

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

**Supplemental Business Meeting
PROPOSED AGENDA
September 28, 2020
7:00 p.m.**

- 1.0 Call to Order
- 2.0 Presentations
 - a. Amy Webb – Special Education Presentation
- 3.0 Information and Discussion Items
 - 3.1 Communications to the Board
 - a. E2CCB Board Room Report (enclosure #1)
 - b. Utica National Letter
- 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 September 14, 2020. (enclosure #2)
 - b. Acceptance of the recommendations from the Committee on Special Education and Committee on Preschool Education dated September 10, 2020 through September 23, 2020.
- 5.0 Public Comment
- 6.0 Action Items
 - 6.1 New Business
 - a. **BOARD RESOLUTION 2019-2020 Senior Class trip**
Moved by _____ and seconded by _____, that upon the recommendation of the Superintendent, the Westfield Academy and Central School District Board of Education hereby adopts the following resolution: WHEREAS, due to the COVID-19 pandemic and closure of the Westfield Academy and Central School District (“District”) during the 2019-2020 school year, the Senior Class Trip (“Trip”) planned in June 2020 had to be cancelled; and WHEREAS, the District has been working with its travel agency and vendors to seek reimbursement for monies paid by parents and students for the Trip; and WHEREAS, the District has negotiated a resolution with the travel agency, which would permit the District to provide reimbursements to parents and students with funds originally planned for the remaining costs to vendors for the Trip, which had not yet been remitted, and Extraclassroom Funds, which are used for trips such as the Senior Class Trip; NOW, THEREFORE, BE IT RESOLVED that the Business Manager or her

designee be, and hereby is, authorized and directed to distribute reimbursements to parents and students for the Trip; and be it further RESOLVED, that such reimbursements are only provided as authorized by this Resolution and that the District is not authorized to seek any further reimbursements or repayment on behalf of the parents and students who paid certain monies for the Trip; and be it further RESOLVED, that this resolution shall take effect immediately.

b. Personnel Item(s):

1. Moved by _____ and seconded by _____, upon the recommendation of the Superintendent, the Westfield and Academy and Central School Board of Education hereby approves Rachel Brewer as an uncertified substitute teacher, substitute teaching assistant, and substitute teacher's aide, for the 2020-21 School Year, effective September 9, 2020.
2. Moved by _____ and seconded by _____, upon the recommendation of the Superintendent, the Westfield and Academy and Central School Board of Education hereby approves Emily Bostwick, Special Education Teacher, Family Medical Leave from August 23, 2020 through February 23, 2020

7.0 Board Member Commentary

8.0 Recess into Executive Session, if needed

9.0 Adjournment

ENCLOSURES – SUPPLEMENTAL MEETING – SEPTEMBER 28, 2020
ENCLOSURES FOR REGULAR AGENDA ITEMS:

1. E2CCB Board Room Report
2. Minutes 9-14-2020

UPCOMING MEETINGS

- 10/13/20 - Tuesday, Regular Business Meeting, 7:00 p.m., Large Group Instruction Room
- 10/26/20 – Monday, Supplemental Business Meeting, 7:00 pm, Large Group Instruction Room

UPCOMING EVENTS

DATE	ACTIVITY	TIME	LOCATION
10/12/20	Columbus Day - No School		
10/25/19	Parent/Teacher Conferences - No Student Attendance		

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 September 2, 2020.

PRESENTATIONS TO THE BOARD

- John O'Connor, Assistant Superintendent of Management Services, Brian Liebenow, Executive Director of Labor Relations, and Laurie LiPuma, Executive Director of Human Resources provided a presentation on the return to campus procedures.

EXECUTIVE OFFICER'S REPORT

- Dr. O'Rourke reported to the Board on the following:
- BOCES related initiatives:
 - Opening Day 2020 – Last year we started recognizing employees' years of service at opening day. We will be getting pins out to all staff members at their next staff meeting. Three Board members have reached milestone years. Linda Hoffman and Ronald Catalano both have 30 years of service and Sylvester Cleary has 5 years of service on our Board of Education. A welcome video for opening day will be distributed to all staff members in the morning.
 - Change to the Calendar – We moved the first day of school back one day and added in an additional Superintendent day (originally to take place in March), prior to the start of school.
- Albany updates:
 - Dr. O'Rourke reported that the Division of Budget announced a week and a half ago that there will be a 20% hold back on all payments to school districts. BOCES aide on the 2019-2020 school year was withheld at 20%. Letters will be drafted to our legislatures and to NYSSBA to lobby for more money from our Board and we can share to our component districts.
- Superintendent searches:
 - Dr. O'Rourke reported that he is finalizing the logistics with Fredonia on their search and how we will be conducting the interviews as to whether they will be taking place via zoom or in person.

PERSONNEL MATTERS

Instructional

- **Retirements:** Dianne L. Brown - Occupational Therapist, with special recognition of 32 years of service, and Deborah Blodgett - English as a Second Language Teacher.
- **Resignations:** Matthew Martin - Occupational Therapist, Matthew VanKoughnett - Technology Education Teacher.
- **Probationary Appointments:** Katrina Freay - Academic Subjects - Foreign Language (Spanish) Tenure Area, Jessica Parment - Trade Subjects - Automotive Industries - Auto Body Repair Tenure Area.
- **Temporary Appointments:** Madelynn Harp - Adult Program Professional - LPN Clinical Instructor, Ruth Sipp - Adult Education Math Instructor, Lori Mancuso and Theresa Mahar - Erie-Catt Teacher Center Instructors, Jack O'Brien - Physical Therapist, Mary Lou Chimenti-Nurse's Assisting Instructor for CNA Review, William Chambers, Gail Przewozny, John LoBianco, Jessica Sullivan - Consultant Teachers, Nicholas Anson - Technology Education Teacher, Wendy Darling, Christopher Dole, Andrew Honeychurch and Teresa Tynan-Gajewski - Safety Care Training, Gwendolyn Agthe - Regional Summer School APEX Instructor and Regional Summer School Instructor, and Gretchen Parker - Consultant Teacher.

Non-Instructional

- **Retirements:** Mary Barkey - Teacher Aide, with special recognition of 32 years of service, and John Arnold - Teacher Aide, with special recognition of 34 years of service.
- **Resignations:** Meredith Sheesley - Teacher Aide, and Sarah Clark - Teaching Assistant.
- **Terminations:** Amanda Santiago-Rivera and April Echevarria - Teacher Aides, Central Region, Molly Poczciwinski - Teacher Aide, Northern Region, and Liam Rankin - Teacher Aide, Southern Region.
- **Leaves of Absence:** Jennifer Mendez - Laborer, and Laura Ahrens - Teacher Aide.
- **Temporary Appointments:** Summer School Teacher Aides to attend Wellness Training - Sean Bermingham, Julie Hennigan, Julie LoVullo, and Joy Paluch. Teacher Aides to attend Safety Care Training - Larry Steward and Jacqueline Tynan, Deborah Kupka - Laborer - Animal Care, Karen King - Teaching Assistant for Health Assisting review and Heather Nugent - School Nurse for new school year preparation.
- **Exceptional Education Additional Summer School Substitutes: Teacher Aides:** Amanda Mays and Paulette Wright.

Principal/Supervisor Association

- **Resignation:** Kim Oakes – Supervisor.
- **Return from Leave of Absence:** Jose Pagan – Principal.

Administrative Management Association

- **Probationary Appointment:** Kim Oakes - Instructional Support Services in Curriculum & Differentiated Instruction Incorporating the Analysis of Student Performance Data Tenure Area (Data Specialist)

- **Temporary Appointment:** Kimberly Snyder - Sr. Program Operations Specialist
Shared Service Leadership Policy
- **Increase in Temporary Position:** Mark Frazier - Shared Itinerant Supervisor, increase in position from .60 FTE to .80 FTE.
- **Temporary Appointment:** Cleon Clayton - Certified Athletic Trainer,

FINANCIAL MATTERS

- **Bid Awards: F.4.2.1 Bid Awards** -20-21 Garbage/Refuse, Bids were received by 2 Vendors, Total bid \$39,258.64
- **Declaration of Surplus Equipment:** approved to declare the following equipment as surplus SONY DCR-DVD-408 Digital Video Camera Recorder - #10011

ACTION ITEMS/OTHER

- Adopted the 2020-21 Code of conduct
- Approved the 2020-21 Districtwide Safety Plan
- Approved the Adjustment of the 2020-21 WNY Instructional Calendar
- Recall of Unified Support Association Staff: Northern Region - Teacher Aides: Sarah Caldwell, Connie Larkowski, and Jeanne Morris. Southern Region - Teacher Aides: Laura Luke. Teaching Assistant Tenure Area: Renea Fiorella.
- Recall/Increase in Position for Administrative Management Association Civil Service Staff: Jennifer L. Phillips - Public Relations Specialist, recalled and increase in position from .80 FTE to 1.0 FTE.
- Policy Approval - First Reading Format: Leave of Absence (Policy # 6108) and Comprehensive Attendance Policy (Policy # 4000).
- Policy Approval and Adoption - Second Reading Format: Immunization of Students - Policy #4409 and Student Records - Policy #4500
- Approval of 2020-2021 Professional Development Plan
- Textbook Adoption: Visualizing Environmental Science, 5th Edition, Houghton Mifflin Harcourt Publisher, 2017, High School 9th-12th Grade.

WESTFIELD ACADEMY AND CENTRAL SCHOOL

WESTFIELD, NEW YORK 14787

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

Minutes
September 14, 2020

Members Present: Steve Cockram (7:08) Wendy Dymont
Barbara Fay Phyllis Hagen
Kimberly Maras Tom Tarpley

Members Absent: Deanne Manzella (Excused)

Others Present: Michael Cipolla, Julia Murphy, Dr. Mary Rockey, Corey Markham, Molly Anderson, Jacob Alonge, Heath Forster, Montana Reardon, Austin Sabatino, Julie Lanneaux, Dale Straver, Dakota Reardon, Walter Lanneaux, Matthew Sikora, Jeff Nunn, Lauren Buchholz (Zoom), Andrea Gundlach (Zoom), David Prenatt (Zoom), Lauren Ryan, Tina Winslow

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

Call to Order

2.0 Introduction of New Staff members

President Dymont introduced new staff and their positions to the Board.

Jacob Alonge, Head Bus Driver

Lauren Buchholz, 6th Grade

Courtney Christopher, Cleaner

Brenna Culbreth, Special Education

Wade Dellow, moved to HS Special Education

Samantha Eklund, 2nd Grade

Andrea Gundlach, Elementary PE

Christopher Kelley, HS Math

Carolann Landon, Registered Nurse

Lauren Wilson, LPN

Introduction of New Staff

3.0 Presentations

3.1 Matthew Sikora with Turner Construction and Jeff Nunn with Gordon W. Jones Associates Architects – Overview and Update on the Project

Mr. Sikora and Mr. Nunn reviewed the status of the Capital Project and the next steps. The project is waiting for NYSED approval. All of the Capital Project plans and forms were submitted electronically. The bidding process will begin shortly after approval has been received. The bid process will take 6 weeks. Mr. Sikora estimates contracts will be awarded by the end of the year. The capital project is projected to be completed by December 2021. Mr. Sikora and Mr. Nunn have not experienced delays due to Covid-19 or material shortages. They also feel the weather should not affect the project as they have planned for the weather changes.

The discovered building summary is complete from an evaluation standpoint and signs need to be posted on the buildings. The district has the option to renovate the buildings to code or demo, but will discuss this in the future.

Presentations:
Overview and Update on the Capital Project

4.0 Information and Discussion Items:

4.1 Communications to the Board - None

4.2 Discussion Items

a. 2020-21 District Goals

Goals #1-5 were discussed and agreed upon as worded. Revisions to Goal #6 were discussed and the board agreed on the following:

Goal #6 – In order to continue to deliver a well-rounded education, the district will consider academic offerings and their required facilities, activities, sports (including teams and facilities), and student transportation.

b. Follow-up to Community Letter

President Dymont and Mr. Cipolla met via Zoom with community members Cassie Farrell, Johanna Kelley, and Katherine Freeman about the letter received regarding diversity education at WACS.

President Dymont felt it was a productive conversation bridging the community with the school regarding diversity education. President Dymont that explained the Social Studies framework promotes discussion on diversity and a variety of topics. Mrs. Anderson advised that the curriculum is naturally embedded starting in Kindergarten and gives teachers a choice on how it is delivered. The WACS Mission and Belief statements incorporate character development. Mr. Cipolla stated our district would continue to address and enhance the character building. The process provides opportunities to educate each other about diverse backgrounds. The school and community members will continue to have dialogue in the future to gain feedback.

5.0 Reports:

5.1 Superintendent's Report

Mr. Cipolla reported the school year has been a successful start. Teachers and staff used the four in-service days to prepare for the year. There was some nervousness in anticipation for the start of hybrid. Each day, teachers are improving. The temperature checks have been streamlined. Mr. Cipolla thanked the Board for their leadership and team efforts. The district will continue to work together through the hurdles of hybrid for the best-optimized learning to provide rigor. Mr. Cipolla reviewed the status of state aid. For the months of August and September, there was a 20% reduction. He is hopeful that some of the money will be restored. Mr. Cipolla was advised that the district could access the reserves if needed. The monies would be considered a loan for 5 years at a reasonable interest rate.

Mr. Cipolla advised non-contact athletics would begin on September 21st. Other extracurricular activities and opportunities would be provided. Club meetings would start, most likely by October, once teachers are comfortable with academics.

The new nursing staff have started and have begun to learn the processes. They are working on the New York State Covid-19 report

Communications to the Board

Discussion Items
2020-21 District Goals

Follow-up to
Community Letter

Reports
Superintendent's Report

that is submitted daily. This report tells the state the number of expected teachers, expected students, remote students, remote staff, and number of Covid-19 tests conducted. The weekend reports will be completed if there is an activity. It is unclear if there is a possibility of duplicate reports to the state between school districts and the county health department. If there is a positive case, the district will work with the county health department in relation to contact tracing. Parents have been filling out the temperature survey and if they forget, they may call the building office.

5.2 Business Manager's Report

Mrs. Murphy advised that the financial audit fieldwork is nearly complete. The estimated audit completion date is October 15th. The district has collected roughly \$500,000 in school taxes to date. For the long term, Mrs. Murphy will monitor the state aid withholdings very closely. The district will start to notice a shortage of cash flow starting in January if the trend of the state aid withholding continues. Mrs. Murphy reported on the STAR exemption explaining the difference between the two reimbursement models.

Business Manager's Report

5.3 Elementary Principal's Report

Dr. Rockey reported she is very pleased with the start of the school year. The majority of students are attending in-person. A few parents opted for the virtual model for their children. Dr. Rockey has been in contact with the virtual parents in hopes to have their children return to the building in the future. She stated that elementary children learn best in school.

Elementary Principal's Report

5.4 High School/Middle School Principal's Report

Mr. Markham reported fall athletics (soccer, swimming, and cross-country) are scheduled to start practicing on September 21st and games begin on October 2nd. Football and volleyball have been moved to March 1st. There are many unknowns regarding sports at this time. At this moment, each player will be allowed two spectators and, if necessary, schools can have just varsity teams. Transportation will be a challenge, but the district will make the best of it. Mr. Markham expects to receive more guidance from Section 6.

HS/MS Principal's Report

Mr. Markham advised the cameras and temperature checks have been smooth. He hopes to have students using lockers beginning in October. Mr. Markham advised the Board his staff have been working diligently to make the transition easier for students. There are roughly 300 in-person students and 49 virtual students. The pick-up and drop-off times will continue to be reviewed and adjusted. Mr. Markham advised he would be making a few home visits on Wednesday to students who have not been in contact with their teachers.

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 Steve Cockram, the approval of the following consensus items: (The motion carried 6-0.)
 - a. Minutes of the Supplemental Business Meeting of August 24, 2020.
 - b. Acceptance of the recommendations from the Committee on Special Education and Committee on Preschool Special Education from September 2, 2020 – September 9, 2020.
 - c. Financial Reports

1. Acceptance of Payrolls:

Date	General	Cafeteria	Federal
7/1/2020	\$45,159.24		
7/15/2020	\$59,584.48		\$162.54
7/29/2020	\$37,129.82		\$58,103.39
7/31/2020	\$745.27		
8/12/2020	\$60,517.36		\$48,361.91

2. Acceptance of Warrants:

Number	Date	General	Cafeteria	Federal	T&A	Capital Fund
0062	6-30-2020					\$9,614.00
0063	6-30-2020			\$817.56		\$568.00
0064	6-30-2020			\$1,100.00		
0003	7-22-2020	\$130,911.56	\$3,042.86		\$24,047.57	
0004	8-5-2020	\$222,301.87	\$3,117.94	779.00	\$24,047.87	\$151,375.00
0007	8-19-2020	\$513,012.73	\$3,117.34	\$1,429.95	\$21,693.00	

- 3. Acceptance of prior Claims Auditor Reports for Payroll July 1, 2020 through August 12, 2020 and Accounts Payable Warrants, 0062, 0063, 0064, 0003, 0004, and 0007.
- 4. Acceptance of the Extra Classroom Fund Report June 1, 2020 – June 30, 2020 and July 1, 2020 – July 31, 2020.

7.0 Public Comment - None

8.0 Action Items

- 8.1 Old Business
 - a. Moved by Thomas Tarpley and seconded by Phyllis Hagen that, upon the recommendation by the Superintendent, the Westfield Academy and Central School District Board of Education hereby un-tables the 2020-21 Board of Education Goals. (The motion carried 6-0.)
 - b. Moved by Phyllis Hagen and seconded by Thomas Tarpley that, upon the recommendation by the Superintendent, the Westfield

Consensus Items
Withdraw of Consensus Item
Approval of Consensus Items
Approval of Minutes
Acceptance of the Recommendations from CSE and CPSE

Financial Reports
Acceptance of Payroll

Acceptance of Warrants

Acceptance of Claims Auditor Reports

Acceptance of Extra Classroom Fund Report

Public Comment

Action Items
Old Business
Un-table of BOE Goals

Approval of BOE Goals

Academy and Central School District Board of Education hereby approves the 2020-21 Board of Education Goals, as amended. (The motion carried 6-0.)

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 Chautauqua Transportation Services (CTS) Level 2 Contract as presented and hereby authorizes the Superintendent to sign the said contract. (The motion carried 6-0.)

- b. Personnel Items:
 1. 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 Ryan Bennett as the daily substitute teacher for the middle/high school, effective September 1, 2020. (The motion carried 6-0.)
 2. 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 Victoria Syper as an uncertified substitute teacher and substitute teaching assistant, effective September 15, 2020. (The motion carried 6-0.)
 3. Moved by Phyllis Hagen and seconded by Kimberly Maras that, upon the recommendation by the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves the appointment of Christopher Kelley to the Supplementary Salary Schedule as Athletic Director, effective September 15, 2020, as per the WTA agreement currently in effect. (The motion carried 6-0.)
 4. Moved by Thomas Tarpley and seconded by Kimberly Maras that, upon the recommendation by the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves Danielle Stoughton as a Long Term Certified Substitute Teacher, effective September 1, 2020 through December 31, 2020. (The motion carried 5-0-1, Phyllis Hagen abstained.)
 5. 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 accepts the resignation of Alexandra Rymko as Cleaner I, effective August 21, 2020. (The motion carried 6-0.)
 6. 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

New Business

Approval of CTS Level 2 Contract

Personnel Items:

Approval of Ryan Bennett, Daily Substitute

Approval of Victoria Syper, Uncertified Substitute and Substitute Teaching Assistant

Approval of Christopher Kelley, Athletic Director

Approval of Danielle Stoughton, Long Term Certified Substitute Teacher

Resignation of Alexandra Rymko

Approval of Theresa Baideme, Uncertified Substitute, Substitute

Education hereby approves the appointment of Theresa Baideme, as an uncertified substitute teacher, substitute teaching assistant, and substitute teacher's aide, effective September 3, 2020. (The motion carried 6-0.)

7. 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 Angela Fuller as a substitute food service helper, effective September 8, 2020. (The motion carried 6-0.)
8. 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 Breanna Barlow as a Cleaner I, effective September 15, 2020 pending NYSED Fingerprint Clearance and per the WISS Agreement currently in effect. (The motion carried 6-0.)
9. 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 Gerri Ziolkowski as a substitute cleaner for the 2020-21 school year pending NYSED Fingerprint Clearance. (The motion carried 6-0.)
10. 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 Leisa Davis as a substitute teacher's aide for the 2020-21 school year. (The motion carried 6-0.)

9.0 Board Member Commentary:

Mr. Tarpley would like to see the Senior Class back in the building 5-days per week. He would like the Seniors to have the experiences of their final year in high school.

Mr. Tarpley asked when the public would be allowed back into the board meetings. Mr. Cipolla advised group gatherings are still limited to 50 people in New York State. The LGI would be able to accommodate 10 community members. If a community member is interested in attending a meeting, they should email Tina Winslow to reserve a seat prior to the meeting.

Mr. Tarpley inquired about enrollment. He would like to compare this year to previous years.

Mr. Cockram thanked the staff, administration, and teachers for getting us open and being safe.

President Dymont advised the CCSBA next meeting is September 16th on cyber security.

Teaching Assistant, and Substitute Teacher's Aide

Approval of Angela Fuller, Substitute Food Service Helper

Approval of Breanna Barlow, Cleaner I

Approval of Gerri Ziolkowski, Substitute Cleaner

Approval of Leisa Davis, Substitute Teacher's Aide

Board Member Commentary

Regular Business Meeting

September 14, 2020

Mrs. Fay inquired about how parents are keeping track of the schedule and school calendar with holidays and closings. Mr. Cipolla advised the instructional calendar is posted on the school website.

10.0

Moved by Steve Cockram and seconded by Phyllis Hagen, to adjourn to Executive Session at 8:50 pm for the purpose of discussing negotiations, potential litigation and personnel issues. There is no anticipated business after Executive Session. (The motion carried 6-0.)

Recess into Executive Session

Moved by Steve Cockram and seconded by Phyllis Hagen, to return to Regular Session at 9:22 pm. (The motion carried 6-0.)

Return to Regular Session

11.0

Moved by Phyllis Hagen and seconded by Thomas Tarpley, to adjourn the September 14, 2020, Westfield Board of Education meeting at 9:24 pm. (The motion carried 6-0.)

Adjournment

Respectfully Submitted,

Tina Winslow, District Clerk