

ATTICA CENTRAL SCHOOL
DISTRICT HEALTH AND SAFETY COMMITTEE

Meeting Minutes

Minutes of the District Health and Safety Committee meeting held on Wednesday **September 20, 2017** in the High School Conference Room 134:

In Attendance: *Kelly Beitz, John Spink, Amy Meyer, Eric Romesser, Karen Kut, Meaghan Matuszak, Sherry Bennett, John Polito, Debra Lacey, Josh Audsley, Brian Fugle, Curtis Fearrington, Ivan Carasquillo, Michelle Pitkin, Dean Hendershott, Gina Lepsch, Mike Jansma, Ralph Marvin, Becky Sphar, Dave Barber*

Meeting began at 1:45 p.m. with a presentation from Clark Patterson Lee explaining the results of the vehicle and pedestrian traffic study. *Presenters were Melanie Anderson, Jennifer Michniewicz, and Paul Hedin.*

Melanie began the presentation with an explanation of the project, which was to provide us with their suggested solutions to improving safety and traffic patterns at both schools. Her first suggested solution for the Elementary School involved moving the bus loop from the parking lot to the front lawn of the school. She gave some additional solutions that would keep the bus loop in the existing parking lot but would involve re-organizing the parking spots and traffic flow. Jennifer then presented the traffic data collection and the models of traffic flow with the proposed changes to the lots.

For the MS/HS, Melanie shared some re-organization scenarios of the parking lots that would give more definition to the desired traffic flow and ease of pick up/drop off of students. Jennifer presented results of three proposed changes to the traffic flow which were a traffic signal, a roundabout, and an all way stop at the main entrance to the school. They provided a report with all the detailed data.

Next Meeting Date: Wednesday December 20 1:45pm

At this meeting- we will better discuss the options that are feasible for us for each school. Clark Patterson Lee will be there and available for us to ask questions, and discuss different options on the scenarios they've provided.

OLD BUSINESS

- Injury report review- Dave provided copies of the report to everyone and it was reviewed July through September
- Drills- update that all drills are scheduled for the school year.



ATTICA CENTRAL SCHOOL DISTRICT HEALTH AND SAFETY COMMITTEE

- Plan reviews –Emergency Response Plans were printed and shared with all the staff at the Superintendents Conference and placed in every room. Building level plans must be submitted online by 10/15
- SSBA Application was submitted, reviewed, and returned to us requesting more information. Now that it has been started, we can re-submit and it should be a quicker return time
- Lead in water project is completed. All potable faucets have been tested and passed. If any faucets were untested, a sign has been posted. Another test will be performed in 2020.
- DHSES conference July 25th -27th. This was a conference that Dave, Meaghan, and Bryce attended regarding properly planning and handling multi-hazards, drill training and techniques for tabletops and evacuations. The DHSES designed the plan template for SED.

NEW BUSINESS

- Appoint District “CEO”- this is by appointment of the Board of Education and will be Dave for this year
- Capital Project- The plans to move forward with a capital project are being made and a committee is being formed. The Board of Education is holding a workshop on 9/26 to discuss Capital Project Parameters
- Pet Policy- there is now a revised pet policy in place that restricts the permission of pets on school property to only service animals. All other animals are not permitted without permission from Administration. A letter from the Superintendent went out to all the students in the district and signs will be posted.
- Set the meeting schedule for remainder of school year
December 20, 2017
February 28, 2018
May 9, 2018
- Round Table
 - Meaghan mentioned the SSBA Application isn't starting over in the process and resubmitting the information should be a quicker process
 - Karen mentioned the temperature in the cafeteria is hot and asked for some more fans
 - Josh suggested that the cameras be considered for upgrades

Meeting was concluded at 3:00pm

ATTICA CENTRAL SCHOOL DISTRICT
AUDIT COMMITTEE MINUTES
September 28, 2017

Meeting began at 6:11 p.m.

Members Present: Brian Fugle, Jeffrey Peters, Steven Witkowski

Members Absent: None

Others Present: Bryce Thompson, Meaghan Matuszak,
Kathryn Barrett (Freed Maxick)

I. RECEIVE/REVIEW FINANCIAL STATEMENTS – FREED MAXICK

- Pre-audit work went smoothly and efficiently
- Review of government-wide financial statements
 - Implemented change from GASB-45 to GASB-75
 - TRS impact changes from asset to liability
 - Review of GASB-75 (completed one year early)
- Review of Financial Statements
 - Reminder that revenues are not growing at same level as expenditures.
 - Revenues down due to drop in state aid
 - Overall expenditures – up slightly.
- Budget Review
 - Mid-year and year-end transfers to the capital reserve were reviewed. Transfers were made following recommendation by Office of State Comptroller (OSC).
- Special Aid Fund
 - Grant expenditures increased this past year, which required district to undergo a single audit.
- School Lunch Fund
 - Healthy fund balance
 - Recognized a loss for 2016-17 school year
- Debt Service Fund
 - Healthy balance in debt service fund
 - Utilized to offset future debt payments, in the form of a transfer to general fund

- In anticipation of an approved capital project vote, district will utilize debt service funds to cover debt incurred, prior to receiving building aid.

II. MANAGEMENT LETTER

- Required communication
 - No significant transfers
 - No audit adjustments – very positive
 - Projected new GASB regulations
 - Long term leases should be recorded as capital leases
 - GASB-84 Fiduciary Activities – district should review GASB-84 to determine if disclosures are necessary.

- Letter of Communicating Operations Matters
 - No deficiencies/concerns
 - Update district policies over federal awards
 - Cyber Security – consider implementing a cyber security program to test vulnerability management and penetration.
 - Looking into having Freed Maxick provide an initial assessment.
 - Consider looking into purchasing cyber liability insurance to protect the district in the event we are compromised.

- Financial Reporting
 - Approved financial statements are now required to be posted on district website.

In summary, it was a positive report with no material weaknesses or significant deficiencies.

Meeting ended: 6:36 pm

APPROVED MINUTES

Genesee-Livingston-Steuben-Wyoming Educational Partnership

August 16, 2017

Call to Order

The regular meeting of the Genesee Valley Educational Partnership was called to order on August 16, 2017, at 6:30 p.m. by Board President Richard Wilcox, in Conference Room A, at 80 Munson Street, LeRoy, New York

Roll Call

MEMBERS PRESENT:

Patrick Burk	Ernest Haywood
Matthew Crane	William Kane
Robert DeBruycker	Roger Kostecky
David DeLaVergne	Richard Wilcox
Edward Engel	J. David Woodruff
Norbert Fuest	

MEMBERS EXCUSED

OTHERS PRESENT:

District Superintendent Kevin MacDonald, Assistant Superintendent Julie Donlon, Chief Human Resources Officer Stephen Mahoney, Director of Programs Daniel Murray and Board Clerk Jennifer Lewis

Pledge of Allegiance

Richard Wilcox led the Pledge of Allegiance.

Agenda Adopted

Moved by Mr. Fuest, seconded by Mr. Woodruff, that the agenda and addendum be adopted.

Yes: 11 No: 0

Carried Unanimously.

Executive Session

Moved by Mr. Burk, seconded by Mr. DeLaVergne, to enter into Executive Session at 6:32 p.m. to discuss the employment history of particular individuals.

Yes: 11 No: 0

Carried Unanimously.

Moved by Mr. Kane, seconded by Mr. Burk, to return to public session at 6:35 p.m.

**Minutes of Previous Meeting
Approved**

Moved by Mr. Engel, seconded by Mr. DeBruycker, to approve the minutes of the July 21, 2017 Re-Organization and Regular Board Meeting.

Yes: 11 No: 0

Carried Unanimously.

APPROVED MINUTES

Genesee-Livingston-Steuben-Wyoming Educational Partnership

August 16, 2017

Treasurer’s Report, Central Treasurers’ Report and Budget Amendments Received

Moved by Mr. Haywood, seconded by Mr. Woodruff, to receive the Treasurer’s and Central Treasurers’ Reports for the month ending June 30, 2017.

Yes: 11

No: 0

Carried Unanimously.

Treasurers’ Reports as received are listed on Schedule V. of the agenda and placed in the supplemental file.

Albany and Other Updates

Mr. MacDonald reported on updates regarding the following:

- DS Meeting in Albany went well. The Commissioner is doing a great job.
- The Leadership Institute was a success with 19 of our districts and over 150 administrators participating.
- Staffing discussions are going well and we are in a good position for the start of the new year.
- We continue to move forward with the program at Marquart and currently have 20 students enrolled.
- Continue to serve on the Opioid Task Force.
- Opening Day activities are scheduled for September 5th at the Quality Inn & Suites in Batavia.
- Senator Ranzenhofer will be meeting with Genesee County Superintendents on August 23rd.

Moved by Mr. Fuest, seconded by Mr. DeLaVergne, to approve the following three (3) Action Items, as recommended by the District Superintendent:

Policy # 7210 – Textbooks and Other Instructional Materials

Adopted the second and final reading of Policy # 7210 – Textbooks and Other Instructional Materials.

Resolution Approved for Transfer of Managerial Food Service Functions from Pembroke CSD

Accepted Transfer of Managerial Food Service Functions from Pembroke CSD

WHEREAS, by resolution of August 8, 2017 and pursuant to Civil Service Law Section 70, the Pembroke Central School District transferred that District’s managerial food service functions to the Genesee, Livingston, Steuben, Wyoming Board of Cooperative Educational Services (the Partnership), effective on a date to be determined by this Board,

BE IT HEREBY RESOLVED, upon the recommendation of District Superintendent MacDonald and pursuant to Civil Service Law Section 70, that the transferred managerial food service functions are hereby assumed by the Partnership, effective August 17, 2017.

APPROVED MINUTES

Genesee-Livingston-Steuben-Wyoming Educational Partnership

August 16, 2017

Resolution Approved for 211 Waiver Application

Approved the Resolution for 211 Waiver Application for Stephen Falker, Commercial Driver's License instruction in the Adult Education Program.

Yes: 11

No: 0

Carried Unanimously. Three (3) Action Items as recommended by the District Superintendent.

Administrative Reports

The reports of the Assistant Superintendent, Chief Financial Officer, Chief Human Resources Officer and Director of Programs were reviewed. After brief comments regarding their reports, each administrator present answered questions asked by the Board members.

Board Forum

Board Member Activity:

Pat Burk

- Attended the GVSBA Executive Committee meeting.
- The Al Hawk Award dinner is scheduled for September 21st Valley Oaks in Geneseo.
- Batavia CSD is currently recruiting for a High School Principal.

Matt Crane

- The Summer School program at Dansville CSD is going very well.
- The Annex at Groveland is starting a program for 16-17 year olds.

Dave DeLaVergne

- Attended the Rural Schools Association Conference.

Ed Engel

- The GVEP Retirees luncheon is on September 8th at Terry Hills.
- The Ag Academy had a nice display at the Wyoming County Fair.
- Met a former Ag Academy student who was working at the Erie County Fair.
- Discussion on President Trump's Apprenticeships in CTE program and funding concerns.

APPROVED MINUTES

Genesee-Livingston-Steuben-Wyoming Educational Partnership

August 16, 2017

Norb Fuest

- GVEP and GCC representatives will be presenting to the Genesee Area Human Resources Association in September.
- Attended the GVSBA Executive Committee meeting.

Dick Wilcox

- Attended the GVSBA Executive Committee meeting.

Moved by Mr. Kane, seconded by Mr. Crane, to approve the following one (1) Program and Instruction items as recommended by the District Superintendent:

Field Trips Approved

Approved the following field trips:

1. Batavia Academy ITP and Alternative Education Students to participate in team building activities at YMCA Camp Hough in Silver Springs, NY on September 11 and 12, 2017. 85 students (50 male / 35 female) and 14 chaperones (4 male / 10, possibly more). **Total Cost: \$1,095** to be paid by PBIS funding sources.
2. SkillsUSA Leadership Training Institute in Washington, DC on September 23-27, 2017. 1 (female) student and 1 (female) chaperone. **Total Cost: \$1,978.80** to be paid by GVEP.

Yes: 11

No: 0

Carried Unanimously. One (1) Program and Instruction Items.

Moved by Mr. Haywood, seconded by Mr. Burk, to approve the following two (2) Personnel Items, as recommended by the District Superintendent:

**Instructional & Support
Personnel Schedules Approved**

Approved the following personnel schedules:
Schedule I.P.

- 1 - Resignations
- 3 - Probationary Appointments
- 4A - Temporary Appointments: Substitutes
- 4B - Temporary Appointments: Above Contract
- 4C - Temporary Appointments: Other
- 4D - Temporary Appointments: Casual Employees
- 4E - Temporary Appointments: Adult Ed. Certified
- 5 - Part-Time Appointments
- 6 - Tenure Appointments
- 7 - Leaves of Absence
- 15 - Extended School Year Appointments
- 15A - Regional Summer School Appointments
- 16 - Volunteers/Student Teaching

APPROVED MINUTES

Genesee-Livingston-Steuben-Wyoming Educational Partnership

August 16, 2017

Schedule S.P.

- 1 - Resignations
- 3 - Provisional Appointments
- 5 - Permanent Appointments
- 8A - Temporary Appointments: Substitutes
- 8B - Temporary Appointments: Other
- 9A - Full-Time Non-Competitive Appointments
- 11 - Change in Status
- 15 - Extended School Year Appointments
- 15A - Regional Summer School Appointments
- 16 - Volunteers

Personnel Schedules as approved are listed on Schedule X.A. of the agenda and placed in the supplemental file.

JUUL Agreement Approved

Approved a JUUL agreement extending the probationary appointment of Health Occupation: Nurse's Assisting (Tenure #076), Linda Blythe, from October 13, 2017 to October 13, 2018.

Yes: 11

No: 0

Carried Unanimously. Two (2) Personnel Items.

Moved by Mr. Fuest, seconded by Mr. Woodruff, to approve the following four (4) Business and Finance Items, as recommended by the District Superintendent:

**Contracts & Agreements
Approved & Grants Accepted**

Approved contracts and agreements as recommended by the District Superintendent, authorizing the District Clerk to sign on behalf of the Board, and to accept grants.

Contracts and agreements as approved and grants as accepted are listed on Schedule XI.A. of the agenda and placed in the supplemental file.

Internal Bids Received

Accept the lowest responsible Internal Bid received, meeting specifications, from C & F Transportation, Mt. Morris, NY for student transportation needs at the May Center in Mt. Morris.

Internal Bid as received is listed on Schedule XI.B. of the agenda and is on file in the business office.

Cooperative Bid Rescinded

Rescind the Cooperative Bid for Food Service Paper Supplies that was wrongfully awarded to Dobmeier on July 19, 2017. The bid will be re-advertised.

Flexible Benefits Plan Document

Approved amendments to the Genesee-Livingston-Steuben-Wyoming BOCES Flexible Benefits Plan Document effective October 1, 2017.

APPROVED MINUTES

Genesee-Livingston-Steuben-Wyoming Educational Partnership

August 16, 2017

Flexible Benefits Plan Document revisions are listed on schedule XI.D. and placed in the supplemental agenda file.

Yes: 11

No: 0

Carried Unanimously. Four (4) Business and Finance Items.

Adjournment

Moved by Mr. Fuest, seconded by Mr. Haywood, to adjourn the meeting at 7:20 p.m.

Yes: 11

No: 0

Carried Unanimously.

Respectfully Submitted,

Jennifer Lewis, Board Clerk

ATTICA ELEMENTARY SCHOOL
BOARD OF EDUCATION REPORT
OCTOBER 12th, 2017

At our September School-Wide Assembly we welcomed students and staff to Attica Elementary School. We introduced all staff members and set the tone for future monthly assemblies.

At our October School-Wide Assembly, we will introduce the “Growth Mindset” themes that we will be focusing on this year. We will also choose themes for the PTG Basket Raffle, introduce Project Read, and announce the Golden Sneaker and Music Award winners for the month of September.

Over the past few weeks, our students in grades 2-4 have been participating in a bicycle unit during their physical education classes. On Friday, September 29th, the unit culminated with our fourth grade students riding in their annual Criterium. All fourth grade students were able to ride bikes in a continuous loop on the high school track. We would like thank Mr. Barber and his staff for assisting us with the transporting of the bikes.

Open House was held on Friday, September 29th, from 5:30 –7:00 P.M. It was very well attended by students and their families. The following high school students were a huge help with the PTG hot dog sale – Tyler Stachowiak, Amanda Conrad, Nick Woods, Rebecca Cutter, Kate Witkowski, Taylor Nusstein, Katrina Tarapacki, Megan Wagner, Patrick Donohue, Nick Foeller, Grace Kibler, and Costanza Bentivegna. The following middle school students were a huge help with the PTG Bake Food Sale – Ellie Cusmano, Anna Hopfinger, and Skyler Toland. Thanks to Mr. Thompson and the Board of Education members who were able to attend our Open House. It was an exciting evening for our students!

Thanks to everyone who made a contribution to the United Way Campaign this year. Our total district donation was \$3,900.00! Thanks for making a difference in the lives of others.

Upcoming Events:

Fire Prevention Week – October 2nd – October 5th

Senior Halloween Parade – Tuesday, October 31st

Parent-Teacher Conferences – November 15th and 16th

I-3

Middle School BOE Report for 10/12/17

- The Middle School got off to a great start to the 2017-18 school year. The faculty reported on 9/5 for a day full of opportunities to: meet new and shared faculty members, partake in professional development, receive building updates, prepare rooms and plan for upcoming lessons. Students reported on 9/6 and were welcomed to a clean well prepared building with a positive staff eager to get started.
- Modified Sports (Football, Girls/Boys Soccer and Volleyball) are all underway with the expectation of successful seasons for all.
- School pictures were taken day one of school. All the students were able to show off their favorite school clothes and perfect smiles.
- Our Middle School Open House was September 21st. We had a great turn out throughout the night. Parents were able to follow their students schedule and meet with teachers informally. Special thanks to our NJHS students for volunteering to pass out schedules, sell Spirit wear and direct visitors in the right direction.
- I-Ready is completely up and running. All students have completed a beginning of the year diagnostic for both ELA and Math. Students that need additional support have also started using the program to identify specific standards that need to be reinforced.
- The Compact Team received a check for \$547.37 from the Tops for Education program. Thank you goes out to Tops and all the community members that have signed up to sponsor the Attica Middle School.
- The 8th Grade attended "Career Day" at Perry Central School on Wednesday, October 4th. This is sponsored by the local Business Educational Council. Thank you to the Compact Team for providing lunch to all the 8th graders at the Charcoal Coral.
- The History Club leaves for the Washington DC trip on Thursday, October 5th. They have an ambitious agenda planned which includes Monument Tours, Arlington Cemetery, Gettysburg, Smithsonian's and an evening cruise on the Potomac to name a few. Selected students will again be part of the Wreath Laying Ceremony at Arlington. Thank you to the New York State Correction Officers and Police Benevolent Association for purchasing the wreath.

Subject: BOE Report SHS
From: Josh Audsley
Date: 10/3/17
To: Mr. Thompson & the Attica CSD Board of Education

-We welcomed back our teachers and students a little over a month ago and I want to thank Dave Barber and his crew for doing such a great job inside and outside of our building over the summer. With all that had to be done over the summer everything was ready to go and he and his staff continue to be responsive to our needs and concerns as they relate to the facility.

-Mr. Spink and I met with each of the 4 individual classes on the first Friday of school for our annual review of the Code of Conduct. All the presentations went well and it has been a very smooth start to the school year.

-We have already completed four Fire Drills and will be doing our required Lockdown Drills throughout the fall.

-Fall sports are well underway and it's great to see such a large number of our students participating in athletics. I always look forward to seeing our kids compete and invite you to come out whenever you can to watch and support our student athletes.

-Thank you to Amanda Hofheins and the Mighty Marching Attica Blue Devils for marching this summer and representing our school and community in such a positive way. This year the rain held off and they were able to perform both nights at Pike.

-Many high school staff came in over the summer to do curriculum work and prepare for the upcoming year.

-I met with 40 incoming freshmen and their parents over the summer and was excited to hear their stories and have the chance to get to know them prior to the school year starting.

-I am excited to welcome our new hires, Breanna Hummel, Chemistry & Physics Teacher, Lisa Young, PE Teacher, Rebecca Barber, Special Education Teacher, Will Paddock, Math Teacher, Will is new to us but not the District, he taught in the Middle School last year. All are getting to know our kids, their colleagues and the community and have gotten off to a great start.

-Students enjoyed Homecoming Week, the week included different dress up days, Monday was Nerd v. Jock Day, Tuesday was Country v. City Day, Wednesday was Class Distinction Day, freshmen wore purple, sophomores wore red, juniors wore royal blue, the seniors wore black, and the Faculty was in red. Thursday was Rockers v. Rappers Day, and Friday was School Spirit Day. On Friday we held our Pep Assembly outside for the first time. The Homecoming Parade, the football game and the Homecoming Dance all went well.

-Our FFA hosted the NYS FFA Officers on October 2nd. These officials are touring the state and are kicking off their term with a visit to Attica and or reestablished FFA Chapter. While they were here they'll participate in a leadership development workshop and enjoyed a lunch provided, and hosted, by our FFA officers in the high school Library.

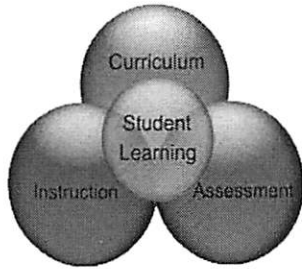
- Living Environment Teacher, Laura O'Donnell has been selected by the Genesee Valley Educational Partnership as a Living Environment Science Co-Facilitator for GVEP. This means that she will be both attending and presenting at conferences. Laura is very excited about the opportunity, especially with the new science standards coming.

-The Rochester Area Colleges were here the morning of Thursday, September 28th. Colleges and Universities that were represented were: Alfred State, Alfred University, Brockport, FLCC, Geneseo, GCC, Houghton, Keuka, MCC, Nazareth, Roberts Wesleyan, RIT, St. John Fisher and the University of Rochester.

-National Manufacturing Day is Thursday, October 5nd and 6 of our 9th & 10th grade students, along with HS Counselor, Erica Frongetta, will be attending the Wyoming County Business Education Council's sponsored field trip to three Wyoming County manufacturers. They'll visit Advanced Rubber Products in Wyoming, Marquart Company in Gainesville and Morton Salt in Silver Springs. The visits are to highlight the number of manufacturing jobs available in Wyoming County.

-We will have our first RPE (Regional Program of Excellence) on Friday, October 13th. It is entitled "Painting with a Twist".

Josh Audsley



Attica Central School District

Director of Curriculum
Board of Education Report
October 12, 2017

- The Professional Growth Day on October 6th focused on implementation of technology in instruction. The professional development was planned to differentiate according to the needs of each building, grade level, and department. The table below gives an indication of the various learning opportunities provided to our faculty and staff.

Dept/Grade	Activity
K-4 Classroom/ Special Ed teachers 5-6 Classroom/7-8 ELA and Math K-8 AIS Reading/Math	iReady- data analysis and Teacher Toolbox exploration
5-12 Special Ed	Snap & Read and Co-Writer Universal: Webinar and Exploration
9-12 ELA, 7-12 Social Studies, 9-12 Math, 7-12 Science, 7-12 Bus/Tech, 7-12 LOTE, Health/FACS	Technology workshops provided by Eduscape and Edutech Trainers
K-12 PE	Department Technology work
K-12 Art	Webinar: Engaging the Eye: Building Literacy via Visual Art
K-12 Music	NAfME Academy website
Guidance	Career Plan
Nurses	Technology workshop/NYS School Health Professionals website
Teacher Assistants	GCC workshop

- Basic Education Data System (BEDS) – October 4, 2017. This date is significant to schools, it is the date identified for districts to collect information that will be reported to the State Education Department. This information is used to determine such things as funding and state report card information. As BEDS Coordinator, it is my role to work with all district staff to ensure accurate and timely data collection. There is a plethora of information that needs to be reported, such as student demographic, programs, assessment and enrollment data, as well as teacher/staff and course information.

Respectfully submitted,
Karen Tomidy