

DATE: July 6, 2023

KIND OF MEETING: Reorganizational and Regular

MEMBERS PRESENT: Amy Dlugos, Stephanie Randall, Mark Bristol, Joel Sanford

OTHERS PRESENT: Kory Bay, Superintendent, Erin Peck, PK-12 Principal, Brianna Sick, Assistant Principal, Roxanne Elward, District Clerk; Joseph Castrechino- Newly Elected Board Member

CALL TO ORDER: President Randall called the meeting to order at 6:01 p.m.  
The pledge to the flag was given.

SWEARING IN OF NEW BOARD MEMBER- Joseph Castrechino

ELECTION OF BOARD OFFICERS: Mark Bristol made a motion, seconded by Joseph Castrechino that Joel Sanford be elected President of the Board of Education. Motion carried by all members present.

Mark Bristol made a motion, seconded by Joseph Castrechino that Stephanie Randall be elected Vice President of the Board of Education. Motion carried by all members present.

Amy Dlugos exited the meeting after 11 years of service.

APPOINTMENT OF OFFICERS:

Stephanie Randall made a motion, seconded by Mark Bristol that the Board appoint Roxanne G. Elward as Clerk of the Board for the 2023-2024 school year. Motion carried by all members present.

Mark Bristol made a motion, seconded by Stephanie Randall that the Board appoint Jeffrey A. Black as District Treasurer and Roxanne G. Elward as Deputy Treasurer for the 2023-2024 school year. Motion carried by all members present.

Mark Bristol made a motion, seconded by Stephanie Randall that the Board appoint Roxanne Elward as Tax Collector at an annual rate of \$2,701.40 for the 2023-2024 school year. Motion carried by all members present.

Mark Bristol made a motion, seconded by Stephanie Randall that the Board appoint Bridget Robbins as Claims Auditor for the 2023-2024 school year. Motion carried by all members present.

Stephanie Randall made a motion, seconded by Mark Bristol that the Board appoint the duties of Internal Auditor to be performed by staff from TST BOCES. Motion carried by all members present.

OTHER APPOINTMENTS:

Stephanie Randall made a motion, seconded by Amy Mark Bristol that the Board appoint the following individuals to the following positions for the 2023- 2024 school year:

1. School Physician or Nurse Practitioner –Werner K. Brammer, M.D.
2. School Attorney – Ferrara Fiorenza PC of East Syracuse, NY
3. Census Enumerator – Roxanne Elward
4. Central Treasurer – Extra Classroom Activity Account – Amy Shick and Roxanne Elward as Deputy
5. Copyright Officer(s)- PK-12 Principal
6. Attendance Officer – School Nurse
7. Independent Auditor – Buffamante, Whipple, Buttafaro, P.C.
8. Records Management Officer – District Clerk
9. Records Access Officer – District Clerk
10. LEA Designee for AHERA – Superintendent
11. Purchasing Agent – Superintendent with PK-12 Principal acting in his absence
12. Chemical Hygiene Officer- School Nurse
13. Title IX/Section 504/ADA Compliance Officer- Superintendent
14. Liaison for Homeless children and Youth- PK-12 Principal
15. School Pesticide Representative- Superintendent
16. Dignity for All Students Act Coordinator- School Principals
17. Designated Educational Official (DEO)- Superintendent
18. Reviewing Official- PK-12 Principal
19. Integrated Pest Management Coordinator- Head Custodian
20. Data Protection Officer- Superintendent
21. Workers Comp Representative- Kory Bay and Erin Peck as alternate

Motion carried by all members present.

DESIGNATIONS:

Mark Bristol made a motion, seconded by Stephanie Randall that the Board approve the following designations for the 2023-2024 school year:

1. Official Bank Depository, All funds – Five Star Bank
2. Official Bank Signatory, All funds- Five Star Bank
3. Regular Meetings – per memo #3909.23
4. Official Newspaper – The Shopper (Hammondsport, NY)

Motion carried by all members present.

AUTHORIZATIONS:

Stephanie Randall made a motion, seconded by Mark Bristol that the Board approve the following Authorizations for the 2023-2024 school year.

1. To certify payroll – Superintendent with PK-12 Principal certifying in his absence.
2. Conferences, conventions, workshop attendance – Superintendent with PK-12 Principal acting in his absence. Board of Education for items pertaining to Superintendent.
3. To establish 2 petty cash fund not to exceed \$100 each – Roxanne Elward and Cassie Kennard.

4. Designation of signatures on checks – District Treasurer and PK-12 Principal in Treasurer’s absence.
5. Budget transfers on Chief School Officer’s approval – Superintendent to be authorized according to board policy without board approval, to make budget transfers in an amount up to 10% of the account or \$50,000 (whichever is greater). All executed transfers must then be reported to the Board monthly.
6. Superintendent to apply for Grants in Aid (State and Federal)
7. Entire body of the School Board to serve as district audit committee.

Motion carried by all members present.

OFFICIAL UNDERTAKINGS:

Mark Bristol made a motion, seconded by Stephanie Randall that the Board approve the following positions be covered under a Faithful Performance Blanket Bond for the 2023-2024 school year.

Business Administrator, District Treasurer, Deputy Treasurer, District Tax Collector, Central Treasurer and Deputy Treasurer for Activity Funds, Claims Auditor

Motion carried by all members present.

OTHER ITEMS:

Mark Bristol made a motion, seconded by Stephanie Randall that PCS re-adopt all Policies and Codes of Ethics that were in effect during the previous school year. Motion was carried by all members present.

Stephanie Randall made a motion, seconded by Mark Bristol that the mileage reimbursement rate be established at 65.5 cents per mile. (Current IRS rate is 65.5 cents per mile) Motion was carried by all members present.

ADJOURNMENT: Stephanie Randall made a motion, seconded by Mark Bristol that the Board adjourn the Reorganizational Meeting at 6:15 p.m.

PUBLIC HEARING: Purpose: District Safety Plan

ADJOURNMENT: Stephanie Randall made a motion, seconded by Mark Bristol that the Board adjourn the Public Hearing at 6:17 p.m.

CALL TO ORDER: President Sanford called the regular meeting to order at 6:17 p.m.

EXECUTIVE SESSION: Mark Bristol made a motion, seconded by Stephanie Randall that the Board go into Executive Session at 6:17 p.m. for Pending Litigation and Board Member Seat discussion w/ Ferrara Fiorenza . Motion carried by all members present.

Mark Bristol made a motion, seconded by Stephanie Randall that the Board comes out of Executive Session at 7:00 p.m. Motion carried by all members present.

APPROVAL OF MINUTES: Stephanie Randall made a motion, seconded by Mark Bristol that the Board approves the minutes of the June 21, 2023 regular meeting. Motion carried by all members present.

## DISCUSSION

- RAN Resolution
- Tax Warrant
- UPK Program Plan
- Response to Intervention (Rtl) Handbook
- GST Self Insured Workers' Comp
- Credit Card Policy- 2<sup>nd</sup> Reading
- Avoca-Prattsburgh Athletic Policy
- Transportation Study
- Library Re-Vote Tellers
- Cooperative Electricity Supply Bid

## OTHER RECOMMENDATIONS:

APPROVE RAN RESOLUTION: Stephanie Randall made a motion, seconded by Mark Bristol to adopt a Revenue Anticipation Note dated July 1, 2023 delegating power to the president of the Board of Education to authorize, from time to time and year to year, the issuance and sale of revenue anticipation notes of the Prattsburgh Central School District, New York, in anticipation of the collection of revenues to be received as State Aid by the school district from the State of New York. Motion carried by all members present.

UPK APPLICATION PROGRAM: Stephanie Randall made a motion, seconded by Mark Bristol that the Board approve the 2023-24 UPK Program. Motion was carried by all members present.

CREDIT CARD POLICY 2<sup>ND</sup> READING: Mark Bristol made a motion, seconded by Stephanie Randall that the Board approve the 2<sup>nd</sup> reading of the Credit Card Policy. Motion was carried by all members present.

APPR: Mark Bristol made a motion, seconded by Stephanie Randall that the Board appoint the Superintendent to serve as the lead negotiator in the event that there are additional state required changes to the Annual Professional Performance Review document. Motion was carried by all members present.

RTI HANDBOOK: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board approve the Response to Intervention (Rtl) Handbook. Motion was carried by all members present.

TAX WARRANT: Stephanie Randall made a motion, seconded by Mark Bristol that the Board establish the school tax warrant in the amount of \$2,595,000 for the 2023-2024 school year and directs the district tax collector to levy and collect said amount in accordance with state law and regulation. Motion was carried by all members present.

ATHLETIC POLICY: Mark Bristol made a motion, seconded by Stephanie Randall that the Board approve the Avoca-Prattsburgh Athletic Policy. Motion was carried by all members present.

LIBRARY RE-VOTE TELLERS: Stephanie Randall made a motion, seconded by Mark Bristol that the Board approve the inspectors and tellers for the library re-vote on August 1, 2023 as stated in memo #3916-24. Motion was carried by all members present.

WORKERS COMP: Stephanie Randall made a motion, seconded by Mark Bristol that the Board hereby adopt in all respects the Greater Southern Tier Area Schools Self-Insured Workers' Compensation Plan Municipal Cooperation Agreement. Motion was carried by all members present.

COOPERATIVE ELECTRIC BID: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board approve the Cooperative Electric Bid as stated below:

WHEREAS, The Board of Education, Prattsburgh 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, Prattsburgh 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, Prattsburgh 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, Prattsburgh School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, Prattsburgh 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 Prattsburgh 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 Prattsburgh 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 on behalf of the Board of Education, Prattsburgh 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.

Motion was carried by all members present.

EXECUTIVE SESSION: Stephanie Randall made a motion, seconded by Mark Bristol that the Board go into Executive Session at 7:22 p.m. for Personnel (Class/Club Advisors, Re-Appointments, and Board Member Resignation). Motion carried by all members present.

Mark Bristol made a motion, seconded by Stephanie Randall that the Board comes out of Executive Session at 7:34 p.m. Motion carried by all members present.

ADDITIONAL RECOMMENDATIONS:

REAPPOINTMENT: Stephanie Randall made a motion, seconded by Mark Bristol that the Board re-appointment of Amy Shick as .6FTE Family Worker and .4FTE Student Accounts Treasurer/Office Aide effective September 1, 2023. Motion was carried by all members present.

REAPPOINTMENT: Mark Bristol made a motion, seconded by Stephanie Randall that the Board re-appointment Joseph Campbell as Building Maintenance Mechanic effective July 1, 2023 at a rate of \$25 per hour. Motion was carried by all members present.

BOARD MEMBER RESIGNATION: Stephanie Randall made a motion, seconded by Mark Bristol that the Board accept the resignation of Mr. Terry Moore from the Prattsburgh Central School District Board of Education effective June 28, 2023. Motion was carried by all members present.

CLASS/CLUB ADVISORS: Stephanie Randall made a motion, seconded by Mark Bristol that the Board approve the following list of class and club advisors:

6<sup>th</sup> grade- Korynne House and Cody Clement  
7<sup>th</sup> grade – Melinda Ditzell and Craig Smith  
8<sup>th</sup> grade – Jon Carpenter and Lori Clark  
9<sup>th</sup> grade – Patty Barkalow and Jeff Herrick  
10<sup>th</sup> grade – Brooke Pevear and Thaddeus Snaith  
11<sup>th</sup> grade- Brad Burd and Trista Sullivan  
12<sup>th</sup> grade – Christina Edwards and Curt James  
National Honor Society – Melinda Ditzell  
Academic All-Stars – Curt James  
Music Director – Laura Moore  
Marching Guard – Aimee Bristol  
Student Council – TBD  
Varsity Club- Roxanne Elward  
Drama Club – Laura Moore  
Senior Play – Laura Moore  
FFA---Andrea Elward  
Yearbook- Elizabeth Baxter and Madelyn Belanger

Motion was carried by all members present.

President Sanford asked for any further discussion.

ADJOURNMENT: Mark Bristol made a motion, seconded by Stephanie Randall that the Board adjourns their reorganizational and regular meeting at 7:37 p.m. Motion carried by all members present.

Roxanne G. Elward  
District Clerk