWB) as Independent Auditor, for the 2020-21 school year.

12. Appointment of Municipal Solutions, Inc., as Financial Advisor, for the 2020-21 school year.

13. Appointment of Pat Quinn as Insurance Advisor for the 2020-21 school year.

14. Appointment of Julia Murphy as Purchasing Agent.

15. Appointment of Angela Domenico as Central Treasurer and High School Principal as Comptroller of the Extra Classroom Fund for the 2020-21 school year.

16. Appointment of Cafeteria Manager as Reviewing Official for Free and Reduced Lunch/Breakfast Program.

17. Appointment of School Business Official as Verification Official for Free and Reduced Lunch/Breakfast Program.

18. Appointment of Superintendent as Hearing Official for Free and Reduced Lunch/Breakfast Program.

19. Appointment of Julia Murphy and Michael Cipolla as Discrimination/Sexual Harassment(Title IX) and Racial Harassment (Title VI) Compliance Officers for the 2020-21 school year.

20. Appointment of the Superintendent as the Records Management Officer for the 2020-21 school year.

21. Appointment of Karen Croscut as the Records Management Clerk for the 2020-21 school year.

22. Appointment of the School Business Official as the Records Access Officer for the 2020-21 school year.
23. Appointment of Superintendent as the Records Appeal Officer for the 2020-21 school year.
24. Appointment of Dr. Mary Rockey as Director of Special Education for the 2020-21 school year.
25. Appointment of Josh Brumagin as Asbestos Hazard Emergency Response Act (AHERA) Designee.
26. Appointment of Amy Brinkley as the McKinney-Vento Homeless Liaison.
27. Appointment of the Superintendent and the School Business Official, as Civil Rights Compliance Officers for the 2020-21 school year.
28. Appointment of Amy Brinkley, Molly Anderson, Ashley Raynor, DeAnn Shelters, and Heath Forster as the Dignity for All Students Act Coordinators for their respective buildings.
29. Appointment of Michael Cipolla as Supervisor of Attendance of the school district for the 2020-21 school year.
30. Appointment of Josh Brumagin as School Pesticide (Integrated Pest Management) Coordinator for the 2020-21 school year.
31. Appointment of Josh Brumagin as OSHA and Toxic Substance Coordinator for the 2020-21 school year.
32. Appointment of the Superintendent as Chief Emergency Officer for the 2020-21 school year.
33. Appointment of Heather Myers as Wellness Coordinator of the Westfield Academy and Central School for the 2020-21 school year.
34. Appointment of Steve Cockram as the Board representative to the Safety Committee for the 2020-21 school year.
35. Appointment of Julia Murphy as District Clerk of the school district for the 2020-21 school year. This duty is in combination with Mrs. Murphy's position as School Business Administrator.

36. Appointment of the Director of Curriculum, as Title I Coordinator of the Westfield Academy and Central School for the 2020-21 school year.

37. Appointment of Brian R. Liebenow and Brian D. Doyle of Erie 2 BOCES Labor Relations Services as Designated Impartial Hearing Officers under Civil Service Law Section 71 and 73.

38. Appointment of Lauren Ryan to record the minutes at Board meetings for the 2020-21 school year, with a stipend of \$2,500.

39. Appointment of Board Committees.

DESIGNATIONS

40. Recommendation to adopt the following Resolution:

RESOLVED, that the Westfield office of the Community Bank, Jamestown, New York; and J.P. Morgan of Buffalo, New York, be designated as depositories for Westfield Central School District for the school year 2020-21 and the Treasurer of said District be directed until further notice to deposit all monies belonging to said Westfield Central School District in said office of the Community Bank and/or said office of J.P. Morgan.

41. Designation of the Treasurer's signature as authorized signature on checks. Designation of the Business Official and Superintendent as secondary authorized signatures on checks.

42. Recommendation to adopt the following Resolution:

RESOLVED, that school tax collections are to be at the Town Office from September 4, 2020 through October 2, 2020. All penalties are to be returned to the School District and Tax Notices are to be mailed to each one on the Tax Roll. A night depository bag is to be secured and deposits made each day in the Community Bank, Westfield office or electronically deposited at J.P. Morgan at the close of each day's business. A duplicate deposit slip is to be left at the bank for pickup by the Treasurer or the Account Clerk.

43. Recommendation to adopt the following Resolution:

RESOLVED, that the Westfield Republican of Westfield, New York, and the Observer of Dunkirk, New York, be designated as the official newspapers.

AUTHORIZATIONS

44. Authorization of Michael Cipolla to certify payrolls.

45. Authorization of the Board President, School Business Official, and District Treasurer as Official Bank Signatories.
46. Authorization of the Board President and/or Vice President to appoint Impartial Hearing Officers on behalf of the Board of Education following the district's selection of an impartial hearing officer in accordance with the rotational selection process established by the New York State Education Department, pursuant to Board of Education Regulation #7670R (Subject: Impartial Hearings/Selection of Impartial Hearing Officers).
47. Authorization of the Superintendent to approve budget transfers up to \$10,000.
48. Authorization of the Board President to sign all contracts.
49. Authorization of the Superintendent, Treasurer, and High School Principal as Signers for the Extra Classroom Accounts.
50. Authorization of the Board President and/or Vice President to approve emergency CSE/CPSE recommendations.
51. Authorization of attendance at conferences, conventions, and workshops (as budgeted) by appropriate personnel upon final approval of the Superintendent.
52. Authorization of the Superintendent to apply for Grants in Aid as appropriate.

OTHER ITEMS

53. Recommendation by the Superintendent to participate in the Free & Reduced Price Meal Program for the 2020-21 school year and that the Board President and District Clerk be authorized to sign the agreement.
54. Re-adoption of all Policies, Code of Ethics, and Board Protocol in effect during the previous year.
55. Establishment of Board Meeting Calendar for the 2020-21 school year. (enclosure #1)
56. Establishment of mileage reimbursement rate at the Internal Revenue Services determined rate.
57. Establishment of the petty cash fund of \$100 and appointment of Angela Domenico as supervisor of same.

58. Bonding of Personnel - continuation of bonding insurance policies on the following:

- A. District Treasurer
- B. District Clerk
- C. District Tax Collector
- D. Business Official
- E. Account Clerk
- F. Central Treasurer of Extra Classroom Fund
- G. Internal Claims Auditor
- H. Employee and Commercial Blanket Bond

59. Establishment of nonresidents tuition rates for the 2020-21 school year, are to be made in accordance with Section 174.2 (a) (6) of the Regulations of the Commissioner of Education.

60. Approval of the following rates for use of facilities for the 2020-21 school year:

- | | |
|------------------------|----------|
| a) Custodian | \$32.30* |
| b) Groundsman | \$38.82* |
| c) Food Service Worker | \$28.29* |
| d) Bus Driver | \$36.53* |

*Contract currently under negotiation

61. Approval of substitute support staff rates at the hire rate in accordance with the WISS contract for each position with the exception of Bus Drivers which shall be paid as follows:

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|---------------------------------|----------|
| Step a) 1 year experience | \$16.23* |
| Step b) 2 years experience | \$18.82* |
| Step c) greater than 2 yrs exp. | \$24.35* |

*Contract currently under negotiation

62. Approval of substitute teacher rates as follows:

- | | |
|--|-----------|
| a) Certified Teacher Substitute Daily Rate | \$ 90.00 |
| b) Non-Certified Teacher Substitute Daily Rate | \$ 80.00 |
| c) Retired Westfield Teacher Substitute Daily Rate | \$ 100.00 |

63. Approval of Substitute Nurse Daily Rate \$ 95.00

ENCLOSURE # |

Westfield Academy and Central School

Possible Board of Education Meeting Dates for 2020-2021

May 26, 2020

For Discussion:

Monday, July 13: Reorganizational Meeting and Regular Business Meeting

Monday, August 3: Regular Business Meeting

Monday, August 17: Supplemental Business Meeting

Monday, September 14: Regular Business Meeting

Monday, September 28: Building Tour and Supplemental Business Meeting

Tuesday, October 13: Regular Business Meeting

Monday, October 26: Supplemental Business Meeting

Monday, November 9: Regular Business Meeting

Monday, November 23: Supplemental Business Meeting

Monday, December 7: Regular Business Meeting

Monday, January 11: Regular Business Meeting

Monday, January 25: Supplemental Business Meeting

Monday, February 8: Regular Business Meeting

Monday, February 22: Supplemental Business Meeting

Monday, March 8: Regular Business Meeting

Monday, March 22: Supplemental Business Meeting

Monday, April 12: Regular Business Meeting

Monday, April 26: Special Meeting, Superintendent's Evaluation (proposed executive session)

Monday, May 10: Regular Business Meeting, Public Budget Hearing on 2021-2022, 6:00 p.m.

Tuesday, May 18: Special Board Meeting, 8:15 p.m.

Monday, June 7: Regular Business Meeting

Monday, June 14: Special Board Meeting, BOE self-evaluation