

OFFICIAL MINUTES
CATTARAUGUS-LITTLE VALLEY CENTRAL SCHOOL
BOARD OF EDUCATION
Regular Meeting
December 12, 2023

The regular meeting of the Cattaraugus-Little Valley Central School Board of Education was called to order in the MS/HS Library at 6:33 p.m. by Ben Stoll, Board President.

Members Present: Ben Stoll, Board President
Christopher Shattuck, Vice President
Stacey Aguiar
Jim McDonnell
Jason Opferbeck; via Zoom (non-voting)
Tim Walsh

Members Absent: Carrie Colburn-Mozes

Administration: Sharon Huff, Superintendent
Molly Wallschlaeger, Elementary Principal
April Preston, Middle School Principal
Tina Maines, High School Principal
Robert Miller, Director of Technology
Megan Brown, Educational Support Learning Loss Coordinator
Sally Hadley, Business Executive

Student Members: Loren Maguda

Mr. Stoll led everyone in the Pledge of Allegiance.

STUDENT REPORT:

Miss Maguda reported on a successful Band Christmas Concert and art display in the atrium on the same night, as well as a successful music department fruit fundraiser. The chorus concert is coming up on December 14th.

STUDENT REPORT

In other club news, the FFA is preparing for their speaking contest and officers have been an encouragement to others, the Drama Club has finished auditions and is preparing to start rehearsals for the spring performance, the Language Club is working on fundraising ideas for their trip to Costa Rica and will be holding a Spanish Café at Rocket Cup Coffee starting January 3rd, and eSports will be taking a field trip to the JCC computer lab for the Cattaraugus-Chautauqua eSports tournament.

For Elementary students, there will be a Festival of Lights on December 20th from 5:30-7:00 p.m.

Miss Maguda also reported that the Senior Class is hoping to take their Senior trip to Virginia Beach this spring.

ADMINISTRATOR REPORTS:

Elementary Principal, Molly Wallschlaeger—

Mrs. Wallschlaeger reported that the Elementary school held a “Wear Pink” day in honor of Miss Lisa LaQuay to raise funds for improvements to the garden that will be dedicated to the former Library Media Specialist in the spring. The committee plans to purchase a storage bench for safekeeping of materials with some of the funds raised.

ELEMENTARY
PRINCIPAL REPORT

The Pack Pride program has been successful, with 286 tickets handed out in the month of November to students showing pack pride. A grand prize winner is drawn monthly from the tickets submitted for the month.

One area of focus for the CST recently has been attendance. Plans are being implemented to closely monitor and work to improve student attendance this year.

The 2nd annual Festival of Lights Holiday Family Event will take place on December 20th.

The Elementary Principal thanked teachers and parents for their participation in completing over 300 Parent/Teacher conferences in the Elementary building last month.

Middle School Principal, April Preston—

Mrs. Preston reported on the numbers of Parent/Teacher conferences held at each of the different grade levels within the Middle School. Conferences are held for all 5th grade students. Grades 6-8 meet with parents based on needs/requests, however positive phone calls home are made by all teachers throughout the P/T conference days.

MIDDLE SCHOOL
PRINCIPAL REPORT

The Middle School Principal also reported on the Olweus Program. Training for teachers is now complete and the program will be implemented in classrooms two times per month. There will also be Anti-Bullying assemblies, including one with Jared Campbell in February, funded through a BOCES CoSer.

December events at the Middle School level include band and chorus concerts as well as the Winter Recess break.

High School Principal, Tina Maines—

Mrs. Maines began her report by thanking Mr. Schabloski for the ornaments for the Board of Education and Administrators. She also thanked Mrs. Fredrickson and Ms. Corbin, along with the High School Student Council for sponsoring the door decorating contest.

HIGH SCHOOL
PRINCIPAL REPORT

The principal also commended students for their accomplishments including the Scholastic Challenge Quiz Bowl team, the Connect Life Club Anatomy Quiz Bowl team, Football All-Stars, Volleyball All-Stars, and the Girls Soccer Team, designated as Scholar Athletes. She congratulated Mrs. Mitrowski and the FFA for being named the NYS Agricultural Society’s FFA Chapter of the Year, which is an outstanding accomplishment.

Director of Technology, Robert Miller—

Mr. Miller reviewed his report with the Board. He reported on plans by the Technology Committee to look into training staff, integrating digital fluency standards and exploring new technology. The committee would also like to evaluate district software, involving teachers to find out if new programs are similar to programs that are already in use and to be sure all products are EdLaw compliant.

DIRECTOR OF
TECHNOLOGY
REPORT

He also reported on starting the digital equity survey for the state, quotes on a new sound system for the gymnasium and LGI upgrades, and meetings with Comsource about the new VOIP phone system.

Hubs for the installation of wireless locks on all classroom and office doors are being installed.

Mr. Miller reported that he has met with BOCES to explore a new website program as the one currently being used will no longer be supported in 2025. CLV anticipates beginning the rollover to a new program as early as January.

The district has recently received a resume for a Technology Integrator candidate to potentially take the position left vacant by Katie Snyder.

Educational Support Learning Loss Coordinator, Megan Brown—

Mrs. Brown began by thanking the Educational Support Committee with special recognition for Mrs. Hoag. The committee has been focusing on early intervention and has been preparing to resume the High Dosage tutoring program with 20 early intervention students. The Educational Support Coordinator also took some time to explain the ARP Targeted Monitoring process to the Board. She, Dr. Huff and Mrs. Hadley met with the reviewer on December 1st to go through the parts of the ARP survey. Mrs. Brown and Mrs. Hadley then made revisions over the next five workdays and sent them on to the reviewer who has 30 days to inform the district of any other changes that need to be made. The district will then have an additional 30 days to make the suggested changes.

EDUCATIONAL
SUPPORT
COORDINATOR/
AP REPORT

SUPERINTENDENT’S REPORT:

Budget Calendar—

SUPERINTENDENT
REPORT

The budget calendar has been developed and preparations for the 2024-2025 Budget have begun.

BUDGET
CALENDAR

Budget Process—

Dr. Huff shared with the Board an example of a Financial Transparency report from the 2020-2021 school year. She explained that the report shows CLV as being an average needs district, the district’s ability to raise funds locally is significantly less than average, and student needs are more than average.

BUDGET PROCESS

The report also showed that 56% of CLV students are economically disadvantaged and that the percentage of Students with Disabilities is 18%. Per pupil expenditures for the given year were \$20,508.94 per student compared to a county average of \$20,954.40/student and a statewide average of \$23,468.15/student.

EXECUTIVE SESSION:

MOVED by Christopher Shattuck, seconded by Jim McDonnell, that the Board recess at 7:00 p.m. to conduct an executive session on matters related to pending litigation and employment of a particular person and put to a vote which resulted as follows: EXECUTIVE SESSION

MOTION: Carried 5-0

7:00 p.m.—Molly Wallschlaeger, April Preston, Tina Maines, Rob Miller, Megan Brown and Loren Maguda exited the meeting. Sharon Huff and Sally Hadley attended executive session. Attorney from Hodgson Russ and Board member, Jason Opferbeck, attended executive session via Zoom.

MOVED by Christopher Shattuck, seconded by Jim McDonnell, to resume the regular order of business at 8:02 p.m. RESUMPTION OF REGULAR BUSINESS

MOTION: Carried 5-0

8:02 p.m.—The Board took a 5-minute recess and resumed at 8:07 p.m.

SUPERINTENDENT’S REPORT CONTINUED:

Diversity, Equity, and Inclusion— DEI

Dr. Huff noted that DEI is not about a policy, but about how everyone interacts with each other.

BOE Retreat 1/23—

The Board retreat is scheduled for January 23rd. Dr. Huff asked the Board if they had any thoughts on the plan for the retreat. BOE RETREAT

Capital Project Updates—

The Technology room is scheduled to be open in two weeks and the ag barn floor is being redone starting today. It should also be ready in about two weeks. CAPITAL PROJECT

Blue Ribbon Commission on Graduation Requirements—

The embargo on the report from the Blue Ribbon Commission on Graduation Measures has been lifted. Mrs. Maines will prepare a report for the Board on the results. One major recommendation is to replace the three diploma types with one diploma, with the option to add seals and endorsements. GRADUATION REQUIREMENTS

State Performance Indicator 14 - Post - School Outcomes—

The state performance indicator 14 for Special Education requires the district to provide information to New York State about post-school outcomes for Special Education students. STATE PERFORMANCE INDICATOR

Winship Avenue—

The district plans to turn over the Winship Avenue (playground) property to the Village of Little Valley soon, as was approved at the last budget vote. WINSHIP AVENUE PROPERTY

Veteran Tax Exemption—

A community member had called the district to inquire about the Veteran Tax Exemption. The Board reviewed the potential tax exemption in 2014. TAX EXEMPTION

Cyber Governance Team—

Mr. Miller would like a Cyber Governance team to be formed as the district looks to increase its Cyber Security. CYBERSECURITY

FINANCIAL REPORTS:

FYI: Financial Warrants FINANCIAL REPORTS

FYI: Extraclassroom Activities Report—October 2023

Treasurer’s Report—October 2023

FYI: Dollar General Grant Award—The district was awarded a \$4,000 grant from Dollar General thanks to the efforts of Deborah Havens.

POLICY:

- Policy 5620—Fixed Asset Inventories, Accounting, and Tracking; 1st Review—ARP recommended that an amount be added to this policy for the minimum value of a fixed asset that is to be tracked for inventory purposes. A value of \$500 or greater was added.
- Policy 2110—Orienting and Training Board Members; 2nd Review
- Policy 3110—Media/Municipal Governments/Senior Citizens; 2nd Review
- Policy 3271—Solicitation of Charitable Donations; 2nd Review
- Policy 5130—Budget Adoption; 2nd Review
- Policy 6213—Registration and Professional Learning; 2nd Review
- Policy 5140—Administration of the Budget; 3rd Review
- Policy 6215—Probation and Tenure; 3rd Review
- Policy 6550—Leave of Absence; 3rd Review
- Policy 8240—Instruction in Certain Subjects; 3rd Review

POLICIES 5620,
2110, 3110, 3271,
5130, 6213, 5140,
6215, 6550, 8240

BOARD MINUTES/CONSENT ITEMS:

MOVED by Christopher Shattuck, seconded by Jim McDonnell, to approve consent items as presented:

- a. Approve the minutes of the Board of Education meeting held Tuesday, November 7, 2023.

MINUTES 11-7-23

MOTION: Carried 5-0

REGULAR BUSINESS:

MOVED by Christopher Shattuck, seconded by Jim McDonnell, to approve the Regular Business Items as presented:

- a. Approve the CSE/CPSE Action Items dated November 6, 2023 to December 7, 2023. CSE/CPSE ACTION
- b. Approve the Treasurer’s report from October 2023. TREASURER’S REPORT
- c. Declare the following as obsolete due to being outdated or non-repairable for sale/disposal/donation purposes and under the discretion of the Superintendent and Facility Manager: OBSOLETE ITEMS

| | | |
|-----------------------|--------------|----------------------|
| Small Metal Brake | Di-arco | Replaced (too small) |
| Foot Shear | Niagara | Replaced (too small) |
| Solar Battery Charger | | Unused/Replaced |
| Jump Pack JNC660 | Jump-N-Carry | Unused/Replaced |
| Jump Pack JNC950 | Jump-N-Carry | Unused/Replaced |
| Tool Box | Remline | Broken |
- d. Approve the Overnight Field Trip for the Senior Class to Virginia Beach, VA departing June 7, 2024 and returning June 10, 2024. SENIOR CLASS TRIP
- e. Adopt Policy 5140—Administration of the Budget. POLICIES 5140,
- f. Adopt Policy 6215—Probation and Tenure. 6215, 6550, 8240
- g. Adopt Policy 6550—Leaves of Absence.
- h. Adopt Policy 8240—Instruction in Certain Subjects.
- i. Approve MOU between CLVCS and Mercyhurst University for the placement of field experience/practicum and/or student teacher candidates, effective December 13, 2023 through December 12, 2028. STUDENT PLACEMENT MOU
- j. Approve Audit and Single Audit Corrective Action Plan for the year ended on June 30, 2023 and submitted no later than January 15, 2024. CAP FOR AUDITS
- k. Approve Corrective Action Plan for Extraclassroom Activity Funds for the year ended on June 30, 2023 and submitted no later than January 15, 2024.
- l. Approve the School Business Executive to establish a Jack of All Clubs account in the ExtraClassroom Fund upon the Superintendent’s recommendation. CLUB ACCOUNTS

- m. Approve the School Business Executive to establish an eSports account in the ExtraClassroom Fund upon the Superintendent’s recommendation.
- n. Approve contract between CLVCSD and BECC Electric for 2023 Capital Outlay Project. CAPITAL OUTLAY CONTRACT
- o. Approve Thomann Asphalt Paving Corp change order SC-05 for Carter Street Utilities in the amount of \$22,205.00. CHANGE ORDER

A Board member questioned where SC-05 in item o. is. This is for the Agriculture building. Another Board member asked if the district has a building plan. A Building Condition Survey needs to be conducted every five years. This provides the basis for our Capital Projects. A Board member asked about the disposal of obsolete items in item c. The district sells obsolete items through Auctions International.

MOTION: Carried 5-0

MOVED by Christopher Shattuck, seconded by Jim McDonnell, to approve the following resolution as amended from the November 7, 2023 Board of Education meeting with the addition of penalties due to a returned check:

AMENDED
CERTIFICATION OF
DELINQUENT
TAXES

“WHEREAS, the tax collector has submitted a list of unpaid taxes for the 2023-2024 school year with her affidavit affixed there to and has accounted for the full amount of the tax warrant as follows:

REVISED -
11/28/23
(NSF Check
Added)

2023 - 2024 SCHOOL TAX SUMMARY

| TOWN | Total Adjusted Tax Levy | Write Off Taxes | Base Amount Collected | Penalties Collected | Total Collected | Base Amount Returned | Penalties Due | Total Due |
|-----------------|-------------------------|------------------|-----------------------|---------------------|---------------------|----------------------|-----------------|-------------------|
| Dayton | 73,867.68 | | 65,850.55 | 75.77 | 65,926.32 | 8,017.13 | 160.35 | 8,177.48 |
| East Otto | 787,365.85 | 30.00 | 715,919.93 | 868.60 | 716,788.53 | 71,475.92 | 1,429.52 | 72,905.44 |
| Leon | 53,406.03 | | 47,435.34 | 226.93 | 47,662.27 | 5,970.69 | 119.40 | 6,090.09 |
| Little Valley | 796,125.97 | -293.50 | 741,774.45 | 657.76 | 742,432.21 | 54,058.02 | 1,081.21 | 55,139.23 |
| Mansfield | 526,626.70 | -4,054.39 | 483,292.15 | 997.98 | 484,290.13 | 39,280.16 | 785.59 | 40,065.75 |
| Napoli | 315,957.07 | 30.00 | 278,117.56 | 264.49 | 278,382.05 | 37,869.51 | 757.46 | 38,626.97 |
| New Albion | 1,032,272.22 | -287.31 | 911,525.96 | 1,359.18 | 912,885.14 | 120,458.95 | 2,409.19 | 122,868.14 |
| Otto | 709,378.51 | | 672,477.51 | 677.98 | 673,155.49 | 36,901.00 | 738.06 | 37,639.06 |
| Persia | 103,737.11 | | 98,333.62 | 222.08 | 98,555.70 | 5,403.49 | 108.08 | 5,511.57 |
| TOTAL | 4,398,737.14 | -4,575.20 | 4,014,727.07 | 5,350.77 | 4,020,077.84 | 379,434.87 | 7,588.86 | 387,023.73 |
| Write-Off Taxes | -4,575.20 | | | | | | | |
| Total Adjusted | 4,394,161.94 | | | | | | | |
| Base Collected | | | <u>4,014,727.07</u> | | | | | |
| Remaining | 379,434.87 | | | | | | | |

THEREFORE, be it resolved, that the Board accept the report of the collector and certify the list of delinquent taxes to the County Treasurer.”

MOTION: Carried 5-0

PERSONNEL:

MOVED by Christopher Shattuck, seconded by Jim McDonnell, to approve the following Personnel Items for the 2023-2024 school year:

- | | |
|---|---|
| a. Approve Michael Dundas as 2 nd Ski Club Advisor for the 2023-2024 school year. | SKI CLUB ADVISOR |
| b. Approve the following teachers as tutors for the 2023-2024 school year: | |
| Chanelle Taylor | Sue Marsh |
| Tammy Barber | Molly Dalimonte |
| Crystal Strusa | Jill Rickert |
| Chrissy Minnekine | Hali Church |
| Fred Christopher | Diane Lamos |
| Deb Havens | Stacy Corbin |
| Krystal Fuller | PJ Peterson |
| c. Approve the following teacher aides as tutors for the 2023-2024 school year: | |
| Brienne Schoonmaker | Karla Leffler |
| Yvonne Benson | Kim Gibbs |
| d. Accept the letter of intent to retire on September 20, 2024 from LaVerne Hahn, Maintenance Worker. | INTENT TO RETIRE |
| e. Approve Donald Seamon, a student at the University of Buffalo, as a technology intern from on or about December 21, 2023 through on or about January 21, 2024, pending volunteer clearance. | TECH INTERN |
| f. Approve Carly Lamos, Jocelyn Mentley, and Grace Kenyon as a substitute teacher aides for the 2023-2024 school year, pending fingerprint clearance. | SUBSTITUTE TEACHER AIDES |
| g. Approve Heather Johnson as Elementary Special Education, OT, PT & Speech Department Chair for the 2023-2024 school year. | DEPT. CHAIR FOR SP. ED./ OT/PT/ SPEECH |
| h. Upon recommendation of the Superintendent, approve the amended Terms & Conditions for Wayne McGuire, Director of Facilities II, as presented, effective July 1, 2023. | CONTRACT AMENDMENT |
| i. Hereby approve the terms of the Memorandum of Agreement between the Cattaraugus Little Valley Central School District and the Cattaraugus Little Valley Classified Employees' Association, as presented to the Board, regarding additional compensation for a teacher aide performing the duties of a long-term substitute teacher pursuant to the terms of the Agreement. | CLASSIFIED MOA |
| j. Upon the recommendation of the Superintendent, appoint Luke Gostomski as a cleaner effective December 18, 2023 with a one-year probationary period starting December 18, 2023 and ending December 17, 2024. Compensation for this appointment will be based on the CLV Classified Association contract. | CLEANER APPOINTMENT |
| k. Approve the leave request for Lori Heim effective October 18, 2023 through on, or about, December 7, 2023. | LEAVE REQUEST |
| l. Appoint Keneth Wright as a 2 nd Modified Boys Basketball coach for the 2023-2024 school year. | MOD. BOYS B- BALL COACH |
| m. Approve Benjamin Schweikard, a student at St. Bonaventure University, as a student teacher with Rochelle Redeye, PE teacher, starting on or about January 17, 2023 through on or about March 8, 2023. | STUDENT TEACHER |
| n. Approve Emily Shantler and Sarah Glow as substitute cleaners for the 2023-2024 school year, both pending fingerprint clearance. | SUBSTITUTE CLEANERS |
| o. Approve Emily Magara, Kelcee Southwick and Thomas Southwick as substitute teachers for the 2023-2024 school year, pending fingerprint clearance. | SUBSTITUTE TEACHERS |
| p. Accept the letter rescinding the intent to retire as of June 30, 2024 from Timothy Miller. | LETTERS RESCINDING AND OF INTENT TO RETIRE |
| q. Accept the letter of intent to retire as of June 30, 2025 from Timothy Miller. | |
| r. Approve the amendment to the Superintendent's employment agreement dated December 12, 2023. | CONTRACT AMENDMENT |

- s. Accept the letter of resignation for purposes of retirement from Dr. Sharon Huff, Superintendent, effective August 30, 2024 with permission to fill vacancy. RETIREMENT

MOTION: Carried 5-0

A Board member asked if the bus for the D. C. trip has been filled. It has, and there may be need to take an additional van.

Another Board member asked about using a bus to transport for the prom.

MOVED by Christopher Shattuck, seconded by Jim McDonnell, to adjourn the meeting at 8:32 p.m. ADJOURNMENT

MOTION: Carried 5-0

Next Board of Education Meeting: Tuesday, January 9, 2024, at 6:30pm.

Paula Jones
District Clerk
Cattaraugus-Little Valley Central School