



**REGULAR MEETING**  
**197 Martin Road**  
**Board Room**  
**May 16, 2018 - 6:00 p.m.**

**AGENDA**

- I. Call to Order P. Abbott
- II. Roll Call J. Walter
- III. Executive Session P. Abbott
- IV. Certification of Vote Resolutions P. Abbott
- V. Approval of Minutes – April 17, 2018 P. Abbott
- VI. Additions/Deletions to the Agenda P. Abbott
- VII. Open Session - 3/5 Minutes – Individual/Group P. Abbott
- VIII. Superintendent's Report B. Apthorpe
- IX. Consideration of Financial Matters V. Connors
  - a. Approval of Financial Reports
  - b. Approval of Milton Fletcher Scholarship Award
  - c. Approval of Robert H. Jackson gift
  - d. Approval of copier paper bid award
  - e. Approval of bid openings authorization
  - f. Approval of change orders
  - g. Approval of Rogers Roof SEQRA Declaration
  - h. Approval of Capital Improvements SEQRA Declaration
  - i. Approval of Independent Auditors
- X. Personnel Matters J. Joy
  - a. Instructional Personnel
  - b. Non-Instructional Personnel
- XI. Pupil Personnel Services J. Panebianco
  - a. CSE Minutes and Placement Recommendations
  - b. CPSE Minutes and Placement Recommendations
- XII. Old Business
- XIII. New Business
  - a. Combining Varsity Swim Teams with Falconer B. Apthorpe
  - b. First read of policies B. Apthorpe
    - i. Students Service as Ex-Officio Members of the School Board
    - ii. Policy 1110: School District and Board of Education Legal Status and Authority
    - iii. Policy 1120: Board of Education: Qualifications, Numbers and Terms of Office
    - iv. Policy 1210: Board Members: Nomination and Election
    - v. Policy 1220: Reporting of Expenditures and Contributions
    - vi. Policy 1230: Resignation and Dismissal
    - vii. Policy 1310: Power and Duties of the Board
    - viii. Policy 1320: Nomination and Election of Board Officers and Duties of the President and Vice President
    - ix. Policy 1330: Appointments and Designations by the Board
    - x. Policy 1331: Duties of the District Clerk

d. Presentation of NYSSBA award

P. Abbott

XIV. Announcements

XV. Executive Session

a. Particular Personnel matters

b. Contract Negotiations

XVI. Adjournment

**JAMESTOWN CITY SCHOOL DISTRICT  
BOARD OF EDUCATION**

**May 16, 2018  
BOE Meeting – 6:00 p.m.**

**CANVASS OF VOTES RESOLUTION**

WHEREAS: The official Canvass of Votes in the School Budget and School Board Member Election held on Tuesday, May 15, 2018 for voting on the budget, a Proposition, and three (3) members of the Jamestown Board of Education to take office July 1, 2017 shows votes cast to be as follows:

|   |            |           |
|---|------------|-----------|
| BUDGET                                    | YES - ____ | NO - ____ |
| CAPITAL IMPROVEMENTS<br>RESERVE FUND      | YES - ____ | NO - ____ |
| STUDENT EX OFFICIO MEMBER<br>OF THE BOARD | YES - ____ | NO - ____ |

CANDIDATES:

|                |      |
|----------------|------|
| Brianne Fadale | ____ |
| Daniel Johnson | ____ |
| Nina Karbacka  | ____ |

|                 |      |
|-----------------|------|
| WRITE-IN VOTES: | ____ |
| OVER VOTES      | ____ |
| UNDER VOTES     | ____ |

NOW, THEREFORE, BE IT RESOLVED: That the following two (2) people are hereby duly elected to the Jamestown Board of Education of the Jamestown City School District, Jamestown, New York, for three (3) year terms to expire June 30, 2020:

\_\_\_\_\_  
\_\_\_\_\_

**BOE Financial Resolutions**  
**May 16, 2018**

**Financial Reports:**

BE IT RESOLVED, that the Jamestown City School District Treasurer's Reports be approved, as presented, for the period ending March 31, 2018.

BE IT RESOLVED, that the Jamestown City School District General Fund Revenue Status Report and the General Fund Budget Status Report be approved, as presented, for the period ending March 31, 2018.

BE IT RESOLVED, that the Jamestown City School District General Fund Budget Transfers over \$20,000.00 be approved, as presented, for the period ending March 31, 2018.

BE IT RESOLVED, that the Jamestown City School District Capital Project Expense Summary Report be approved, as presented, for the period ending March 31, 2018.

BE IT RESOLVED, that the Jamestown City School District Extra Classroom Activity Fund Central Treasurer's Reports for the Jefferson Middle School, Persell Middle School, Washington Middle School, and Jamestown High School be approved, as presented, for the period ending March 31, 2018.

**Scholarship Award:**

WHEREAS, the Milton Fletcher Scholarship Fund has a \$789.45 balance and no longer makes sufficient interest earnings to make scholarship awards, and

WHEREAS, the Jamestown City School District would like to award the Milton Fletcher Scholarship through the use of both principal and earned interest,

NOW, THEREFORE, BE IT RESOLVED, that the principal and earned interest of the Milton Fletcher Scholarship be approved for awards, as presented, beginning with the current year.

**Gift Resolution:**

WHEREAS, the Robert H Jackson Center wishes to donate \$2,350 to support the general education program of Jamestown Public Schools, and

WHEREAS, Jamestown Public Schools wishes to accept the donation for the support of its general education program,

NOW, THEREFORE, BE IT RESOLVED that this gift is gratefully accepted by the District for the 2017-18 fiscal year.

**BOE Financial Resolutions**  
**May 16, 2018**

**Purchasing Bid:**

Copier Paper - for the 2017-18 school year as per specification. Bids were solicited from 12 vendors, and 4 bids were received.

Bid Advertised: March 14, 15, and 16, 2018

Bid Opening Date: April 2, 2018

| <u>Bidding Vendors</u> | <u>Bid Amount</u> |
|------------------------|-------------------|
| Chudy Paper Company    | \$31.50/case      |
| Contract Paper Group   | \$24.07/case      |
| Eaton Office Supply    | \$29.50/case      |
| Veritiv Corporation    | \$25.00/case      |

WHEREAS, the Board of Education awarded the Copier Paper bid to the lowest bidder, Contract Paper Group at its April 10, 2018 meeting, and

WHEREAS, the Contract Paper Group was not able to fulfill the copier paper bid award,

NOW, THEREFORE, BE IT RESOLVED, that the bid for Copier Paper for the 2017-18 school year as per specification be awarded to the next lowest bidder: Veritiv Corporation for \$25.00 per case for a total cost of \$21,000.00.

**Bid Openings:**

BE IT RESOLVED: That Kristen Fransen, Senior Account Clerk, is empowered to open any and all competitive bids, make a record of the bids and to submit the record at the next regular meeting, or at a special meeting called for that purpose of the Board of Education during the fiscal year July 1, 2017 through June 30, 2018.

**Change Orders:**

**Bush Elementary School Project 0010-009:**

**Heating & Ventilating (HV-5) Scobell Co. -\$10,693:** Net credit for labor and material to eliminate duct cleaning and replacing 12 convectors from the project, installing an additional HVAC duct in pipe tunnels, install three condensate pumps, install a new return line under the mezzanine floor, and install temporary heat in old office area and kindergarten rooms. This credit will be applied to the project budget.

**BOE Financial Resolutions**

**May 16, 2018**

**Districtwide Technology Project 7999-005:**

**Heating and Ventilation (CT-2) U&S Services: -\$30,082:** Credit for unused contractual allowances. This credit will be applied to the project budget.

NOW, THEREFORE, BE IT RESOLVED that the change orders for this work are approved and, that Vernon Connors, Director of Finance and Business Affairs, is hereby authorized to execute said change orders.

**SEQRA Declaration – Rogers School Building:**

A RESOLUTION, DATED MAY 16, 2018, OF THE BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT OF THE CITY OF JAMESTOWN, CHAUTAUQUA COUNTY, NEW YORK (THE “DISTRICT”) CONFIRMING THE DISTRICT’S FORMER ROVILLUS R. ROGERS ELEMENTARY SCHOOL BUILDING ROOF REPLACEMENT PROJECT TO BE A TYPE II ACTION UNDER SEQRA

WHEREAS, the City School District of the City of Jamestown, Chautauqua County, New York (the “District”), after consultation by District officials with the District’s retained architectural firm (Clark Patterson Lee), determined to undertake, during the District’s current (2017-2018) fiscal year, a capital improvements project involving the removal of and replacement of the roof at the former Rovillus R. Rogers Elementary School building (the “Project”); and

WHEREAS, the estimated maximum cost of the Project, including all incidental costs relating thereto, has been determined by Clark Patterson Lee to be approximately \$750,000; and

WHEREAS, the qualified voters of the District approved the District’s 2017-2018 budget calling for the inclusion of funds in an amount necessary to undertake and to fund the Project, with the work on the Project being anticipated to occur during the District’s 2017-2018 fiscal year; and

WHEREAS, in accordance with New York State Education Department (“SED”) guidance and policy, the local school district / board of education is the appropriate agency to be the lead agency to undertake review of the Project under the State Environmental Quality Review Act (“SEQRA”); and

WHEREAS, Section 617.5 of the SEQRA Regulations (6 NYCRR Part 617) provides that certain activities are Type II actions which are not subject to review under SEQRA and that such activities include “routine activities of educational institutions,” “maintenance or repair involving no substantial changes in an existing structure or

**BOE Financial Resolutions**  
**May 16, 2018**

facility;” “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site...unless such action meets or exceeds any [Type I] thresholds in section 617.4” and/or “emergency actions that are immediately necessary on a limited and temporary basis for the protection or preservation of life, health, property or natural resources, provided that such actions are directly related to the emergency and are performed to cause the least change or disturbance, practicable under the circumstances, to the environment”; and

WHEREAS, the Project constitutes such routine activities of educational institutions; maintenance or repair activities; and/or in-kind, same-site replacement, rehabilitation or reconstruction activities not exceeding Type I thresholds;

NOW THEREFORE, BE IT RESOLVED that the District’s Board of Education hereby confirms and formalizes its prior determination that the Project is a Type II action, which is not subject to review under SEQRA, and that the action will not result in a significant adverse impact on the environment.

RESOLVED, the Project shall continue to be funded by means of a “transfer to capital” in the District’s approved budget for the 2017-2018 fiscal year, so that the Project can be undertaken and completed in the District’s 2017-2018 fiscal year; and be it further

RESOLVED, that this resolution shall take effect immediately.

**SEQRA Declaration – Capital Improvements:**

A RESOLUTION, DATED MAY 16, 2018, OF THE BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT OF THE CITY OF JAMESTOWN, CHAUTAUQUA COUNTY, NEW YORK (THE “DISTRICT”) DECLARING THE DISTRICT’S PROPOSED 2018-2019 BUDGET YEAR CAPITAL IMPROVEMENTS PROJECT INVOLVING UNFINISHED ITEMS FROM THE DISTRICT’S 2010 AND 2015 BUILDING CONDITION SURVEYS, TO BE A TYPE II ACTION UNDER SEQRA

WHEREAS, the City School District of the City of Jamestown, Chautauqua County, New York (the “District”), after consultation by District officials with the District’s retained architectural firm (Clark Patterson Lee), has determined to undertake, during the District’s pending (2018-2019) fiscal year, a capital improvements project involving unfinished items from the District’s 2015 Building Condition Survey (the “Project”); and

WHEREAS, the estimated maximum cost of the Project, including all incidental costs relating thereto, has been determined by Clark Patterson Lee to be approximately \$1,000,000; and;

**BOE Financial Resolutions**  
**May 16, 2018**

WHEREAS, the Board of Education of the District has approved the District's 2018-2019 budget calling for the application of \$1,000,000 to fund the Project, with the work on such Project anticipated to occur during the District's 2018-2019 fiscal year; and

WHEREAS, in accordance with New York State Education Department ("SED") guidance and policy, the local school district / board of education is the appropriate agency to be the lead agency to undertake review of the Project under the State Environmental Quality Review Act ("SEQRA"); and

WHEREAS, Section 617.5 of the SEQRA Regulations (6 NYCRR Part 617) provides that certain activities are Type II actions which are not subject to review under SEQRA and that such activities include "routine activities of educational institutions," "maintenance or repair involving no substantial changes in an existing structure or facility;" "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site...unless such action meets or exceeds any [Type I] thresholds in section 617.4" and/or "emergency actions that are immediately necessary on a limited and temporary basis for the protection or preservation of life, health, property or natural resources, provided that such actions are directly related to the emergency and are performed to cause the least change or disturbance, practicable under the circumstances, to the environment"; and

WHEREAS, the work items involved in the Project are all to constitute such routine activities of educational institutions; maintenance or repair activities; and/or in-kind, same-site replacement, rehabilitation or reconstruction activities not exceeding Type I thresholds;

NOW THEREFORE, BE IT RESOLVED that it is the final determination of the District's Board of Education that the Project constitutes a Type II action, which is not subject to review under SEQRA, and the proposed actions will not result in a significant adverse impact on the environment.

RESOLVED, the Project shall continue to be funded by means of a "transfer to capital" in the District's approved budget for the 2018-2019 fiscal year, so that such Project can be undertaken and completed in the District's 2018-2019 fiscal year; and be it further

RESOLVED, that this resolution shall take effect immediately.

**Independent Auditor:**

WHEREAS, the Jamestown Public Schools recently participated in a Request for Proposals (RFP) process through the Erie 2-Chautauqua-Cattaraugus BOCES for Independent Auditor services for the 2017-18 through 2019-20 fiscal year audits, and



**BOE Financial Resolutions  
May 16, 2018**

WHEREAS, the Jamestown City School District wishes to award a three-year contract for independent audit services to Buffamante, Whipple, Buttafaro, P.C. based on the RFP process,

NOW, THEREFORE, BE IT RESOLVED, that the Jamestown City School District awards a three-year contract for \$72,500 to Buffamante, Whipple, Buttafaro, P.C. for independent audit services for the 2017-18 through 2019-20 fiscal year audits.

**RESOLVED**, that the instructional personnel recommendations of the Superintendent of Schools be approved and confirmed.

**RESOLVED**, that the non-instructional personnel recommendations of the Superintendent of Schools be approved and confirmed.

**BE IT RESOLVED:** That the minutes and placement recommendations made by the Committee on Special Education are hereby approved as presented.

**BE IT RESOLVED:** That the minutes and placement recommendations made by the Committee on Pre-School Special Education are hereby approved as presented.

BE IT RESOLVED: That approval be given to Jamestown City School District's Athletic Department to merge varsity boys' swimming with Falconer School District for the 2018-2019 school year.

RESOLVED, that the Board of Education moves the following proposed policies onto a second reading:

1. Students Service as Ex-Officio Members of the School Board
2. Policy 1110: School District and Board of Education Legal Status and Authority
3. Policy 1120: Board of Education: Qualifications, Numbers and Terms of Office
4. Policy 1210: Board Members: Nomination and Election
5. Policy 1220: Reporting of Expenditures and Contributions
6. Policy 1230: Resignation and Dismissal
7. Policy 1310: Power and Duties of the Board
8. Policy 1320: Nomination and Election of Board Officers and Duties of the President and Vice President
9. Policy 1330: Appointments and Designations by the Board
10. Policy 1331: Duties of the District Clerk