

**Elba Central School District  
Board of Education  
Minutes of July 12, 2021**

The Re-Organizational Meeting of the Elba Central School Board of Education was called to order at 7:00 p.m. by District Clerk Donna Harris. Present with Mrs. Harris were Board Members Michael Augello, Michael Hare, Dean Norton, Michael Riner, Travis Torrey, Trisha Werth, Michael Zuber, Superintendent Gretchen Rosales, Interim JSHS Principal Keith Palmer, and Elementary Principal Carol Bush. Guest present: Wade Chamberlain and Cindy Morgan.

Mrs. Harris called for nominations for Board of Education President. The name of Michael Augello was offered up for Board of Education President for the 2021-22 school year. No other nominations were offered for President and nominations were declared closed.

Motion #1 – Moved by Trisha Werth and seconded by Michael Riner to nominate Michael Augello for President of the Board of Education.

Adopted: 7 Yes, 0 No

Mrs. Harris then called for nominations for Vice President of the Board of Education. The name of Michael Riner was offered up for Board of Education Vice-President for the 2021-22 school year. No other nominations were offered for Vice President and nominations were declared closed.

Motion #2 – Moved by Michael Augello and seconded by Michael Zuber to nominate Michael Riner for Vice President of the Board of Education.

Adopted: 7 Yes, 0 No

Affirmations of the Oath of Office were administered by District Clerk Donna Harris to all board members and copies of the District's Code of Ethics were distributed. Prior to the Board of Education meeting, the Oath of Office was administered to District Clerk Donna Harris on July 7, 2021 by Notary Public Candy Bezon. Mrs. Harris administered the Oath of Office to Superintendent Gretchen Rosales on July 7, 2021 and District Treasurer Lisa Penna on July 1, 2021 along with Code of Ethics.

Motion #3 – Moved by Dean Norton and seconded by Trisha Werth to approve the appointment of officers:

District Clerk	Donna Harris
District Treasurer	Lisa Penna
Deputy District Treasurer	Candy Bezon
Tax Collector	Amy Stucko

Adopted: 7 Yes, 0 No

Motion #4 – Moved by Michael Zuber and seconded by Michael Riner to approve the following appointments for the 2021-22 school year:

School Attorney	Harris, Beach & Wilcox / Webster & Szanyi LLP
Attendance Officer	Tracy Byrnes
Independent Auditor	Raymond F. Wager, CPA, P.C., a division of Mengel Metzger Barr & Co. LLP
Internal Claims Auditor	Donna Harris
Audit Committee	Entire membership of Board

Bond Counsel	Timothy R. McGill, Esq.
Financial Advisor	Bernard P. Donegan, Inc.
Records Access Officer	Donna Harris
Records Mgt. Officer	Donna Harris
Title IX Compliance Officer	Secondary Principal
Asbestos Designee	Edwin Alvord
GAHP Representative	Lisa Penna
Data Information Coordinator	Carol Bush
Coordinator of Medicaid Records	Nicole Kohlstaedt
McKinney-Vento (Homeless Liaison)	Alison Riner
District Chemical Hygiene Officer	Edwin Alvord
Athletic Director	Mark Beehler
Technical Advisor	Kevin Rombaut

Adopted: 7 Yes, 0 No

Motion #5 – Moved by Trisha Werth and seconded by Dean Norton to make the following designations for the 2021-22 school year:

Official Bank Depositories	M & T Bank, Wilmington Trust Evans Bank and BNY Melon
Regular Meeting Date and Time	2nd Monday of the Month-6:30 p.m.
Adjourned Meeting Date	4th Monday of the Month-6:30 p.m.
Official Newspaper	Batavia Daily News
Official Radio Station	WBTA

Adopted: 7 Yes, 0 No

Motion # 6 – Moved by Michael Zuber and seconded by Michael Hare to approve the following authorizations for the Superintendent of Schools:

- Chief School Officer to Certify Payrolls
- Chief School Officer as School Purchasing Agent
- Chief Emergency Officer
- Attendance at Conferences, Conventions, Workshops, etc.
- Establish Petty Cash Funds in accordance with Board policy
- Designation to Authorize Signature of Checks
- Approve Budget Transfers
- Apply for Grants in Aid
- Approve Community Use of Facilities
- Employ temporary, part-time, per diem or substitute personnel
- Execute BOCES contracts
- Purchase and Consult Professional Services
- Data Protection Officer
- COVID-19 Safety Officer

Adopted: 7 Yes, 0 No

Motion #7 – Moved by Michael Zuber and seconded by Travis Torrey to authorize the District Treasurer to sign all School District checks.

Adopted: 7 Yes, 0 No

Motion #8 – Moved by Trisha Werth and seconded by Michael Zuber to approve the following Extra-classroom Activity Account personnel:

Controller	Superintendent
Auditor	District Clerk
Central Treasurer	HS Secretary
Chief Faculty Counselor	HS Principal

Adopted: 7 Yes, 0 No

Motion #9 – Moved by Michael Hare and seconded by Trisha Werth to re-adopt all Board Policies and LGS1 Records Retention Schedule.

Adopted: 7 Yes, 0 No

Motion #10 – Moved by Dean Norton and seconded by Travis Torrey that the District Treasurer be bonded 15% of the General Fund Budget.

Adopted: 7 Yes, 0 No

Motion #11 – Moved by Travis Torrey and seconded by Dean Norton to establish a mileage-reimbursement rate for employees and Board members eligible for travel reimbursement at the standard business mileage rate established by the Internal Revenue Service.

Adopted: 7 Yes, 0 No

Motion #12 – Moved by Michael Zuber and seconded by Trisha Werth to establish a rate of \$45 for compensation of workers at voting sessions.

Adopted: 7 Yes, 0 No

Motion #13 – Moved by Travis Torrey and seconded by Dean Norton to establish the 2021-22 tuition rate for non-resident general education students attending Elba Central School at the estimated rate established by NYSED for 2020-2021 school year attendance as: Grades K-6 \$6,742 and Grades 7-12 \$8,217; non-resident students with disabilities eligible for Public Excess Cost Aid Grades K-6 - \$83,970 and Grades 7-12 - \$85,445.

Adopted: 7 Yes, 0 No

Motion #14 – Moved by Trisha Werth and seconded by Dean Norton to establish the public hearing date on the 2022-2023 school budget as Monday, May 9, 2022 at 6:30 p.m.

Adopted: 7 Yes, 0 No

Motion #15 – Moved by Michael Hare and seconded by Michael Zuber to establish the following committee:

- S.O.A.R. (Sharing Opportunities & Resources) – Michael Hare, Michael Riner and Dean Norton
- BOE Goals and Objectives – Entire Board of Education
- Negotiations Committee – Michael Augello, Michael Hare, Michael Zuber and Lisa Penna
- Health and Safety Committee – Trisha Werth
- Capital Improvement Committee – Travis Torrey and Michael Riner

Adopted: 7 Yes, 0 No

Motion #16 – Moved by Trisha Werth and seconded by Dean Norton to approve Consent Agenda – Appointment of the District's Committees on Special Education and Impartial Hearing Officers:

18.1 – Appoint the following members to the CSE and CPSE Committees for the 2021-22 school year:

**Committee on Special Education/Sub Committee on Special Education Membership:**

District LEA Representative/Chairpersons:

- Nicole Kohlstaedt
- Parent(s) or person(s) in parental relationship(s) to the student
- Student, if appropriate.
- Special Education Teacher or Provider:
  - To be determined based upon the student
- Regular Education Teacher:
  - To be determined based upon the student
- School Psychologist:
  - To be determined based upon the student
- School Physician:
  - To be determined based upon the student
- Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate
  - To be determined based upon the student
- Parent Members:
  - If specifically requested in writing by the parent of the student

**Committee on Preschool Special Education Membership:**

- District LEA Representative/Chairpersons:
  - Nicole Kohlstaedt
- Parents or persons in parental relationship to the student
- Special Education Teacher or Provider:
  - To be determined based upon the student
- Regular Education Teacher
  - To be determined based upon the student
- Individual who can interpret the instructional implications of an evaluation:
  - To be determined based upon the student
- Representative of the municipality of the preschool child's residence
- School physician:
  - If specifically requested in writing by the parent of the student
- Parent Member:
  - If specifically requested in writing by the parent of the student
- Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate
  - To be determined based upon the student
- For a child in transition from early intervention programs and services, the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child.

16.2 – Approve to use the rotational list of Impartial Hearing Officers certified by the New York State Education Department.

Adopted: 7 Yes, 0 No

Motion #17 – Moved by Travis Torrey and seconded by Trisha Werth to approve the following schedule of Standard Work Day Hours for the 2021-22 school year:

Title	Standard Work Day Hours
Teacher Aide	7
Food Service Helper	6
Cook	8
Supervisor of Building & Grounds	8

Custodial Worker	8
Cleaner	8
Sr. Custodial Worker	8
Clerk Typist	7
School Nurse	7
Asst. Transportation Coordinator	8
Confidential Secretary	7
Computer Repair Tech	7
District Clerk	7
District Treasurer	8
Deputy Treasurer	7

Adopted: 7 Yes, 0 No

Motion #18 – At 7:10 p.m. moved by Trisha Werth and seconded by Dean Norton move to the Regular Meeting of the Board - Adjournment Sine Die.

Adopted: 7 Yes, 0 No

Public Participation – Wade Chamberlain – Asked the Board for the District’s policies on Mass Vaccinations and Critical Race Theory. Mr. Chamberlain asked that the board respond in writing.

Motion #19 – At 7:13 p.m. moved by Dean Norton and seconded by Travis Torrey to adjourn to executive session to discuss the employment history of an individual.

Adopted: 7 Yes, 0 No

At 7:10 p.m. moved from Executive Session to Public Session and reconvene the regular meeting in order to continue with the conduct of business

Motion #20 – Moved by Michael Zuber and seconded by Travis Torrey to approve the Minutes of the June 14, 2021 Regular Meeting and June 28, 2021 Special Meeting Minutes of the Board and May 2021 Treasurer’s Report.

Adopted: 7 Yes, 0 No

Superintendent’s Report – Program (5.1) Hiring –We are in the process of hiring for several positions within the buildings. (5.2) Summer Programs – Summer school is going on now, along with theater camp, which is a grant-funded opportunity for our students this year. A summer “Seussical” performance will take place next Friday and Saturday. In August, Elementary summer school will begin.

Superintendent’s Report – Operations (6.1) Capital Projects Update – We had a construction meeting this morning – projects are on schedule at this point. The gymnasium (weather permitting) will have new air handling units completed and then we will begin painting. The Ag room is coming along – they will begin putting up walls soon. The drivers’ room is complete with the exception of some small electrical work being completed. Paperwork for the 2021/22 Capital Outlay Exception Project, which includes repointing of the bricks, has begun. Work for this project will be done on a second shift schedule this fall. A large Lancer Logo will be placed on the small gym exterior wall (towards the football field).

Superintendent's Report – Policies (7.1) Policy #5640 Smoking, Tobacco, and Cannabis (Marijuana) Use – This is a second reading on this updated policy and is on the agenda for approval. (7.2) 2021-22 District-Wide Safety Plan – Is on our website for a 30 day review and will be approved at the August Board of Education Meeting.

Administrator's Report:

JSHS Report – Gretchen Rosales

*Goal 1: Academic Excellence-Instruction, Curriculum, Assessment: Teachers will teach and students will learn from a coherent, viable and guaranteed curriculum.*

- Students in Grades 7-9 will have additional learning supports in 2021/22 for math, reading and ELA to make up for learning loss in 2020/21.
- We are in the process of hiring for various positions in the building. We have hired a new Social Studies teacher who will also be 9<sup>th</sup> Grade Class Advisor and JV Volleyball Coach.
- Teachers are working on curriculum writing for the summer and attending workshops.
- We have 3 students attending summer school at BOCES and 2 are completing courses for advancement.
- The ELA Department began work with BOCES in June on refining the scope and sequence of the ELA Standards.

*Goal 2: Foster an environment of professionalism, pride and collaboration among all stakeholders, including students, teachers, staff and the entire school-community.*

- Students for the month of June were noted.
- FFA Banquet was 6/22 and new officers were installed. The chapter is planning to go to the national convention this year in Indiana.
- Trap and Skeet results were shared.
- Volleyball camp has started.
- Theatre camp starts on July 12<sup>th</sup>.

Elementary Report – Carol Bush

Student Updates:

- Graduation Ceremonies – Pre-K, Kindergarten graduations and 6<sup>th</sup> Grade Moving Up day ceremonies were a huge success.
- Teacher of the Game – Students and families nominated four Elementary teachers to be teachers of the game for Batavia Muckdog games.
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Curriculum and Instruction Updates:

- Brockport Summer Reading program starts this week. Sixteen students have signed up for this free virtual reading program.
- In-Person Summer School – Plans are being finalized. There are 23 students signed up along with some of our ENL students to make our total closer to 30.
- Personnel Updates – We have hired a new ENL teacher and will be interviewing for a PE teacher, two classroom teachers and two long-term substitute teachers.

Motion #21 – Moved by Dean Norton and seconded by Travis Torrey to approve the Consent Agenda for the Meeting of the Board.

Adopted: 7 Yes, 0 No

Motion #22 – Moved by Dean Norton and seconded by Travis to approve Consent Agenda – Personnel Items:

- 10.1 – Accept the letter of resignation from Secondary Principal Gretchen Rosales; effective June 30, 2021;
  - 10.2 – Approve the letter of resignation from Interim Superintendent Keith Palmer effective July 12, 2021;
  - 10.3 – Approve the Agreement for the terms and conditions of temporary employment with Keith Palmer for the position of Interim Secondary Principal; effective July 12, 2021;
  - 10.4 – Upon the recommendation of the Superintendent, the Board of Education hereby grants tenure to Alison Riner in the Guidance Counselor Tenure Area, effective August 29, 2021;
  - 10.5 – Upon the recommendation of the Superintendent, the Board of Education hereby grants tenure to Alison Soller in the English Tenure Area, effective August 28, 2021;
  - 10.6 – Appoint Michelle Mueller as a 1.0 FTE ENL Teacher in the ESOL Tenure area beginning July 1, 2021. The certification area and status is ESOL, Supplementary. This position requires a four-year probationary term commencing on September 1, 2021 and tentatively scheduled to conclude on August 31, 2025 upon successful completion of the probationary term and having received a composite or overall APPR rating of either “Effective” or “Highly Effective” in at least three of the four preceding years and a rating higher than “Ineffective” at the conclusion of the 2024-2025 school year. Salary for this position will begin at Step 4 of the Elba Faculty Association Agreement, plus masters and 45 graduate credit hours;
  - 10.7 – Appoint Kayla Cassidy as a 1.0 FTE Secondary Spanish Teacher for the 2021/22 school year at Step 6 of the Elba Faculty Association Agreement; effective July 1, 2021;
  - 10.8 – Appoint Danielle Cervone as a 1.0 FTE ENL Teacher for the 2021/22 school year at Step 3 of the Elba Faculty Association Agreement; effective July 1, 2021;
  - 10.9 – Appoint the following as School Bus Drivers in the non-competitive class of the civil service for the 2021/22 school year: Karen Cusmano, Carole Gallina, Terry Hirsch, Joanne Lum, Rodney Mosier, Robert Murphy, Bob Rathman, Richard Williams, and Jane Zielinski;  
Substitute Drivers: Andy Reeb and Donna Harris;
  - 10.10 – Approve the 2021/22 holidays for Bus Drivers as paid holidays:  
Columbus Day, Thanksgiving Day, December 25th, January 1st, Presidents' Day, Memorial Day and Juneteenth;
  - 10.11 – Approve the stipends for the following positions:  
Athletic Director - \$5,408  
Internal Claims Auditor - \$1,000  
Records Management Officer - \$4,500  
Technical Advisor - \$4,156
- Adopted: 6 Yes, 0 No, 1 Abstain (Michael Riner)

Motion #23 – Moved by Trisha Werth and seconded by Michael Zuber to approve Consent Agenda – Business and Fiscal Items:

- 11.1 – Approve the General Resolution for the purpose of participating in a cooperative bid coordinated by the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for Cooperative Electricity Bid WFL 2022-12:

WHEREAS, The Board of Education, Elba Central School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of supply of electricity. And...

WHEREAS, The Board of Education, Elba Central School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario,

Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, Elba Central School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Elba Central School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, Elba Central School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education, Elba Central School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education, Elba Central School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The Superintendent of Schools on behalf of the Board of Education, Elba Central School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

11.2 – Approve membership to the Rural Schools Association of New York State for the 2021/22 school year;

11.3 – Approve an annual membership to the Genesee County Farm Bureau for 2022;

11.4 – Declare one obsolete steamer as surplus property and of no value to the District and authorize the disposal of said textbooks in accordance with board policy and in the best interest of the District.

Adopted: 7 Yes, 0 No

Motion #24 – Moved by Travis Torrey and seconded by Dean Norton to approve Consent Agenda – Memorandum of Agreements:



12.1 – Approve the proposal for School Physician Services with Alan J Barcomb, MD for an annual sum of \$8,000;

12.2 – Approve the Memorandum of Agreement with the Hillside's Children's Center to provide Special Education Services for the 2021/2022 school year.

Adopted: 7 Yes, 0 No

Motion #25 – Moved by Trisha Werth and seconded by Travis Torrey to approve Consent Agenda – Policies:

13.1 – Approve revisions to Policy #5640 Smoking, Tobacco, and Cannabis (Marijuana) Use.

Adopted: 7 Yes, 0 No

Motion #26 – Moved by Michael Zuber and seconded by Trisha Werth to approve Consent Agenda – Instructional:

14.1 – Approve CSE/CPSE placements.

14.2 – Approve transportation of District children to Parochial Schools for the 2021/22 school year.

Adopted: 7 Yes, 0 No

Motion #27 – Moved by Trisha Werth and seconded by Travis Torrey to approve Consent Agenda – Admission of Non-Resident Students:

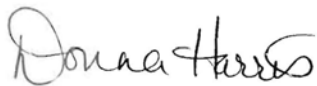
15.1 – Approve the request of parents to have their child attend Elba Central School for the 2021/22 school year on a tuition basis

Adopted: 7 Yes, 0 No

Motion 28 – At 8:19 pm moved by Mike Zuber and seconded by Dean Norton to adjourn the meeting.

Adopted: 7 Yes, 0 No

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Donna Harris".

Donna Harris  
District Clerk