

**ADDENDUM TO AGENDA
June 28, 2018**

CONSENT ITEM:

19. To accept a letter of resignation from Suzanne Rogacki, Teaching Assistant, to be effective July 1, 2018.
20. To accept a letter of resignation from Darcy Bohlen, Teacher's Aide to be effective June 30, 2018.
21. To accept a letter of resignation from John Bauer, Cleaner, to be effective June 25, 2018.
22. To approve the creation of a Copy Machine Operator position.
23. To appoint Sue Rogacki to the substitute teacher and substitute teacher's aide lists, in accordance with the recommendation.
24. To approve the summer schedule of events for the FFA.
25. To award the bid for a seven-passenger vehicle to McClurg CDJ, Inc., in accordance with the recommendation.

DISCUSSION:

3. Capital Project

EXECUTIVE SESSION:

Motion by _____ seconded by _____ to move into EXECUTIVE SESSION for CSE/CPSE recommendations, and two negotiations matters at (____ p.m.)

MOTION CARRIED ___ Yes; ___ No

Motion by _____ seconded by _____ to approve the Memorandum of Agreement for the reimbursement for partial cost of a cellular telephone plan.

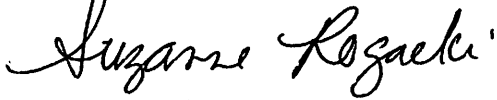
MOTION CARRIED ___ Yes; ___ No

June 22, 2018

Dear Mr. Thompson,

Due to family illness I am resigning as Teaching Assistant for the Attica Central School District, effective July 1, 2018.

Sincerely,



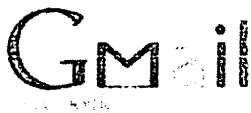
Suzanne Rogacki

RECEIVED

JUN 22 2018

**ATTICA CSD
DISTRICT OFFICE**

C-19



Denise Breissinger <dbreissinger@atticacsd.org>

Fwd: 2018-2019 School Year

1 message

Paul Clark <pclark2@atticacsd.org>
To: Denise Breissinger <dbreissinger@atticacsd.org>

Fri, Jun 22, 2018 at 3:25 PM

----- Forwarded message -----

From: Darcy Bohlen <dbohlen@atticacsd.org>
Date: Tue, Jun 5, 2018 at 5:04 PM
Subject: 2018-2019 School Year
To: Debra Lacey <dlacey2@atticacsd.org>, Paul Clark <pclark2@atticacsd.org>, Sherry Bennett <sbennett@atticacsd.org>

Dear Paul, Sherry & Deb,

I am writing to inform you all that I will not be continuing my position as a 1:1 aide in the 2018-2019 school year.

I would like to ask to return to the list of substitutes for the middle and high school.

If you would like to meet to discuss this further I am available daily during "advisement b"

Thank you for this opportunity and a wonderful year!

Darcy Bohlen

Paul Clark
3338 East Main Street
Attica, NY 14011
585-591-0400 ext. 1500
pclark2@atticacsd.org

RECEIVED
JUN 22 2018
ATTICA CSD
DISTRICT OFFICE

C.20

ATTICA CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION OFFICES
Attica, New York 14011
(585) 591-0400

6310F.1


NON-TEACHING RESIGNATION FORM

6/25/18
mm

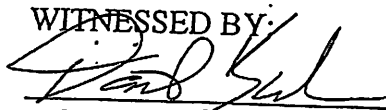
BOARD OF EDUCATION
ATTICA CENTRAL SCHOOL DISTRICT

I, John Graves, wish to hereby submit to you my resignation as
Clerk and as an employee of the ATTICA CENTRAL
SCHOOL DISTRICT, effective June 25 2018.

I fully realize in submitting this resignation that I am relinquishing the rights which I have achieved under probation or permanent appointment in this District. My reasons for formally and irrevocably resigning from my position are personal, but my action is taken voluntarily, on my own initiative, and with full understanding of the circumstances and effect.


Employee's Signature

6-25-18
Date

WITNESSED BY:

Jodi Rudge

Date Accepted by Board of Education

C-21

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

- | | | |
|--|---|--|
| 1. Department
Attica Central School District | Bureau, Division, Unit or Section
Wyoming, County | Location of Position
District Wide |
|--|---|--|
- 2. Description of Duties:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: Copy Machine Operator

Percent of Work Time	Job Duty
95%	<p>Receives materials to be copied, including forms, reports, booklets, bulletins, manuals and paste-ups</p> <p>Sorts and arranges materials</p> <p>Prepares and operated a high speed copy machine; purchased by the district (i.e. Including but limited to Ricoh, Toshiba models or other comparable high speed copy machines)</p> <p>Makes minor adjustments and repairs to machines; keeps machines clean; reports major repairs to supervisor</p> <p>Stores supplies such as paper, toner and related supplies for machines</p> <p>Operates an automatic stapling machine</p> <p>Prepares work record of copied material for billing requirements</p>
5%	<p>All other duties assigned by supervisor or administrator</p>
(Attach additional sheets if more space is needed)	

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Bryce Thompson	Superintendent	Direct

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 Years
 College _____ Years, with specialization in _____
 College _____ Years, with specialization in _____

Experience: (list amount and type)

A) Graduation from high school or possession of high school equivalency diploma and one (1) year of experience in the operation of a high speed copy machine

Essential knowledge, skills and abilities:

Good knowledge of operation and maintenance of high speed copy machines; working knowledge of office terminology, procedures and equipment; ability to maintain simple records; ability to understand and follow simple oral and written instructions; clerical aptitude; neatness, tact and courtesy.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 6-25-18 Title: Business Administrator Signature: *Meaghan Natwysak*

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the _____ Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____

Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
 Disapproved

Date: _____ Signature: _____

Attica Central Schools
Senior High School

*3338 East Main Street * Attica, New York 14011*
*Phone: (585) 591-0400 * Fax: (585) 591-4484*

Mr. Paul Clark, Principal
pclark2@atticacsd.org
ext. 1500

June 11, 2018

Mr. Thompson,

I would like to recommend Mrs. Sue Rogacki as a substitute Teacher/Teacher Aide for the Attica Central School District. Mrs. Rogacki is currently a Teacher Assistant for the Attica Central School District and will be resigning at the completion of the 2017-18 school year. She has requested to be considered as a Teacher/Teacher Aide upon her resignation. She does have an Applied Associates degree in Human Services from Genesee Community College. I feel she will be an excellent, qualified addition to our substitute list. Thank you for your consideration in this matter.



Paul Clark
Middle School Principal

C-23

Bryce & Meaghan,

Please see attached an email I received from Michele Barber outlining a proposed Summer of 2018 FFA schedule. In reviewing this, the times appear reasonable for the FFA activities captioned. Please let me if you need any additional information.

Josh
Josh Audsley
Attica HS Principal
585-591-0400

----- Forwarded message -----

From: Michele Barber <mbarber@atticacsd.org>
Date: Mon, May 7, 2018 at 3:53 PM
Subject: Summer FFA activities
To: Josh Audsley <jaudsley@atticacsd.org>
Cc: John Dickhut <jdickhut@atticacsd.org>

Hello Josh:

I met with John Dickhut last week and discussed the process for summer activity approval and he suggested that I email you our proposed FFA schedule for 2018. This obviously only includes competitions and fair events - not curricular activities, greenhouse care, or garden/test field work.

Dairy and Livestock Judging Event at Alfred State College	Late June/Early July (date TBD)	1 full day
Officer Training and Fair Prep	July	2 full days
Wyoming County Fair August - FFA event day	August 15th	1 full day
- booth planning, setup		1.5 days
- fair float planning, building, and parade		1.5 days
NYS Fair Judging competitions	August 31	1 full day
		<u>8 planned</u> days

As you know, I also have three brand new courses planned for the Fall. I would like to request five curriculum days this summer in order to work on some of the planning involved in putting those together.

Please let me know if you need more information regarding the summer events - all of the official schedules are not out yet so not all of the specific dates are known.

Thank you!
Sincerely,
Michelle Barber

C.24

ATTICA CENTRAL SCHOOL DISTRICT

MEMORANDUM

TO: BOARD OF EDUCATION
FROM: MEAGHAN M. MATUSZAK, BUSINESS ADMINISTRATOR
RE: SCHOOL VEHICLE - VAN
DATE: JUNE 27, 2018

MM

On June 27, 2018 the bids were opened for a seven passenger van. I recommend awarding to the lowest bidder: McClurg CDJ, Inc.

Eight bid packets were sent to companies. Only one bid was received.

Bids were submitted as follows:

McClurg CDJ, Inc.	\$22,853.00
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C.25