

**PINE VALLEY CENTRAL SCHOOL DISTRICT  
BOARD NOTES**

Unofficial Minutes of the **July 14, 2014 Reorganizational** Board of Education meeting

Meeting called to order at 7:00 pm.

**ORGANIZATION MATTERS**

- Debbie Hooker, District Clerk, administered the oaths of office to newly elected board members: Rex Butcher, Angelo Graziano, Steve Raiport and student board member Danielle Bennett.
- Rex Butcher elected Board President; Larry Zollinger elected Board Vice President

**APPOINTMENT OF OFFICERS FOR THE 2014-2015 SCHOOL YEAR**

- Deborah Hooker, District Clerk of the Board of Education
- Deanna Schettine, Deputy Clerk of the Board of Education
- Deanna Schettine, District Treasurer of the Board of Education
- Jamie Rodgers, Interim Treasurer of the Board of Education
- Jamie Rodgers, Tax Collector
- Dr. Tat-Sum Lee, School Physician
- Janet Nichols, Elementary School Attendance Officer
- Brianna Colburn, Jr./Sr. High School Attendance Officer
- Colleen Brunswick, Extracurricular Fund Central Treasurer
- Law firms of Lundberg Law Offices, Harris Beach LLP and Hodgson, Russ LLP, School Attorneys
- R.A. Mercer and Company, P.C. of Cattaraugus, Independent Auditor (appointed for 2010-11 though 2014-15)
- MaryAnn Jones, Claims Auditor
- Scott Burdick, Deputy Claims Auditor
- Deborah Hooker, Records Access Officer
- Rex Butcher (Board President), Fiscal Officer
- ENB Insurance, Insurance Consultant
- Elizabeth Rich, Civil Rights Compliance Officer (Title IX, Section 504/ADA Compliance Officer)
- Terry Howard (Supt. Buildings and Grounds), Asbestos Management Designee
- Jamie Rodgers, Records Retention Officer
- Jamie Rodgers, Records Management Officer
- Deanna Schettine, Capital Assets Preservation Coordinator
- Colleen Brunswick, District Petty Cash Custodian
- Scott Burdick, Anti-Harassment Officer
- Scott Burdick, Catherine Markiewicz, Paul Mihalko and Melissa Crangle, Dignity Act Coordinators
- Terry Brown, Reviewing Official; Deanna Schettine, Verification Official for the Free and Reduced Price Meal Program

**APPOINTMENT OF REPRESENTATIVES FOR THE 2014-2015 SCHOOL YEAR**

- Deanna Schettine, Erie 2 Area Schools Self-Funded Worker's Compensation Consortium Representative.
- Deanna Schettine, Chautauqua County School Districts Medical Health Plan Board of Directors Rep.
- Deanna Schettine, School Municipal Energy Consortium (SMEC) Representative.

**DESIGNATIONS FOR THE 2014-2015 SCHOOL YEAR**

- Approved Regular Board meetings to be held in the Elementary Board Room (Room #5) (unless otherwise specified) convening at 7:00 pm (unless otherwise noted)

Regular Meetings:

<b>2014</b>	July 14	<b>2015</b>	January 15, 29
	August 21		February 12
	September 4, 18		March 19 (March 5 budget workshop)
	October 2, 16		April 9, 21* (T – BOCES vote)
	November 13		May 7, 21
	December 11		June 4, 18

\*Note: April meeting may adjust for BOCES annual meeting and vote

## DESIGNATIONS FOR THE 2014-2015 SCHOOL YEAR (cont'd)

- Adopted the following dates and times for the annual budget hearing:
  - Budget Hearing - Thursday, May 7, 2015 at 7:00 p.m.
  - Budget Vote - Tuesday, May 19, 2015 from 12:00 noon to 9:00 p.m
- Cattaraugus County Bank, JP Morgan/Chase Manhattan Bank, Citizens Bank, Evans National Bank, Fleet Bank, Key Bank and M & T Bank designated as official depositories for funds of the Pine Valley Central School not to exceed \$15,000,000 on deposit at any time in each designated bank or depository.
- The Jamestown Post Journal and Dunkirk Observer designated as official newspapers.
- Approved Free & Reduced Meals & Milk Program Administration Policy.
- Mark Chase, District's Copyright Officer.

## AUTHORIZATIONS FOR THE 2014-2015 SCHOOL YEAR

- Payroll Department authorized to make payment of wages of all personnel in the school district in accordance with the agreed and contracted amounts deducted therefore any obligation required by law or agreement. Deanna Schettine, Business Administrator, is authorized and directed to certify and disburse payrolls for the Board of Education.
- Deanna Schettine is authorized to purchase bonds required by law for the Treasurer and Tax Collector.
- Deanna Schettine is authorized to establish petty cash funds in accordance with State Education Law and School Board Policy.
- Deanna Schettine is authorized to invest such portions of the District's money as she may determine in special Time Deposit Accounts or in Certificates of Deposits issued by a bank or trust company, provided, however, that such investments shall be payable within such time as proceeds shall be needed to meet expenditures for which such money was obtained and further that such transaction meets all the requirements outlined in law.
- The Superintendent is authorized to apply for any and all grants for the District, its students, employees, officers and agents, as well as all cooperative efforts used with other organizations and businesses.
- The Superintendent of Schools and Board of Education President are authorized to sign applications for all Federal Title Programs which the district is entitled to by federal law.
- Deanna Schettine, Treasurer, or Jamie Rodgers (Interim Treasurer) are authorized to sign all checks from all accounts, including payroll checks and one voucher order checks.
- Deanna Schettine or Jamie Rodgers are authorized to use facsimile signature to wit to use in a check signer.
- Deanna Schettine is authorized to make the necessary transfers up to \$20,000 with the approval of the Superintendent as authorized by the New York State Department of Audit and Control regulations and recommended by the New York State Commissioner of Education guidelines.
- The Superintendent is authorized to approve staff vacation days, personal days, professional or visitation days, conferences and travel as indicated in contractual agreements, Board of Education policy and as provided for in the budget.
- Deanna Schettine and Jamie Rodgers are authorized to sign checks on behalf of the District.
- Deanna Schettine is authorized to sign salary statements on behalf of the district.
- The Superintendent is authorized to assign and/or transfer Civil Service Personnel as deemed appropriate so that the best interest of the school is served.
- The Superintendent is authorized to utilize approved substitute teachers in non-instructional positions as needed.
- The Superintendent and Board of Education members are authorized to attend meetings, conferences and workshops in New York State.
- The Superintendent is authorized to employ substitute personnel prior to official school board action.
- The Superintendent is authorized to employ extra co-curricular advisors/coaches prior to official school board action.
- The Superintendent is authorized to employ substitute sports personnel – ticket takers/chaperones – prior to official school board action.
- Authorized bonding of the following personnel:

Treasurer	D. Schettine	\$500,000
Interim Treasurer	J. Rodgers	\$500,000
(in absence of district treasurer)		
Extra Class Activities Treasurer	C. Brunswick	\$500,000
District Tax Collector	J. Rodgers	\$500,000
Claims Auditor	M. Jones	\$500,000
Deputy Claims Auditor	S. Burdick	\$500,000
Business Administrator	D. Schettine	\$500,000
Bank Couriers	D. Taylor and R. Stefanik	\$375,000
All Personnel		\$100,000

- Authorized participation in cooperative bidding with BOCES statewide for the purchase of equipment, materials and supplies.
- The Superintendent is authorized to require any employee(s) to submit to a medical examination to determine his/her fitness to continue employment. The Superintendent shall also be authorized to appoint and engage a school physician(s) and make arrangements as are necessary to effectuate this resolution.
- The Building Principals are authorized as individuals who can make referrals to the Committees on Pre-School Special Education and Special Education (CPSE/CSE).
- Approved using the impartial hearing officer district-specific list as maintained by the NYS Education Department's Impartial Hearing Reporting System and authorized the Superintendent to appoint said Hearing Officer when deemed necessary.

**ACTION/OTHER ITEMS**

- All policies, rules, regulations, standards practices, and procedures, including the adopted Code of Ethics heretofore existing in the district, unless specifically amended or changed, are continued in full force and effect for the 2014-15 school year.
- The reimbursement rate for all authorized travel by school district employees and officials not covered by negotiated contract is established at the 2014 IRS standard mileage rate of \$.56 per mile for the 2014-15 school year.
- Established that the substitute Civil Service Employees' hourly rate of pay for 2014-15 shall be:
 

Cleaner, Laborer	\$10.24
Food Service Helper, School Monitor	\$10.16
Cook	\$10.23
Typist II	\$10.65
Teacher Aide	\$10.83
Sr. Typist, Acct. Clerk Typist	\$11.20
Custodian, Custodian/Watchkeep	\$11.38
Bus Driver	\$11.45
Building Maintenance Mechanic	\$11.63
Auto Mechanic	\$12.05
Nurse	\$13.83
- Established a standard work day for non-instructional employees as required by the New York State and Local Employee's Retirement System.
- Established petty cash funds and appointed the individuals designated as controllers for said funds for the 2014-15 school year:
 

Business Office	\$100	Colleen Brunswick
Jr./Sr. High School	\$100	Debbie Youngberg
- Established the student and teacher days for the 2014-15 school year as follows:
 

ES Teacher Day	7:35 am – 3:15 pm
ES Student Day	7:50 am – 2:45 pm
HS Teacher Day	7:25 am – 3:05 pm
HS Student Day	7:40 am – 2:30 pm
- Established a charge for photocopying under Freedom of Information of \$.25 per photocopy (sheet size up to 9"x 14").

Adjourned reorganizational meeting to regular meeting at 8:00 pm.