



## *Newfane Central School District Board of Education*

### **Newfane Board of Education Meeting Minutes**

**February 6, 2018**

The February 6, 2018 meeting of the Newfane Board of Education was held in room 129 at the Early Childhood Center. The meeting was called to order by Board President Schmitt at 7:02 pm

### **CALL TO ORDER**

J. Schmitt, P. Kelahan, A. Kennedy, M. Lingle, C. Wentland

**TRUSTEES PRESENT**  
**TRUSTEES**  
**EXCUSED/ABSENT**  
**ADMINISTRATION**  
**PRESENT**  
**OTHERS PRESENT**

L. Licht, J. Little

J. Bower, G. Noon, B. Schuler, J. Arroyo, T. Adams, D. Bedette, D. Hawkins,

P. Young

C. Hoffman

**PLEDGE OF  
ALLEGIANCE and  
DISTRICT MISSION  
STATEMENT**

The District Mission Statement was read by Trustee Wentland

Motion made by Trustee Wentland and seconded by Trustee Kelahan  
RESOLVED, that the proposed agenda for February 6, 2018 be approved.  
Resolution Carried: 5 YES 0 NO

**ESTABLISH ORDERS  
OF THE DAY**  
Approved the agenda

There were no remarks at this time.

**Public remarks or  
comments**

### **BUDGET PRESENTATION:**

Mr. Baumann presented a budget breakdown of expenditures and revenue sources. He outlined scenarios of tax levy, state aid and reserve use to meet the costs. This was a preliminary draft recommendation for the board to review. More discussion is expected to finalize the budget figure and the variables pending for revenue. The presentation is available on the District Web Page.

**PRESENTATIONS**

### **PRESIDENT REPORT:**

President Schmitt appreciates the efforts to sanitize the school buildings and hope that it helps to keep everyone healthy.

### **SUPERINTENDENT REPORT:**

Superintendent Baumann thanked G. Noon and his crew for the continued attention to sanitizing and thanked the administration for making sure that classes are covered while staff is out sick as well. Mr. Baumann mentioned that the Legislative Breakfast was a great success. The superintendent attended the "Do the Right Thing" ceremony that recognized students that choose to make good choices, took place and several of our students were recognized. Congratulations to them. He also attended the first Unified Bowling Match this afternoon and feels that this is a wonderful example of what we are supposed to be doing as a district. Congratulations to Doug Ames for his leadership across the section and with the unified sports program.

**REPORTS**

## **COMMITTEE REPORTS:**

Trustee Kennedy reminded the board that Newfane will be the site host for the March 10<sup>th</sup> NOSBA event for prospective board members.

## **NEWFANE TEACHER'S ASSOCIATION REPRESENTATIVE:**

D. Petschke represented the NTA, she thanked the Board of Education for their service. She also stated that the NTA would ask that the board keep in mind the demographics of the district and challenges that it poses and to keep the class sizes small.

## **The Routine Order of Business was reviewed to be voted on at the February 20, 2018 meeting.**

RESOLVE, that the minutes of the January 16, 2018 meeting of the Board of Education be and are approved.

RESOLVE, upon the recommendation of the Superintendent of Schools, that the Board of Education accept and file the Treasurer's Monthly Report for the period of December 2017.

RESOLVE, that the Board of Education, upon reviewing the recommendation of the Committee on Special Education and the Committee on Preschool Special Education will arrange for the appropriate special education programs and services to be provided for meetings held as listed in Enclosure 2018.02.20.8C.

## **The Personnel Order of Business was reviewed to be voted on at the February 20, 2018 meeting.**

RESOLVE, upon the recommendation of the Superintendent of Schools, that the Board of Education accept, with regret, the resignation for the purposes of retirement, of Kenneth Hannah, from his position of Science Teacher, effective January 26, 2018, at the close of business.

RESOLVE, upon the recommendation of the Superintendent of Schools, that JoAnne Huntington, residing in Newfane, New York, and being previously appointed as provisional to the position of School Food Service Director 1 at the Board of Education meeting on June 20, 2017, be and is approved for the following actions:

- 1) permitted a leave of absence from the civil service position of Food Service Helper from January 17, 2018 to March 13, 2018; and
- 2) is appointed to the position of School Food Service Director 1 effective January 17, 2018 with a probationary period from January 17, 2018 to March 13, 2018 according to the conditions of the existing employment contract when provisionally appointed June 20, 2017.

RESOLVE, upon the recommendation of the Superintendent of Schools, that Linda Peace, residing in Newfane, New York, be and is appointed to the position of Cook, effective February 7, 2018 with a 6 week probationary period from February 7, 2018 to March 20, 2018 at a rate of \$16.37 per hour, according to the terms and conditions of the Cafeteria Personnel Association collective bargaining agreement.  
Enclosure 2018.02.20.9C

RESOLVE, upon the recommendation of the Superintendent of Schools, that Amy Kline, residing in Lockport, New York, be and is appointed to the position of Part Time Instructional Associate, effective January 16, 2018 with a 52 week probationary period from January 16, 2018 to January 15, 2019 at a rate of \$13.54 per hour, according to the terms and conditions of the CSEA bargaining agreement.

## **ROUTINE ORDER OF BUSINESS**

A resolution to approve the minutes.

Enclosure 2018.02.20.8A

A resolution to accept and file the Treasurer's Monthly Report.

Enclosure 2018.02.20.8B

A resolution to approve classification and placement of students.

Enclosure 2018.02.20.8C

## **PERSONNEL ORDER OF BUSINESS**

A resolution to accept the resignation of K. Hannah for the purpose of retirement.  
Enclosure 2018.02.20.9A

A resolution to appoint J. Huntington as School Food Service Director.  
Enclosure 2018.02.20.9B

A resolution to appoint L. Peace as a Cook.  
Enclosure 2018.02.20.9C

A resolution to appoint A. Kline as a part time Instructional Associate.  
Enclosure 2018.02.20.9D

RESOLVE, upon the recommendation of the Superintendent of Schools, that the following individuals, be and are approved as unpaid assistants for the 2017-18 school year in the sport listed, with the understanding that unpaid assistants are to work under the direct supervision of the Head Coach and that at no time are they to supervise students unattended.

Ryan Keys – Varsity Baseball

Kevin Pratt – JV Softball

Enclosure 2018.02.20.9E

A resolution to approve  
unpaid assistants, baseball  
and softball.

Enclosure 2018.02.20.9E

RESOLVE, upon the recommendation of the Superintendent of Schools, that the following individuals be and are approved as volunteer mentors for the FIRST Robotics team, Circuit Stompers for the 2017-2018 school year:

Mentor Name

Steven Brauen

James Christen

Frank Darrow

Christine Eick

Thomas Fare

Mathew Hnat

Kevin Krause

Kyle Krause

Steve Kruzicke

Karl Miller

Tim Randall

Robert Seymour

Bernadette Seymour

Lisa Sherwood

Len Thornton

Bill Wright

Debra Zapp

A resolution to approve  
volunteer mentors for  
Newfane Circuit Stompers.

Enclosure 2018.02.20.9F

**The New Order of Business was reviewed to be voted on at the  
February 20, 2018 meeting.**

RESOLVE, that approximately Thirty Three (33) Newfane Circuit Stomper student-team members be and are authorized to participate in the FIRST CNY Regional competition and travel to Utica, New York as the following:

Advance Team, five students under the direct supervision of board appointed advisors and mentors (chaperones), travel on March 1, 2018 with overnight lodging;

Full Team, approximately 28 students under the supervision of board appointed advisors and mentors (chaperones), travel from March 2, 2018 through March 4, 2018 with estimated bussing costs as outlined in enclosure 2018.02.20.10A and that all personal expenses will be covered by individual participants or chaperones, and;

FURTHER RESOLVE, sufficient board appointed advisors and mentors are in attendance to provide a ten to one (10:1) supervision ratio and;

FURTHER RESOLVE, that two (2) weeks prior to the scheduled trip, that the High School Principal will be provided a complete itinerary, student list, chaperone list and related details and;

FURTHER RESOLVE, a field trip request form be completed and the standard release forms be executed for each student and chaperone in attendance and that same be delivered to the High School Principal prior to the departure.

**NEW ORDER OF  
BUSINESS**

A resolution to approve  
participation in  
competition, Circuit  
Stompers.

Enclosure 2018.02.20.10A

RESOLVE, that approximately Thirty Three (33) Newfane Circuit Stomper student-team members be and are authorized to participate in the FIRST Finger Lakes Regional competition and travel to Rochester, New York as the following:

Advance Team, five students under the direct supervision of board appointed advisors

A resolution to approve  
participation in competition,  
Circuit Stompers.

Enclosure 2018.02.20.10B

and mentors (chaperones), travel on March 15, 2018 with overnight lodging; Full Team, approximately 28 students under the supervision of board appointed advisors and mentors (chaperones), travel from March 16, 2018 through March 17, 2018 with estimated bussing costs as outlined in enclosure 2018.02.20.10B and that all personal expenses will be covered by individual participants or chaperones, and; FURTHER RESOLVE, sufficient board appointed advisors and mentors are in attendance to provide a ten to one (10:1) supervision ratio and; FURTHER RESOLVE, that two (2) weeks prior to the scheduled trip, that the High School Principal will be provided a complete itinerary, student list, chaperone list and related details and; FURTHER RESOLVE, a field trip request form be completed and the standard release forms be executed for each student and chaperone in attendance and that same be delivered to the High School Principal prior to the departure.

RESOLVE, that the Board of Education approve Michael Baumann, Superintendent of Schools, to attend the New York State Council of School Superintendents Winter Lobby Day and Conference, March 3-6, 2018, and also approve the associated expenses as per enclosure 2018.02.20.10C.

A resolution to approve a conference request for M. Baumann. Enclosure 2018.02.20.10C.

RESOLVE, upon the recommendation of the Superintendent of Schools that Roberta Faery, Social Studies teacher, attend the 2018 NYSCSS/NYS4A in Albany, New York, traveling from March 8-10, 2018 and also approve the associated expense of a substitute teacher, as presented in enclosure 2018.02.20.10D.

A resolution to approve a conference request for R. Faery. Enclosure 2018.02.20.10D

RESOLVE, upon the recommendation of the Superintendent of Schools, that math books for the elementary and middle schools be and are approved for purchase from the vendor Great Minds, with an estimated purchase price of \$35,927.02 as presented in the attached enclosure; and Further that the following budget transfer be approved to fund requested purchase:

A resolution to approve Math Textbook purchases and a budget transfer. Enclosure 2018.02.20.10E

From budget code	
A2110-480-70 (high school textbook)	\$18,321.04
To budget code	
A2110-480-40 (elementary textbook)	\$5,560.70
A2110-480-60 (middle school textbook)	\$12,760.34

RESOLVE, upon the recommendation of the superintendent of schools, that the following budget transfer(s) be approved:

A resolution to approve a budget transfer, heat pumps. Enclosure 2018.02.20.10F

From budget code	
A1620-445-21 (electricity)	\$20,790.00
To budget code	
A1621-450-21 (maintenance materials)	\$20,790.00

RESOLVE, upon the recommendation of the Superintendent of Schools, that the items listed in enclosure 2018.02.20.10G and appended to this resolution be and are declared excess property, and; FURTHER RESOLVE, that the Superintendent of Schools, or his designee, be and is authorized to dispose said items.

A resolution to declare excess property. Enclosure 2018.02.20.10G

RESOLVE, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the Superintendent of Schools, High School Principal, and Board of Education President, or his designee, and three (3) senior students to attend the 2018 Scholastic Achievement Recognition Dinner on May 17, 2018 and also authorized is the payment of associated expenses with this event.

A resolution to approve attendees to the Scholastic Achievement Recognition Dinner.

RESOLVE, upon the recommendation of the Superintendent of Schools, that the Board of Education approve Ann Kennedy and Margaux Lingle, to attend the PTA Partnership Dinner on March 14, 2018 and also authorized is the payment of associated expenses with this event.

A resolution to approve attendees to the PTA Partnership Dinner.  
Enclosure 2018.02.20.10I

RESOLVE, upon the recommendation of the Superintendent of Schools that the attached Flexible Benefits Plan document, as permitted by the Section 125 of the Internal Revenue Code, be and is approved, and further that the Superintendent of Schools be and is permitted to sign said Plan document.

A resolution to approve the Flexible Benefits Plan document.  
Enclosure 2018.02.20.10J

RESOLVE, upon recommendation of the Superintendent of Schools, that the Board of Education adopt the following rules:

Rules for use of Voting Machines and the Submission of Questions or Propositions to be Placed Thereon:

A resolution to Adopt the “rules for use of Voting Machines and the Submission of Questions or Proposition to be placed Thereon” for the May 15, 2018 Annual Budget and Election.

1. The form of ballot shall conform substantially in size and type to that prescribed by the Election Law of the State of New York for use on standard voting machines.

2. The voting machines shall be those owned by the County, but if the County’s voting machines are not available, voting machines may be obtained from some other source satisfactory to the Board of Education.

3. For each voting machine, two (2) qualified voters of the District shall be appointed by the Board of Education to act as Election Inspectors.

4. The Board of Education shall pay all expenses necessary or incidental to the use or rental, as the case may be, of voting machines, including but not limited to the operation and sealing thereof and the training of the Election Inspectors in the use thereof.

5. Immediately before any voting machine is used at meetings, elections or votes, annual, special or however otherwise denominated or designated, the Election Inspectors shall examine it and see that all counters are set at zero (000), and that the ballot labels are properly placed, and that the machine is, in all respects, in proper condition for use.

6. At the close of polling, the ballots from each voting machine will be placed into a sealed envelope or other receptacle. The sealed ballots, along with all election results verification shall remain secured for the period of thirty days following the meeting, election or vote at which same has been used and as much longer as may be necessary or advisable because of existing or threatened contest over the result of the meeting, election or vote, except as otherwise provided by the Education Law of the State of New York.

7. Any proposition to be voted upon, when presented other than by the Board of Education and except where required by law to be stated in the published notice of meeting, election or vote, must be set forth in such manner as to conform to the requirements of the Education Law of the State of New York, and must be presented in a petition bearing the signatures of twenty-five (25) qualified voters, or 2% of the number of qualified voters voting in the previous annual vote – whichever is greater, of the School District (except where the number of signatures is specified in said Education Law in which case the provisions of the Education Law shall apply) and filed with the Board of Education not less than thirty (30) days before the meeting, election or vote, unless otherwise prescribed by law.

8. Any question or proposition to be voted upon when required by law to be stated in the published notice of meeting, election or vote and prescribed other than by the Board of Education, must be presented by petition as set forth in rule 7 above and filed with the Board of Education not less than fifty-five (55) days before the meeting, election or vote unless otherwise prescribed by law.

9. Any question or proposition to be presented by the Board of Education must be set forth in a resolution adopted at a meeting of the Board not less than fourteen

(14) days prior to the meeting, election or vote, except as to a question or proposition required by law to be stated in the published notice of the meeting, election or vote, in which event such resolution must be adopted at a meeting of the Board not less than fifty (50) days before the meeting, election or vote, except that the fifty (50) day time limitation shall not apply to a special meeting called under the provisions of Section 2007 subdivision 3, paragraph 1, of the Education Law of the State of New York.

10. In the event that any question or proposition to be voted upon is too lengthy to be placed upon the ballot, an abstract of such question or proposition shall be placed thereon in such form as may be prescribed by the Board of Education of the District, concisely stating the purpose and effect and setting forth and indicating generally and briefly the subject matter of the question or proposition. Wherever the question is excessively lengthy as above described, a sufficient number of copies thereof shall be available at the voting place in order that each voter may be furnished with a copy thereof before voting.

11. Where circumstances require that the form of ballot, type or ballot label be different from that prescribed by the Election Law of the State of New York, the form of ballot, type or ballot label shall conform to that required by such circumstances.

12. The Niagara County Board of Elections shall have no jurisdiction with regard to the use of voting machines in connection with any school district meeting, election or vote.

13. The Board of Education shall have sole discretion in determining when voting machines shall be used.

RESOLVE, upon recommendation of the Superintendent of Schools, the Board of Education adopt the following resolution with regard to the budget hearing and notice of the annual district meeting, budget vote and election:

WHEREAS, pursuant to Section 1716 of the Education Law, it is necessary to set the date of the District's budget hearing;

WHEREAS, pursuant to Sections 1716 and 2002 of the Education Law, it is necessary to provide for publication of the notice of the annual meeting and election of the District, as well as notice of the budget hearing of the District;

NOW, THEREFORE,

BE IT RESOLVED, by the Board of Education of the Newfane Central School District:

1. THAT, the provisions of this resolution shall be effective regardless of anything to the contrary in the Board Policy Manual, or the previous minutes of this Board, or otherwise;

2. THAT, it is hereby determined, pursuant to Section 1716 of the Education Law, that the Annual Budget Hearing of this District, for presentation of the proposed 2018-19 school district budget, shall be conducted on Tuesday, May 1, 2018 at 7:00 p.m. prevailing time in Room 129, Newfane Early Childhood Center, 6048 Godfrey Road, Burt, New York.

3. THAT, pursuant to Section 2002 of the Education Law, the Annual Meeting and Election of the District shall be held on Tuesday, May 15, 2018 from 8:00 AM prevailing time until 8:00 PM prevailing time, in the Newfane Central School District Elementary School Building, 2909 Transit Road, Newfane, New York, for the purpose of voting on the appropriation of the necessary funds to meet the District's estimated expenditures for the fiscal year commencing July 1, 2018, and ending June 30, 2019, for the purpose of electing three (3) members of the Board of Education and for the transaction of such other business as may be authorized by law.

4. THAT, qualified voters may apply for absentee ballots at the office of the District Clerk, with a listing of persons to whom absentee ballots have been issued being available for inspection in the office of the District Clerk during each of the five days prior to the day of the election, except Sundays.

A resolution to approve adoption of the Public Budget Hearing and legal notice and Legal Notice of Annual District Meeting, Budget Vote and Election.

5. THAT, the District Clerk is hereby directed to publish a copy of the following notice in the Lockport Union-Sun & Journal, four times within the seven weeks next preceding such District meeting, the first publication in such newspaper to be at least 45 days before said annual meeting and election:

**NOTICE OF PUBLIC HEARING**

**AND**

**ANNUAL DISTRICT MEETING,  
BUDGET VOTE AND ELECTION OF THE  
NEWFANE CENTRAL SCHOOL DISTRICT**

NOTICE IS HEREBY GIVEN, that a public hearing for the qualified voters of the Newfane Central School District will be held on Tuesday, May 1, 2018 at 7:00 p.m. prevailing time in Room 129, Newfane Early Childhood Center, 6048 Godfrey Road, Burt, New York, for the presentation of the 2018-2019 budget.

NOTICE IS HEREBY GIVEN, that the Annual District Meeting and Election of the qualified voters of the Newfane Central School District, Niagara County, New York, will be held on Tuesday, May 15, 2018 from 8:00 a.m. prevailing time to 8:00 p.m. prevailing time in the Newfane Elementary School Building, located at 2909 Transit Road, Newfane, New York, for the purpose of voting on the annual budget for the 2018-2019 fiscal year and electing two (2) members of the Board of Education for three (3) year terms and one (1) member of the Board of Education for a two (2) year term commencing on July 1, 2018.

TAKE FURTHER NOTICE, that the District may require all persons offering to vote at the budget vote and election to provide one form of proof of residency pursuant to Education Law 2018-c. Such form may include a driver's license, a non-driver identification card, a utility bill, or a voter registration card. Upon offer of proof of residency, the District may also require all persons offering to vote to provide their signature, printed name, and address.

TAKE FURTHER NOTICE, that the voting on the budget will consist of voting on the following proposition, as well as other such matters as may be lawfully presented at the meeting:

**PROPOSITION NUMBER 1**

Shall the following resolution be adopted to wit:

RESOLVED, that the budget of the Newfane Central School District (the "District"), Niagara County, New York, for the fiscal year commencing July 1, 2018 and ending June 30, 2019 as presented by the Board of Education, is hereby approved and adopted and the required funds therefor shall be hereby appropriated and the necessary real property taxes required shall be raised by a tax on the taxable property in said District to be levied and collected as required by law.

TAKE FURTHER NOTICE, that voting machines will be used to record the vote on the budget, on such proposition, and on the election of members of the Board of Education.

TAKE FURTHER NOTICE, that the Board of Education of this District has adopted Rules for the Use of Voting Machines and the Submission of Questions or Propositions to be Placed Thereon, and printed copies for general distribution are available in the office of the District Clerk located at the Newfane Early Childhood Center, 6048 Godfrey Road, Burt, New York.

TAKE FURTHER NOTICE, that the Board of Education of this District will have prepared and completed a detailed statement in writing of the amount of money which will be required during the 2018-2019 fiscal year for school purposes, specifying the several purposes and the amount for each. The amount for each purpose estimated necessary for payments to Boards of Cooperative Educational Services shall be shown in full, with no deduction of estimated state aid. The amount of state aid provided and its percentage relationship to the total expenditures shall also be shown. Such statement shall be completed at least seven days before the budget hearing at which it is to be presented and copies thereof shall be prepared and made available, upon

request, to residents within the District during the period of seven days before the budget hearing and/or fourteen days immediately preceding the annual meeting and election, and may be obtained by any resident in the District at each school house in the District in which school is maintained as well as the District Office during normal business hours on and after April 10, 2018, excluding Saturdays and Sundays.

TAKE FURTHER NOTICE, that all candidates for the office of member of the Board of Education shall be nominated by petition. Each petition shall be directed to the Clerk of the District, shall be signed by at least 25 qualified voters of the District, shall state the residence of each signer, and shall state the name and residence of the candidate. Each petition must be filed in the office of the Clerk of the District between the hours of 8:00 a.m. and 4:00 p.m. weekdays but not later than 5:00 p.m. on the thirtieth day preceding the annual meeting and election, to wit, April 16, 2018. TAKE FURTHER NOTICE, that qualified voters may apply for absentee ballots at the office of the District Clerk between 8:00 a.m. and 4:00 p.m. Monday through Friday, except holidays. Completed applications must be received by the District Clerk at least seven (7) days before the election, if the ballot is to be mailed to the voter, or the day before the election, if the ballot is to be issued to the voter in person. Absentee ballots must be received in the office the District Clerk not later than 5:00 p.m. prevailing time, on Tuesday, May 15, 2018. A listing of persons to whom absentee ballots have been issued will be available for inspection in the office of the District Clerk during each of the five days prior to day of the election, except Sundays.

6. That the District Clerk is hereby directed to arrange for the use of two voting machines for said District meeting and election and for the printing of ballots to be used in said machines, which ballots shall be printed in the form required by the Rules of the Use of Voting Machines and the Submission of Questions or Propositions to be Placed Thereon previously adopted by the Board of Education, and each proposition to be submitted shall be so printed thereon in full with the words YES and NO so printed for each proposition.

Dated: February 20, 2018

BY ORDER OF THE BOARD OF EDUCATION  
NEWFANE CENTRAL SCHOOL DISTRICT  
Bernadette Seymour, District Clerk

## **CONCLUDING ORDERS OF BUSINESS**

T. Courtemanche was representing the local youth football program, advocating for a modified football program being added to the district.

Public remarks or  
comments

This time was used for trustees to share information without action.

Anything for the “good of  
the order”

February 20, 2018 meeting presentation

- Special Education Update

Presentation for Next  
Meeting

Motion made by Trustee Wentland and seconded by Trustee Kennedy  
MOVED, that the Board of Education enter into executive session for the purpose of discussing two NTA grievances, a CSEA grievance and a personnel matter.

Executive Session

Resolution Carried: 5 YES 0 NO

Meeting recessed at: 8:12 pm reconvened at: 9:12 pm



Motion made by Trustee Kennedy and seconded by Trustee Kelahan  
MOVED, that the Board of Education adjourn the meeting.

Resolution Carried:       5 YES       0 NO

Meeting adjourned at:   9:12 pm

## **ADJOURNMENT**

Respectfully submitted,

Bernadette Seymour  
District Clerk