

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
Royalton-Hartland Central School District  
Middleport, New York

August 12, 2020

A regular meeting of the Royalton-Hartland Board of Education was held on the above date in the high school's media center immediately following a facilities committee meeting.

At 7:00 p.m. the meeting was called to order.

**ROLL CALL OF BOARD MEMBERS**

Present: Carrie Choate, Sara Fry, Chad Owen, Jesse Snyder, Carol Blumrick, Vice President,  
Tom Brigham, President

Absent: Jeff Waters

Also Present: Dr. Hank Stopinski, Superintendent of Schools

Mr. Brigham welcomed members of the audience.

**STANDING RESOLUTIONS**

Mrs. Blumrick moved, seconded by Mr. Snyder, upon the recommendation of the Superintendent, that the minutes of the reorganization meeting and the regular meeting of July 8 and the special meeting of July 29, 2020 are approved.

Motion carried.

Mr. Owen moved, seconded by Mr. Snyder, upon the recommendation of the Superintendent, that the recommendations from the CSE and Section 504 meetings dated July 24, 2020 are approved.

Motion carried.

**EDUCATION**

Mrs. Blumrick moved, seconded by Mrs. Fry, upon the recommendation of the Superintendent, that the requests from non-resident employees for their children to attend the Royalton-Hartland Central School District for the 2020-2021 school year are approved per Board Policy #7132:

Grade 4 - 1 student

Grade 6 - 1 student

Motion carried.

Mr. Snyder moved, seconded by Mrs. Blumrick, upon the recommendation of the Superintendent, that the Agreement between the District and SUNY Cobleskill to develop a partnership with the District's Agriculture Program and their Agriculture Department is approved.

Motion carried.

**PERSONNEL**

Mr. Owen moved, seconded by Mrs. Fry, upon the recommendation of the Superintendent, that the following individuals are appointed, without benefits, as substitutes with services to be utilized on an as-needed basis. Employment shall be effective through June 24, 2021 unless terminated

sooner. All have been previously approved by the Board of Education and have expressed an interest in returning for the 2020-2021 school year:

Certified Teachers

Jessica Annable  
Whitney Atkins  
Kalya Boedner  
Nicole Buhr  
Marilyn Donovan  
Frederick Fierch  
Sabrina Fuller  
William Holahan  
Shawn Hughes  
Alfonso Infurnari  
Lindsay Kijowski  
Darian Kinney  
Jennifer Luxon  
Jeanette Miller  
Lindsey Moskal  
Calli Neadow  
Samantha Pagliei  
Gilbert Pease  
Robert Pegan  
Stephanie Pierce  
Deborah Rey  
Philip Russell  
Derek Schalk  
Ken Snyder  
Katherine Weber  
Gina Weston

Non-Certified Teachers

Reilly Albee  
Coby Albone  
Kathy Barker  
Taylor Bashford  
Tatiana Brewer  
Frank Briandi  
Maureen Brown  
Kayla Casey  
Deanna Catalano  
Amy Colley  
Andrea Degenhardt  
Cheryl Ditullio  
Dana Dwyer  
Taylor Fry  
Valerie Garlock

Penny Glena  
Amber Glyshaw  
Samantha Grazen  
Katie Kneeland  
Walter Kujawa  
Angela Lange  
Patricia Lepkoski  
Melissa Lindke  
Amanda Lunden  
Bobbie Mael  
Jessica Makowski  
Seth Much  
Terri Nelson  
Anna Ostrander  
Shae Owens  
Jamie Payne  
Casey Pearl  
Tamara Pessah  
Danielle Pierce  
Sarah Raetz  
Elizabeth Ragonese  
Jennifer Ragonese  
Tina Reinhardt  
Kirsten Rodger  
Rita Rodriguez  
Andrea Santos  
Linda Schifferle  
Linda Schrader  
Eliza Schwab

Kelly Sidell  
Casey Spark  
Susan Spicer  
Tonya Stahl  
Carol Steblein-Little  
Joel Strong  
Debra Van Dusen  
Joan Wanecski  
Elizabeth Wheeler  
Cayla Yageric  
Wendy Yageric  
Lindsay Yates  
Shannan Zimmerman

Teacher Aides

Coby Albone  
Kathy Barker  
Greta Bronson  
Jean Burns  
Andrea Degenhardt  
Cheryl Ditullio  
John Earl  
Lee Fry  
Amber Glyshaw  
Megan Houseman  
Janet Howell  
Walter Kujawa  
Patricia Lepkoske  
Melissa Lindke  
Jessica Makowski  
Teri Nelson  
Kaitlyn Norwich  
Kari Owen  
Casey Pearl  
Tina Reinhardt  
Andrea Santos  
Linda Schifferle  
Susan Spicer  
Tonya Stahl  
Jeffrey Strothmann  
Darlene Trombley  
Cortlyn Waterman  
Wendy Yageric

Monitors

Coby Albone  
Kathy Barker  
Jean Burns  
Andrea Degenhardt  
Cheryl Ditullio  
Amy Draper  
David Foster  
Lee Fry  
Amber Glyshaw  
Janet Howell  
Walter Kujawa  
Erin Kusnierczak  
Patricia Lepkoske  
Jessica Makowski

Terri Nelson  
Casey Pearl  
Tina Reinhardt  
Andrea Santos  
Linda Schifferle  
Susan Spicer  
Tonya Stahl  
Jeffrey Strothmann  
Darlene Trombley  
Cortlyn Waterman  
Wendy Yageric

Clerical  
Cheryl Ditullio  
Michelle Hagen  
Kelly Halstead  
Natalie Heschke  
Deanna Kuchey  
Rebecca Moore  
Terri Nelson  
Joseph Pawlak  
Tina Reinhardt  
Andrea Santos  
Linda Schifferle

Nurse  
Brittany Olszewski  
Heather Rhinehart  
Janine Staines  
Diana Stanczyk  
  
Food Service Helper  
Nina Greene  
Darlene Trombley

Motion carried.

Mrs. Fry moved, seconded by Mr. Snyder, upon the recommendation of the Superintendent, that the request from Kate Rohring for an unpaid child rearing leave effective September 1, 2020 through June 30, 2021 is approved.

Motion carried.

Mr. Owen moved, seconded by Mrs. Choate, upon the recommendation of the Superintendent, that Giovanna Schiavitti is appointed to the position of long-term substitute elementary education teacher effective September 1, 2020 through June 30, 2021. Salary of \$41,413.00 is based on Step 1 of the current Royalton-Hartland Teachers' Association Agreement.

Motion carried.

Mrs. Blumrick moved, seconded by Mr. Owen, upon the recommendation of the Superintendent, that the Royalton-Hartland Central School District, location code 72902, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the timekeeping system or the record of activities maintained and submitted by these members to the clerk of this body.

Superintendent's Secretary	8 hours/Day
Part-Time Food Service Helper	6 hours/Day
Part-Time Cook	6 hours/Day

Motion carried.

Mrs. Blumrick moved, seconded by Mrs. Fry, upon the recommendation of the Superintendent, that the hourly rate of the part-time food service helpers be increased to \$12.50 per hour for the 2020-2021 school year.

Motion carried.

Mr. Owen moved, seconded by Mr. Snyder, upon the recommendation of the Superintendent, that the hourly rate of the part-time cooks be increased to \$15.10 per hour for the 2020-2021 school year.

Motion carried.

Mrs. Fry moved, seconded by Mr. Snyder, upon the recommendation of the Superintendent, that the substitute teacher per diem rate be increased to \$100.00 per day for certified teachers and \$90.00 per day for non-certified teachers.

Motion carried.

Mrs. Blumrick moved, seconded by Mr. Snyder, upon the recommendation of the Superintendent, that the request from Sophia Brunner to rescind her letter of resignation for the purpose of retirement that would have been effective October 30, 2020 is accepted.

Motion carried.

Mrs. Blumrick moved, seconded by Mrs. Choate, upon the recommendation of the Superintendent, that the following individuals are approved for additional hours to develop curriculum over the summer at the rate of \$30.00 per hour and will be funded through the EBP grant:

1. Dan Mault - 30 hours to:
  - a) coordinate the district wide summer of 2020 STEAM efforts,
  - b) help to develop some professional learning opportunities for the staff around "Hybrid Learning" for the 2020-2021 school year, and
  - c) assist us in moving towards Ed Law 2-d compliance
2. Susan McLaughlin - 30 hours to develop the Elementary School STEAM and Outdoor Science Learning lab
3. Jessica Monaco - 30 hours to develop the Elementary School STEAM and Outdoor Science Learning lab

Motion carried.

Mrs. Blumrick moved, seconded by Mrs. Fry, upon the recommendation of the Superintendent, that the Addendum to the Agreement between the District and Tim Pietrowski, Director of Facilities is approved.

Motion carried.

Mr. Owen moved, seconded by Mr. Snyder, upon the recommendation of the Superintendent, that the Addendum to the Agreement between the District and Andrew Lang, School Business Administrator is approved.

Motion carried.

Mrs. Fry moved, seconded by Mr. Owen, upon the recommendation of the Superintendent, that the following teachers are approved as Mentors for the 2020-2021 school year. Salary stipend of \$175.00 per mentee is based on the current Agreement with the RHTA:

<u>Mentor</u>	<u>Mentee and Position</u>
Kelly Cousins	Allison Donohue, LTS at the HS for Math
Michelle Jennings	Gina Knox, Physical Education at the ES
Jennifer Lesniowski	Sara Westman, Special Education at the ES
Jena Warren	Giovanna Schiavitti, LTS at the MS for 2nd grade

Motion carried.

Mrs. Fry moved, seconded by Mr. Snyder, upon the recommendation of the Superintendent, that the resignation for the purpose of retirement from Julie Hoy from her position of Clerical I, be regretfully accepted effective August 15, 2020.

Motion carried.

#### BUSINESS/FINANCE ITEMS

Mr. Snyder moved, seconded by Mr. Owen, upon the recommendation of the Superintendent, that the tax warrant authorizing tax collection from September 1 through November 2, 2020 is approved.

Motion carried.

Mr. Owen moved, seconded by Mrs. Choate, upon the recommendation of the Superintendent, that the items presented as surplus or obsolete are approved to be recycled or sent to auction per policy #5250 Sale and Disposal of School District Property.

Motion carried.

Mr. Owen moved, seconded by Mr. Snyder, upon the recommendation of the Superintendent, upon the recommendation of the Superintendent, that the District Safety Plan is approved.

Motion carried.

Mr. Brigham moved, seconded by Mrs. Fry, that the Board of Education, upon the recommendation of the Superintendent, approves the change order #GC-002 from Telco Construction, Inc. in the amount of \$43,505 for costs associated with unforeseen circumstances at the Facilities Garage. This change order results in an addition of \$43,505 for a new contract total of \$609,977.

Motion carried.

Mr. Owen moved, seconded by Mrs. Blumrick, upon the recommendation of the Superintendent, that the budget transfers dated April 1 through June 30, 2020 are approved.

Motion carried.

Mr. Owen moved, seconded by Mr. Snyder, to approve the following resolution to adopt updated post-issuance tax compliance procedures:

#### **RESOLUTION, DATED AUGUST 12, 2020, OF THE BOARD OF EDUCATION OF THE ROYALTON-HARTLAND CENTRAL SCHOOL DISTRICT, NIAGARA, GENESEE AND ORLEANS COUNTIES, NEW YORK (THE "DISTRICT") ADOPTING UPDATED POST-ISSUANCE TAX COMPLIANCE PROCEDURES**

WHEREAS, the Internal Revenue Service has issued regulations requiring issuers of tax-exempt obligations to certify on various forms that they actively monitor compliance with federal tax rules following the issuance of such obligations; and

WHEREAS, the District is a periodic issuer of tax-exempt obligations and thus is subject to the aforementioned compliance requirements which are critical for the preservation of the preferential tax status of those obligations; and

WHEREAS, it is therefore in the best interest of the District to adopt formal written procedures to ensure such compliance and to designate an official responsible for ensuring that such procedures are followed; and

WHEREAS, Hodgson Russ LLP, as bond counsel to the District, has prepared (and has recommended that the District adopt) post-issuance tax compliance procedures;

NOW THEREFORE, BE IT RESOLVED, that the District hereby adopts the post-issuance tax compliance procedures that are attached hereto as “Schedule A” and resolves to be governed thereby; and be it further

RESOLVED, that the below Schedule A will be placed in its entirety in the official records, files and minutes of the District and adhered to going forward; and be it further

RESOLVED, that this resolution shall take effect immediately upon its adoption.

#### **Schedule A**

## **ROYALTON-HARTLAND CENTRAL SCHOOL DISTRICT, NIAGARA, GENESEE AND ORLEANS COUNTIES, NEW YORK**

### **Post-Issuance Tax Compliance Procedures for Tax-Exempt Bonds and Notes**

#### **Statement of Purpose**

These Post-Issuance Tax Compliance Procedures (the “Procedures”) set forth specific procedures of the **Royalton-Hartland Central School District, Niagara, Genesee and Orleans Counties, New York** (the “Issuer”) designed to monitor, and ensure compliance with, certain requirements of the Internal Revenue Code of 1986, as amended (the “Code”) and the related Treasury regulations promulgated thereunder (the “Treasury Regulations”) in connection with the Issuer’s issuance of tax-exempt bonds and notes (“Obligations”).

These Procedures describe various systems designed to identify, on a timely basis, facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations to ensure that the interest on such Obligations is eligible for exclusion from gross income for federal income tax purposes. The federal tax law requirements applicable to the Obligations will be described in the tax questionnaire and/or tax certificate prepared by bond counsel and signed by officials of the Issuer. These Procedures establish a permanent, ongoing structure of practices that will facilitate compliance with the requirements for individual borrowings.

To ensure compliance with applicable federal tax requirements, the Issuer must monitor the various direct and indirect uses of proceeds of the obligation and the investment of such proceeds, including but not limited to:

- (1) Monitoring the use of financed property over the life of the obligation.
- (2) Determining the sources of debt service payments and security for the obligation.
- (3) Calculating the percentage of any nonqualified use of the financed property.
- (4) Calculating the yield on investments of proceeds.
- (5) Determining appropriate restrictions on investments.
- (6) Determining the amount of any arbitrage on the investments.
- (7) Calculating any arbitrage rebate payments that must be paid to the U.S. Treasury.

The Issuer recognizes that compliance with the pertinent law is an on-going process, necessary during the entire term of the Obligations. Accordingly, the implementation of the Procedures will require on-going monitoring and consultation with bond counsel and the Issuer's accountants and municipal advisor.

### **General Procedures**

The following procedures relate to monitoring post-issuance tax compliance generally.

- A. **The School Business Administrator, currently Andrew Lang (the “Compliance Officer”)** shall be responsible for monitoring post-issuance tax compliance issues.
- B. The Compliance Officer will coordinate procedures for record retention and review of such records.
- C. All documents and other records relating to Obligations must be maintained by or at the direction of the Compliance Officer. In maintaining such documents and records, the Compliance Officer will comply with applicable Internal Revenue Service (“IRS”) requirements, such as those contained in Revenue Procedure 97-22 (see the reference materials presented herewith, referred to herein as “Reference Materials”).
- D. The Compliance Officer shall be aware of remedial actions under Section 1.141-12 of the Treasury Regulations (see Reference Materials) and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program (VCAP) and take such corrective action when necessary and appropriate.
- E. The Compliance Officer will review post-issuance tax compliance procedures and systems on a periodic basis, but not less than annually.
- F. The Compliance Officer will be responsible for training any designated officer or employee who is delegated any responsibility for monitoring compliance pursuant to this procedure. To the extent the Compliance Officer needs training or has any questions with respect to any item in this procedure, he or she should contact bond counsel and/or Issuer's accountants and advisors. The IRS recognizes that the Compliance Officer and any delegated individual are not expected to act as lawyers who know the proper response to all compliance situations that

may arise, but they should be familiar enough with federal tax issues that they know when to ask for legal or other compliance advice.

### **Issuance of Obligations: Documents and Records**

With respect to each issue of Obligations, the Compliance Officer will:

- A. Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the "Transcript").
- B. Confirm that the applicable information reports (e.g., Form 8038 series) for such issue are filed timely with the IRS. Issuer should consult with their accountants and/or bond counsel with questions regarding the filing of such forms.
- C. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations.

### **Arbitrage**

The following procedures relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

- A. Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.
- B. Confirm that a computation of the yield on such issue from the Issuer's municipal advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.
- C. Maintain a system for tracking investment earnings on the proceeds of the Obligations.
- D. Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the Obligations will be funded with multiple sources of funds, confirm that the Issuer has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.
- E. Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations (see Reference Materials).
- F. Monitor compliance with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.



- G. Ensure that investments acquired with proceeds of such issue are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used.
- H. Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.
- I. Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.
- J. Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.
- K. Monitor compliance with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.
- L. Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.
- M. Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.

#### **Private Activity: Use of Proceeds**

The following procedures relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

- A. Maintain records for determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.
- B. Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.
- C. Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.
- D. Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.
- E. Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:
  - 1. Sale of the facilities, including sale of capacity rights;

2. Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;
3. Management contracts (in which the Issuer authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;
4. Preference arrangements (in which the Issuer permits a third party preference, such as parking in a public parking lot);
5. Joint-ventures, limited liability companies or partnership arrangements;
6. Output contracts or other contracts for use of utility facilities (including contracts with large utility users);
7. Development agreements which provide for guaranteed payments or property values from a developer;
8. Grants or loans made to private entities, including special assessment agreements; and
9. Naming rights arrangements.

Monitoring of private use should include the following:

1. Procedures to review the amount of existing private use on a periodic basis but not less than annually; and
2. Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement, lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt debt, the Compliance Officer will consult with bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

## **Reissuance**

The following procedures relate to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

## **Record Retention**

The following procedures relate to retention of records relating to the Obligations issued.

The Compliance Officer will:

- A. Coordinate with staff regarding the records to be maintained by the Issuer to establish and ensure that an issue remains in compliance with applicable federal tax requirements for the life of such issue.
- B. Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.
- C. Coordinate with staff to generally maintain the following:
  - 1. The Transcript relating to the transaction (including any arbitrage or other tax questionnaire, tax regulatory agreement, and the bond counsel opinion);
  - 2. Documentation evidencing expenditure of proceeds of the issue;
  - 3. Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings or equipment, economic life calculations and information regarding depreciation;
  - 4. Documentation evidencing use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements and research agreements);
  - 5. Documentation evidencing all sources of payment or security for the issue; and
  - 6. Documentation pertaining to any investment of proceeds of the issue (including the purchase and sale of securities, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).
- D. Coordinate the retention of all records in a manner that ensures their complete access to the IRS.
- E. Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.

Motion carried.

Mr. Owen moved, seconded by Mr. Snyder, upon the recommendation of the Superintendent, to approve the following resolution to adopt SEC-driven continuing disclosure compliance procedures:

**RESOLUTION, DATED AUGUST 12, 2020, OF THE BOARD OF  
EDUCATION OF THE ROYALTON-HARTLAND CENTRAL  
SCHOOL DISTRICT, NIAGARA, GENESEE AND ORLEANS  
COUNTIES, NEW YORK (THE “DISTRICT”) ADOPTING SEC-  
DRIVEN CONTINUING DISCLOSURE COMPLIANCE  
PROCEDURES**

WHEREAS, Securities Exchange Commission (“SEC”) Rule 15c2-12 (the “Rule”) generally prohibits underwriters from purchasing or selling municipal securities unless the issuer of such securities has entered into a continuing disclosure obligation; and

WHEREAS, the District is a periodic issuer of municipal securities and thus has entered into continuing disclosure obligations (or will do so) from time to time; and

WHEREAS, Hodgson Russ LLP, as bond counsel to the District, has prepared and has recommended that the District adopt certain SEC-driven continuing disclosure compliance procedures; and

WHEREAS, the Board of Education deems it to be in the best interest of the District to adopt formal written procedures to help ensure continuing disclosure compliance, and to designate an official responsible for ensuring that such procedures are followed;

NOW THEREFORE, BE IT RESOLVED, that the District hereby adopts the continuing disclosure compliance procedures that are attached hereto as “Schedule A” and resolves to be governed thereby; and be it further

RESOLVED, that the below Schedule A will be placed in its entirety in the official records, files, and minutes of the District and adhered to going forward; and be it further

RESOLVED, that this resolution shall take effect immediately upon its adoption.

#### **Schedule A**

## **ROYALTON-HARTLAND CENTRAL SCHOOL DISTRICT NIAGARA, GENESEE AND ORLEANS COUNTIES, NEW YORK**

### **Continuing Disclosure Compliance Procedures for Tax-Exempt Bonds and Notes**

**a. Purpose:** The purpose behind implementation of these continuing disclosure compliance procedures is to ensure that the **Royalton-Hartland Central School District, Niagara, Genesee and Orleans Counties, New York** (the “Issuer”) (i) is compliant with its continuing disclosure obligations with respect to the securities it issues, pursuant to Rule 15c2-12, as amended (the “Rule”), promulgated under the Securities Exchange Act of 1934, as amended and (ii) makes accurate reports as to its compliance therewith in connection with its offerings of securities from time to time.

**b. Disclosure Compliance Officer Designation, Education and Training:** The Issuer will designate a “Disclosure Compliance Officer” who will be the primary official responsible for monitoring compliance with the continuing disclosure requirements listed in the Issuer’s continuing disclosure undertakings. The Disclosure Compliance Officer will attend training and educational

seminars that are offered on an annual basis by the Issuer's bond counsel (the law firm of Hodgson Russ LLP) and will consult with the Issuer's bond counsel and municipal advisor as needed to keep current on Securities and Exchange Commission regulations and developments relating to continuing disclosure compliance for its obligations. **The Issuer's designated Disclosure Compliance Officer is the School Business Administrator, currently Andrew Lang.**

**c. Continuing Disclosure Obligations Review:** The Disclosure Compliance Officer is responsible for reviewing, with the Issuer's municipal advisor, the Issuer's continuing disclosure undertakings to determine the date(s) by which annual financial information and audited financial information, along with any required material events notices and, if applicable, failure to file notices, must be filed with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("EMMA") system in accordance with the Rule.

**d. Preparation of Annual Financial Information and Audited Financial Statements:** If the Issuer's continuing disclosure undertakings require the filing of annual financial information and audited financial statements with EMMA, the Disclosure Compliance Officer will coordinate with the Issuer's auditor and municipal advisor to ensure that such documents are prepared and submitted in advance of the deadline for such filing.

**e. Monitoring Disclosure Compliance:** The Disclosure Compliance Officer will monitor the filing with EMMA of any and all documents required under the Issuer's continuing disclosure undertakings through consultation with the Issuer's municipal advisor and bond counsel when necessary.

**f. Correcting Potential Non-Compliance:** Upon discovery of potential or existing non-compliance with the Issuer's continuing disclosure undertakings, the Disclosure Compliance Officer will promptly take steps, including consultation with the Issuer's municipal advisor and bond counsel, to correct such non-compliance, such as by filing failure to file notices with EMMA.

**g. Official Statements:** The Disclosure Compliance Officer will review for accuracy and completeness any descriptions of the Issuer's continuing disclosure compliance history contained in the initial drafts of notices of sale or official statements that are promulgated by the Issuer in connection with its bond and note issues, and will inform the Issuer's municipal advisor and bond counsel of any potential inaccuracies or omissions within, so that any discovered inaccuracies or omissions in the draft document(s) can be corrected before such document(s) are finalized and distributed.

Motion carried.

#### BOARD ITEMS

Mr. Snyder moved, seconded by Mr. Owen, upon the recommendation of the Superintendent, that the minutes of the July 8, 2020 Facilities Committee meeting are approved.

Motion carried.

Mr. Owen moved, seconded by Mr. Snyder, to approve the District Goals:

Goal #1: Prior to June 1, 2021, a comprehensive plan will have been developed and submitted, approved by NYSED, implemented and adjusted as needed. The plan will

ensure a safe environment for all stakeholders and result in a continuity of learning for all students.

Goal #2: Prior to August 1, 2021, the Board of Education will have adopted a Strategic Plan that includes a revised vision and mission statement, values and beliefs, goals and supporting activities and a facilities master plan.

Goal #3: Prior to June 1, 2021, the Superintendent's Cabinet will have developed and implemented a comprehensive plan to improve student performance that includes detailed curriculum, instruction, assessment, accountability and public reporting systems.

Motion carried.

Mr. Owen moved, seconded by Mr. Snyder, to approve the Board Goals:

Goal #1: The conception and development of a Long-Term Strategic Plan

Goal #2: Continued review and revision of the Board of Education Policy Manual

Goal #3: The design and implementation of a comprehensive Board of Education Professional Learning Plan.

Motion carried.

#### POLICY

The Board reviewed policies: #3410 Code of Conduct on School Property; #5220 District Investments; #5410 Purchasing: Competitive Bidding and Offering; #7110 Comprehensive Student Attendance Policy.

#### SUPERINTENDENT INFORMATION/ADMINISTRATIVE REPORTS

Letter and Certificate from SED - Roy-Hart High School "Recognition School" Designation; August 2020 THE RAMPAGE

#### PUBLIC FORUM

There were no comments.

At 8:15 p.m., Mr. Snyder moved, seconded by Mr. Owen, that the meeting adjourns.

The meeting adjourned at 8:15 p.m.

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Marjorie Masters  
District Clerk