Remote Meeting (streamed online @ www.opschools.org)

No public in-person attendance permitted as per Governor Executive Order 202.1

Open Meetings Law: Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo’s Executive Order 220.1 issued on March 12, 2020 suspending the Open Meetings Law, the Orchard Park Central School District Board of Education Meeting scheduled for April 7, 2020 was held electronically and streamed on the districts’ website.

Board of Education

Members Present: Mr. Ryan Cimo
                Dr. Christine Gray-Tinnesz
                Mr. Dwight Eagan
                Mrs. Karen Kane
                Mr. Robert Mahany
                Mr. Dwight Mateer
                Mr. David Nielsen

Members Excused: n/a

Others Present: Mr. Matthew P. McGarrity, Superintendent of Schools
                Dr. Lisa Krueger, Assistant Superintendent – Curriculum
                Mr. David Lilleck, Assistant Superintendent – Personnel
                Mr. Jeffrey Petrus, Assistant Superintendent – Business
                Mrs. Cheryl Connors, District Clerk

Dr. Tinnesz called the meeting to order at 7:00 p.m.

Executive Session

Motion by Mr. Eagan, seconded by Mr. Nielsen, to enter Executive Session at 6:19 p.m. to discuss contractual negotiations and legal matters.

Yes – Tinnesz, Nielsen, Eagan, Mateer, Kane, Mahany and Cimo

No – n/a

Motion Unanimously Carried 7-0

Motion by Mr. Eagan, seconded by Mr. Nielsen, to adjourn Executive Session at 7:37 p.m.

Yes – Tinnesz, Nielsen, Eagan, Mateer, Kane, Mahany and Cimo

No – n/a

Motion Unanimously Carried 7-0

Dr. Tinnesz called the meeting back to order at 7:39 p.m. A video of students from Ellicott Elementary was played to lead all in the Pledge of Allegiance.

Dr. Tinnesz explained that there is no public comment opportunity on the agenda since it is being streamed. Mr. Mateer reminded that community members can email the Board at BOE @opschools.org
Announcements

- Mr. McGarrity made the following announcements:
  - He updated the Board on what the district has been working on over the past few weeks during this unprecedented school closure during the COVID-19 pandemic. He stated that very quickly so much has changed for all of us as a district, as a community, and he thanked all staff members, parents, students and community members for their support as we navigate this new reality. He shared that many parents and families are in need and the district is working to try to meet those needs. He talked about the food delivery service and the evolving instructional program, the needs of community essential employees and partnering with the YMCA to offer help. He stated that at the heart of what the district is doing is making sure we are keeping people, keeping our staff members and keeping our students safe.
  - He requested a moment of silence to honor and remember all those that we have lost during the COVID-19 pandemic and to please keep the first responders, medical care workers and essential workers during the pandemic in our thoughts and prayers.

- Dr. Krueger presented information on the work of the district over the last few weeks regarding online instruction, food service and mental/social health needs of our students:
  - Shared the guiding principles and priorities in how we are responding and will continue to respond to the needs of our students and families during the school physical closure. First and foremost, the physical, social and emotional health of our students, our staff and our community is at the forefront of every decision that we make. We also recognize that families are under tremendous stress and families are adjusting to a new abnormal kind of normal.
  - Shared that not every student has support structures at home and trying to launch a virtual pre-12 program has been a challenge. Stated that as a district we wholeheartedly believe that our students have a right to their public education. We believe that students should be engaged and continued to have an opportunity to learn and grow. Additionally, we expect our students to be doing the very best job that they can, given the constraints and the challenges. We want our students to be engaged and learning and growing with us, even though they can't be physically with us in the building. The district is also supporting teachers to utilize strategies to determine when students complete or have incomplete assignments, rather than traditional assessing in grading practices. She talked about how the district is trying to motivate students and how we are using teacher feedback. The district is employing practices of determining completeness versus incompleteness as opposed to traditional grading practices.
  - She spoke about the districts’ meal delivery service to over 1100 students.
  - Talked about the district’s work to help our families that do not have technology in their home and we are helping children who do not have access to devices in their home or have to share devices with other siblings.
  - Shared that the district is providing counseling support and crisis services support to our families that are in crisis and how the counselors, social workers and psychologists have set up supports. Stated that during this time we have responded to the basic needs of our students first and our families first, which is exactly what we should be doing during this pandemic.
• She spoke about the launch of the Learn at Home Academy and the access to online programs, online enrichment opportunities, reading material, reading texts and things of that nature in one central location. Pre-K through fifth grade teachers are sharing weekly instructional outlines with families to give families structure to help navigate online learning. The activities and learning assignments help to keep students engaged in learning and growing during this time. In the upper grades and secondary level where students have Chromebooks, they are utilizing the google classroom environment as well as synchronous and asynchronous learning opportunities. She shared several examples of online learning, how the district is keeping students connected and the opportunities for engagement.

• Shared how the districts is handling the unique challenge of delivering related service, therapies and counseling, which normally take place on in a face to face environment. Mr. Lilleck and Mrs. Czemerynski are working to ensure the delivery of these services through teletherapy.

• Shared how the district has started to engage students some of their normal clubs and activities by meeting virtually to help keep students connected to their school community. She shared an example of the virtual spirit week at one of the buildings.

• Shared that during the spring sports season, many coaches are reaching out to players and teams and encouraging students to stay on top of their workouts by sharing daily workout ideas and instructional videos.

• Stated that she and the administrative team are grateful for our teachers and staff who have stepped out of their comfort zone and tried new technologies. She thanked the Board of Education for giving us a few minutes to highlight our evolution over the past few weeks.

➢ Several of the Board Members thanked the Superintendent and Dr. Krueger for updating the Board on the challenges of delivering instruction during the pandemic. They were also grateful for the work of the food service and transportation staff in coordinating meals and delivering them to students.

➢ Mr. Matthew McGarrity, thanked Dr. Krueger for sharing various aspects of our program at this point. He also stated that the New York State Education Department, has cancelled regents’ exams and grades 3-8 assessments.

CONSENSUS ACTION
Motion by Mr. Eagan, seconded by Mr. Nielsen, to approve the following:
RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby approves the following consensus items:
Yes – Tinnesz, Nielsen, Eagan, Mateer, Kane, Mahany and Cimo
No – n/a
Motion Unanimously Carried 7-0

CONSENSUS MINUTES
CONSSENSUS FINANCIALS

March 10, 2020

Treasurers Report – February 2020
Revenue Budget Detail – February 2020
Appropriations Status Report – March 2020
Warrant Report – March 2020
Consensus Personnel Actions
Personnel Considerations – Administrators and Teachers
Appointments – Probationary and Regular Substitute

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Cert Area / Status</th>
<th>Tenure Area</th>
<th>Initial Location</th>
<th>Type / Effective Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dehlinger, Molly</td>
<td>TOSA</td>
<td>Health / Perm (with OPPA benefits)</td>
<td>Health</td>
<td>MS</td>
<td>TOSA 03/02/18 - 03/20/20</td>
<td>Per OPPA contract</td>
</tr>
<tr>
<td>Dehlinger, Molly</td>
<td>Assistant Principal</td>
<td>SBL / Initial</td>
<td>Assistant Principal</td>
<td>MS</td>
<td>Probationary* 03/21/20 - 03/20/24</td>
<td>Per OPPA contract</td>
</tr>
<tr>
<td>Clarke, Shayna</td>
<td>Elem Ed Teacher</td>
<td>Childhood Ed Gr 1-6 / Professional</td>
<td>Elem Ed</td>
<td>MS</td>
<td>Probationary* 09/02/20 - 09/01/24 Retire - B Battiste</td>
<td>9 M (90)</td>
</tr>
<tr>
<td>Masters, Jamie</td>
<td>Elem Ed Teacher</td>
<td>Childhood Ed Gr 1-6 / Professional</td>
<td>Elem Ed</td>
<td>MS</td>
<td>Probationary* 09/02/20 - 09/01/24 Retire - K Sreniawski</td>
<td>9 M (90)</td>
</tr>
</tbody>
</table>

*This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

Appointments – Coaching (Teachers and Others)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title / Activity</th>
<th>Effective Dates</th>
<th>Employee Group</th>
<th>Salary / Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sayoc, Stephan</td>
<td>COACH - Boys’ Assistant Tennis</td>
<td>Spring 2020</td>
<td>Community Member</td>
<td>$3,742 Exp 6 / Stip 4</td>
</tr>
<tr>
<td>Rice, Jonathan</td>
<td>COACH - Boys’ JV Track</td>
<td>Spring 2020</td>
<td>Community Member</td>
<td>$2,682 Exp 1 / Step 1</td>
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</tbody>
</table>

Consensus Personnel Considerations – Support Staff
Leaves of Absence (Support Staff)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title Activity</th>
<th>Effective Dates</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aavik, Cheryl</td>
<td>Part-time 10 month Bus Attendant (BG)</td>
<td>3/9/20-6/30/20</td>
<td>Unpaid leave of absence - medical</td>
</tr>
<tr>
<td>Hallman, Susan</td>
<td>Part-time 10 month Bus Driver (BG)</td>
<td>3/5/20-4/9/20</td>
<td>Unpaid leave of absence - medical</td>
</tr>
<tr>
<td>Waleszczak, Kathleen</td>
<td>Full-time 12 month Cleaner (B&amp;GR)</td>
<td>10/16/19-4/9/20</td>
<td>Unpaid workers comp</td>
</tr>
<tr>
<td>Connor, Nancy</td>
<td>Full-time 12 month Cleaner (B&amp;GR)</td>
<td>1/14/20-4/9/20</td>
<td>Unpaid leave of absence - medical</td>
</tr>
</tbody>
</table>

Resignations and Retirements (Support Staff)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Dates</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rappl, Sharron</td>
<td>Part-time 10 month Teacher Aide (MS)</td>
<td>07/02/20</td>
<td>Retirement - 26 years of service</td>
</tr>
<tr>
<td>Matyas, Marianne</td>
<td>Part-time 10 month Teacher Aide (MS)</td>
<td>07/02/20</td>
<td>Retirement - 22 years of service</td>
</tr>
<tr>
<td>Maloney, Martin</td>
<td>Full-time 12 month Cleaner (B&amp;GR)</td>
<td>03/27/20</td>
<td>Resignation</td>
</tr>
</tbody>
</table>

Contractual and Other (Support Staff)

- RESOLVED THAT, the Board of Education authorizes the Superintendent of Schools to sign an MOA with OPSRPA regarding COVID-19 School Closure.
Committee Reports

- Mr. Petrus reported that the Facilities Committee met and in consultation with the Superintendent will be pausing the planning of the next facilities project.

Discussion

- South Davis PTO Donation – Mr. Petrus shared that the South Davis PTO would like to donate $995.90 for the purchase of new books for the library.
- Erie 1 BOCES IPA’s for Copy Machines – Mr. Petrus shared that he has been working with Mrs. Hornung, technology director on installment purchase agreements (IPA) with the Erie 1 BOCES for the lease of sixteen Toshiba network machines to replace the machines we currently have that are now about six years old. The IPA’s will be eligible for BOCES Aid funding over the five-year lease period. This equipment will replace three copy machines in the administrative buildings, eight in the high school, one in the middle school and one in each of the elementary buildings.
- Cooperative Bidding with Erie 2 BOCES for the 2020-21 School Year – Mr. Petrus stated that the agreement with Erie 2 BCOES gives the District the opportunity to purchase from any of these bids if the pricing is advantageous for the school district. He stated that the district will compare BOCES bid pricing with State Contract Pricing and other bids and get the best prices available.
- Authorization for District Clerk to Amend and Publish Legal Notices – Mrs. Connors stated that in speaking with legal counsel and knowing the uncertainly of the coming weeks/months, it is recommended that the Board approve a resolution to empower the district clerk to amend and the publish legal notice for the annual school vote as necessary during the COVID-19 pandemic.
- First Read of Policy - 5676: Privacy and Security for Student Data and Teacher and Principal Data and Deletion of 7243: Student Data Breaches – Dr. Krueger shared that the Policy Committee met on March 10 to review the policy changes regarding student data. Education Law Section 2-d has undergone considerable revisions, which are prompting changes to our policies, procedures and practices. The Board of Education previously appointed a Data Protection Officer in preparation for the security enhancements expected under the revisions to Ed Law 2-d. This policy encompasses the privacy and security expectations of student data, and teacher and principal data (referred to as personally identifying information, or PII). The types of data considered to be secure, such as grades and discipline records are explained in the policy. Those data pieces not held to the same security standard (known as directory information) is also clarified in the policy. The District’s obligation to appoint a Data Protection Officer and the responsibilities of this role are detailed in the policy. The District’s obligation to ensure third-party contractors to enter in to written agreements with the District to document their contractual agreement must be Ed Law 2-d compliant. The Parents’ Bill of Rights for Data Privacy and Security is detailed in the policy. The District’s procedures for responding to data breaches and complaints of breaches is also outlined. Since policy 5676 includes the process for data breaches, it is no longer necessary to have policy 7243: Student Data Breaches. Therefore, it is recommended policy 7243 be deleted and removed from the policy manual as policy 5676 is inclusive of its content.
2020-21 Operating Budget Update – Mr. McGarrity and Mr. Petrus presented and update on the status of the 2020-21 budget.

- Mr. Matthew McGarrity began the discussion and stated that Governor Cuomo has been discussing the impact the pandemic has had on the state budget. New York State is expecting a large loss of revenue and that will impact school district funding. He stated that when the budget was presented to the Board the district was anticipating level state aid. The additions to the budget, were K12 field trips at cost of roughly $70,000 and a middle school resource officer that would impact the budget about $100,000.

- Mr. Petrus stated they he expects we can use some fund balance that will be anticipated out of this year budget to help offset potential state revenue declines expected in 2020-21. He is estimating that if we do not resume with students in school, in physical classes, then our fund balance will go up with reductions in spending. He estimated fund balance would be right at the 4% cap. He stated that the district can expect less revenue from investments and sales tax. The state will reduce school aid by $1.1 billion because of the pandemic. Orchard Park schools will receive $209,000 less in aid, however, we are expecting multi mid-year cuts in state aid. The state will look at revenues and adjust school aid as follows: The first window is April 1 - April 30 so the end of this month the state will update their revenues forecast again and decide if they need to reduce school aid; the second window is May 1 - June 30 which is the end of our fiscal year, and should be after the date that we adopt and have a budget in place for next year; the third window which would be obviously well into our school year is the July 1 - December 31. So by December 31 which is halfway through the 2020-21 fiscal year, they could notify us at that time that there's going to be any additional reductions in state aid through December 31. Mr. Petrus again stated that we will likely have mid-year cuts and we will need to adjust our budget as we navigate through the reductions. He stated when we adopt a budget, that is the maximum we can spend and as the state reduces their support, we will need to adjust our budget.

- Mr. McGarrity recommended waiting to make any budget changes until we get more information in the next few weeks.

- The Board members agreed and at this time, did not want to make any reductions or changes to the draft of the budget that was presented in March.

ACTION
Motion by Mr. Eagan, seconded by Mr. Nielsen, upon the recommendation of the Superintendent of Schools, hereby adopts the following resolution:
RESOLVED: That the Orchard Park Central School District Board of Education, upon the recommendation of the Superintendent of Schools, hereby accepts the donation from the South Davis Elementary PTO of $995.90 for the purchase of new books for the South Davis Library.
Yes – Tinnesz, Nielsen, Eagan, Mateer, Kane, Mahany and Cimo
No – n/a
Motion Unanimously Carried 7-0
Motion by Mr. Eagan, seconded by Mr. Nielsen, upon the recommendation of the Superintendent of Schools, hereby adopts the following resolutions:

**RESOLVED**, that the Board of Education of the Orchard Park School District hereby agrees to enter into the attached contract with the Erie I BOCES for a five-year period commencing on April 8, 2020 to authorize the Western New York Regional Information Center to furnish certain computer services to the District pursuant to Education Law 1950 (4) (JJ) for an amount not to exceed $31,726.20 and authorizes 60 monthly payments to be made to Erie BOCES in the amount not to exceed $528.77.

**Be it further RESOLVED**, that the Board or Education of the Orchard Park School District hereby authorizes the Board President or the District Clerk to execute the contract on behalf of the District.

**RESOLVED**, that the Board of Education of the Orchard Park School District hereby agrees to enter into the attached contract with the Erie I BOCES for a five-year period commencing on April 8, 2020 to authorize the Western New York Regional Information Center to furnish certain computer services to the District pursuant to Education Law 1950 (4) (JJ) for an amount not to exceed $74,850.00 and authorizes 60 monthly payments to be made to Erie I BOCES in the amount not to exceed $1,247.50.

**Be it further RESOLVED**, that the Board of Education of the Orchard Park School District hereby authorizes the Board President or the District Clerk to execute the contract on behalf of the District.

**Yes** – Tinnesz, Nielsen, Eagan, Mateer, Kane, Mahany and Cimo

**No** – n/a

**Motion Unanimously Carried 7-0**

Motion by Mr. Eagan, seconded by Mr. Nielsen, upon the recommendation of the Superintendent of Schools, hereby adopts the following resolution:

**WHEREAS**, It is the plan of a number of public school districts in Erie-2Chautauqua-Cattaraugus County BOCES, New York, to bid jointly those items indicated on the attachment,

**WHEREAS**, The Orchard Park Central School District is desirous of participating with other school districts in Erie-2Chautauqua-Cattaraugus County BOCES in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, and,

**WHEREAS**, The Orchard Park Central School District wishes to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Boards of Education and making recommendations thereon; therefore,

**BE IT RESOLVED**, That the Board of Education of the Orchard Park Central School District hereby appoints Karen Drummond, BOCES and a committee chosen by her to represent it in all matters related to the above, and,

**BE IT FURTHER RESOLVED**, That the Orchard Park Central School District Board of Education authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

**BE IT FURTHER RESOLVED**, That the Orchard Park Central School District Board of Education agrees to assume its equitable share of the costs of the cooperative bidding and,

**BE IT FURTHER RESOLVED**, That the Orchard Park Central School District Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s) it will conduct all negotiations directly with successful bidder(s).

**Yes** – Tinnesz, Nielsen, Eagan, Mateer, Kane, Mahany and Cimo

**No** – n/a

**Motion Unanimously Carried 7-0**
Motion by Mr. Eagan, seconded by Mr. Nielsen, upon the recommendation of the Superintendent of Schools, hereby adopts the following resolution:

**RESOLVED,** That the Orchard Park Central School District Board of Education hereby authorizes the District Clerk to amend and publish the Annual School District Vote (the “Annual Vote”) of the Orchard Park Central School District, Erie County, New York (the “District”) as necessitated by any changes required by Executive Order of the Governor of New York State or other federal or state legislation due to the COVID-19 pandemic and where such amendments are necessary prior to any subsequent meeting of the Board of Education.

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**Yes** – Tinnesz, Nielsen, Eagan, Mateer, Kane, Mahany and Cimo

**No** – n/a

**Motion Unanimously Carried 7-0**

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**Adjournment**

Motion by Mr. Eagan, seconded by Mr. Nielsen, to adjourn the meeting:

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**Yes** – Tinnesz, Nielsen, Eagan, Mateer, Kane, Mahany and Cimo

**No** – n/a

**Motion Unanimously Carried 7-0 to adjourn at 8:50 pm**

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Respectfully submitted,

Cheryl A. Connors, District Clerk

**Minute Attachments**

1. Financials
2. MOA

**Other Meeting Attachments**

1. Official Meeting Announcement
2. Meeting Agenda