

Cheektowaga-Sloan UFSD  
166 Halstead Ave  
Sloan, NY 14212

Cheektowaga-Sloan Board of Education  
Reorganizational Meeting and Regular Meeting

**DATE: July 11, 2023**

**TIME: 6:00 p.m. – Reorganizational Mtg.  
Regular Mtg. to follow**

**LOCATION: Irma Czubaj Board of Education Room  
Woodrow Wilson Elementary School**

If you have a special requirement, please contact the ADA Coordinator 48 hours prior to the meeting. The ADA Coordinator is Mrs. Andrea L. Galenski, Superintendent of Schools. She may be contacted at 716-891-6402 during school hours.

Cheektowaga-Sloan UFSD  
Reorganizational Meeting of the Board of Education  
Irma Czubaj Board Room, Woodrow Wilson  
Tuesday, July 11, 2023  
6:00 p.m.

Pledge of Allegiance

Meeting called to order by former President

Roll Call

Appoint Clerk Pro-Tem

Administer Oath to Newly Elected Board Member

Executive Session

1. Election of President, Administer Oath
2. Election of Vice President, Administer Oath
3. Appointment of District Clerk and Secretary to the Superintendent
4. Appointment of District Treasurer
5. Appointment of Deputy Treasurer  
Administer Oaths to District Clerk, & Deputy District Treasurer
6. Suspend Reading of Appointments, Approve Appointments
7. Authorize School Business Manager to Certify Payrolls
8. Authorization of Investments
9. Adopt Resolution to Borrow
10. Authorize the Superintendent of Approve Transfers
11. Bond District Treasurer
12. Bond Deputy District Treasurer
13. Re-Adopt Board Policies
14. Abolish Existing Committees
15. Approve New Committee Members
16. Approve Final Appropriation Transfers
17. Approve Participation in BOCES Bids
18. Approve Safe Schools Against Violence in Education Act Resolution
19. Appoint Hearing Officers
20. Appoint Special Education Hearing Officers
21. Adjourn

**CHEEKTOWAGA-SLOAN UFSD BOARD OF EDUCATION**  
**ANNUAL REORGANIZATIONAL MEETING**  
**Irma Czubaj Board of Education Room, Woodrow Wilson Elementary School**  
**Tuesday, July 11, 2023**  
**6:00 p.m.**

Pledge of Allegiance

Former Board President will call meeting to order

Roll Call: Denise McCowan  
Stephanie Dombrowski  
Wesley Schlossin  
Gary Sieczkarek  
Zachary Smith  
Jeffrey Stewart

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to appoint Andrea L. Galenski as Clerk Pro-Tem.

Motion Carried                   \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**OATH OF OFFICE TO BE GIVEN TO NEWLY ELECTED BOARD MEMBER,  
JAMES STACHEWICZ BY THE CLERK PRO-TEM.**

**EXECUTIVE SESSION:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to go into Executive Session at \_\_\_\_\_ p.m.  
for \_\_\_\_\_.

Motion Carried                   \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to adjourn from Executive Session  
and resume regular order of business at \_\_\_\_\_ p.m.

Motion Carried                   \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

ELECTION OF OFFICERS: Nominations from the floor for Board President are needed.

\_\_\_\_\_ nomination

\_\_\_\_\_ nomination

**1. ELECTION OF PRESIDENT:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that the following resolution be adopted:

RESOLVED, that \_\_\_\_\_ be elected President of the Board of Education for the ensuing year ending June 30, 2024.

Motion Carried      \_\_ Ayes    \_\_ Noes    \_\_ Absent    \_\_ Abstain

**OATH OF OFFICE TO BE GIVEN TO NEW PRESIDENT AT THIS TIME BY THE CLERK PRO-TEM.**

I need a nomination from the floor for Vice-President.

\_\_\_\_\_ nomination

\_\_\_\_\_ nomination

**2. ELECTION OF VICE-PRESIDENT:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that the following resolution be adopted:

RESOLVED, that \_\_\_\_\_ be elected Vice President of this Board of Education for the ensuing year ending June 30, 2024.

Motion Carried      \_\_ Ayes    \_\_ Noes    \_\_ Absent    \_\_ Abstain

**OATH OF OFFICE TO BE GIVEN TO NEW VICE PRESIDENT AT THIS TIME BY THE CLERK PRO-TEM.**

**APPOINTMENTS:**

**3. APPOINTMENT OF DISTRICT CLERK AND SECRETARY TO THE SUPERINTENDENT:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that Denise Knaebe be appointed as District Clerk and Secretary to the Superintendent for the ensuing year ending June 30, 2024, at the annual salary identified in the Terms of Employment.

Motion Carried      \_\_\_ Ayes   \_\_\_ Noes   \_\_\_ Absent   \_\_\_ Abstain

**4. APPOINTMENT OF TREASURER:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that Jennifer Heiler be appointed as District Treasurer for the ensuing year ending June 30, 2024, at the annual salary identified in the Terms of Employment.

Motion Carried      \_\_\_ Ayes   \_\_\_ Noes   \_\_\_ Absent   \_\_\_ Abstain

**5. APPOINTMENT OF DEPUTY TREASURER (ALTERNATIVE OFFICER):**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that Wayne Drescher be authorized and designated as Deputy Treasurer (Alternative Officer) to sign District checks in the absence of the Treasurer.

Motion Carried      \_\_\_ Ayes   \_\_\_ Noes   \_\_\_ Absent   \_\_\_ Abstain

**OATH OF OFFICE GIVEN TO THE DISTRICT CLERK/SECRETARY TO THE SUPERINTENDENT AND DEPUTY TREASURER (ALTERNATIVE OFFICER) BY BOARD PRESIDENT.**

**6. Suspend Reading and Approve Appointments:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to suspend the reading of each appointment and approve the following submitted appointments for the 2023-2024 school year.

**School Physician:**

Dr. Kimberly Prise from Forestream Pediatrics

**School Attorney:**

Scott Horton, GunnerCooke LLP.  
Bond, Schoeneck & King PLLC.  
Hodgson Russ LLP. – Special Education Attorneys

**Auditors:**

Lumsden McCormick, LLP

**Bank Depository:**

M & T Bank, J.P. Morgan Chase Bank, HSBC Bank, Key Bank, and NYLAF (New York Liquid Asset Fund).

**Date and Hour of Meetings:**

Third Tuesday, of each month, beginning at 6:30 p.m., except for the following months:  
August 2023 – the meeting will take place on August 29, 2023  
September 2023 – the meeting will take place on September 26, 2023  
November 2023 – the meeting will take place on November 14, 2023  
December 2023 – the meeting will take place on December 12, 2023  
February 2024 – the meeting will take place on February 27, 2024

**Official Newspaper:**

Cheektowaga-Bee

**Purchasing Agent:**

Wayne Drescher

**Internal Claims Auditor:**

Erie 1 BOCES Central Claims Auditor

**Tax Collector & Deputies:**

Towns of West Seneca and Cheektowaga

**Establishment of Petty Cash Funds:**

Mrs. Angela Byczkowski- TR \$50.00  
Ms. Wendy Thielke- WW \$50.00  
Mrs. Nancy Bzibziak – JFK High School \$50.00  
Mrs. Julie DeVorchik - JFK Middle School \$50.00  
Ms. Melissa Schultz - Buildings and Grounds - \$50.00  
Ms. Erin Greene - School Lunch Program - \$50.00  
District Treasurer – District Office - \$200.00

**Establish Mileage Reimbursement rate:**

The rate established for business travel as per the Internal Revenue Service

**Members of the Committee on Special Education/504:**

Jessica Emmerling, Katrina Kaminski, and Ivana Perez, Chairpersons  
Ivana Perez, School Psychologist  
Lisa Branecki, Kayla Small, and Cara Minervini, Speech Pathologists as appropriate  
Dr. Prise, School Physician – when requested by the parent  
Parent of the child  
General Education Teacher of the child  
Special Education Teacher as assigned  
Amy Schulz, Occupational Therapist as appropriate  
Karen Durawa and Sara Paul, Physical Therapists as appropriate  
Michaelene Bernas, Alyssa Ernst, Jennifer Meyers, and Jessica Stiglmeier, Social Workers as appropriate

**Committee on Preschool Special Education:**

Jessica Emmerling, Chairperson  
Katrina Kaminski, Chairperson  
Parent of the child  
General Education Teacher as appropriate  
Special Education Teacher or Provider  
Representative from Erie County  
Representative from the agency, which conducted the evaluation

**Local Educational Agency Representatives (LEA):**

Jessica Emmerling

**Medicaid Compliance Officer:**

Jessica Emmerling

**Reviewing Official to Determine Student Residency:**

Jessica Emmerling

**Liaison for Homeless Children & Youth (McKinney-Vento):**

Jessica Emmerling

**Central Treasurer, Extraclassroom Activities Account:**

Peter Fuchs

**Chief Emergency Officer:**

Andrea L. Galenski

**Dignity Act Coordinators:**

Jessica Stiglmeier, High School  
Jennifer Meyers, Middle School  
Alyssa Ernst, Woodrow Wilson  
Michaelene Bernas, Theodore Roosevelt

**LEADP (Local Education Agency Designated Person) for compliance with AHERA (Asbestos Hazard Emergency Response Act) requirements for asbestos:**

Joseph Goodrow

**School and Municipal Energy Cooperative (SMEC):**

Wayne Drescher

**School Pesticide Representative:**

Joseph Goodrow

**Chemical Hygiene Officer:**

Joseph Goodrow

**Records Access and Management Officer:**

District Clerk

**Title IX Compliance Officer:**

Andrea L. Galenski

**Designated Educational Official (DEO) to receive court notification:**

Andrea L. Galenski

**Reviewing Official and Verification Official for the Federal Child Nutrition Program:**

Erin Greene

**Hearing Official for the Federal Child Nutrition Program:**

Jessica Emmerling

**Harassment/Sexual Harassment Officer:**

Wayne Drescher

**Appointing Officer - Civil Service**

Wayne Drescher, School Business Manager

**Insurance Advisor:**

New York Insurance Reciprocal (NYSIR)

**Representative to New York School Insurance Reciprocal (NYSIR):**

Wayne Drescher, School Business Manager

**Data Protection Officer:**

Brian Zybala

**Self-Funded Workers Compensation:**

District Treasurer

**Supervisors of Attendance:**

Building Principals



**Voting Delegate for NYSSBA Convention October 26-28, 2023**

---

**Alternate Voting Delegate for NYSSBA Convention October 26-28, 2023**

---

**ECASB Delegate Assembly Representative** \_\_\_\_\_  
(Denise McCowan was appointed last year)

**ECASB Delegate Assembly Alternate** \_\_\_\_\_  
(Zack Smith was appointed last year)

**ECASB Budget & Finance Team Representative** \_\_\_\_\_  
(Jeff Stewart was appointed last year)

**ECASB Budget & Finance Team Alternate** \_\_\_\_\_  
(Stephanie Dombrowski was appointed last year)

**ECASB Legislative Team Representative** \_\_\_\_\_  
(Gary Sieczkarek was appointed last year)

**ECASB Legislative Team Alternate** \_\_\_\_\_  
(Wesley Schlossin was appointed last year)

**National Affiliate Advocacy Network:** \_\_\_\_\_  
(Gary Sieczkarek was appointed last year)

Motion Carried             Ayes    Noes    Absent    Abstain

**AUTHORIZATIONS:**

**7. SHARED SCHOOL BUSINESS MANAGER TO CERTIFY PAYROLLS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that Wayne Drescher, School Business Manager be authorized to certify all payrolls during the fiscal year ending June 30, 2024.

Motion Carried             Ayes    Noes    Absent    Abstain

**8. AUTHORIZATION OF INVESTMENTS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that the following resolution be adopted:

BE IT RESOLVED, that the School District Treasurer is authorized and directed to invest idle funds as guided by Policy 5220.

Motion Carried             Ayes    Noes    Absent    Abstain

**9. RESOLUTION TO BORROW:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that upon the recommendation of the Superintendent of Schools, the following resolution be adopted:

BE IT RESOLVED, that the President of the Board of Education be authorized to sign the necessary documents enabling the District to borrow up to \$4,000,000.00 (four million dollars) in Revenue Anticipation Notes or Tax Anticipation Notes at such time as the Treasurer notifies the President of the Board and Superintendent of Schools that such borrowing is immediately required in order to meet the ordinary and necessary operations of the District.

Motion Carried                    \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**10. AUTHORIZE THE SUPERINTENDENT TO APPROVE TRANSFERS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that the Superintendent of Schools be authorized to approve budget transfers, up to \$10,000 for the ensuing fiscal year, ending June 30, 2024.

Motion Carried                    \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**11. BOND DISTRICT TREASURER:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that the District Treasurer be bonded in the total amount of at least \$100,000 and that such be secured by the District Clerk and that the Business Manager shall file a copy of such insurance policy.

Motion Carried                    \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**12. BOND DEPUTY DISTRICT TREASURER:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that the Alternate Officer designated to substitute for the District Treasurer, in their absence, be bonded also.

Motion Carried                    \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain



**17. APPROVE PARTICIPATION IN BOCES BIDS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to participate in the BOCES

co-operative bids for 2023-2024 school year for the following items:

- 1. Office and art supplies
- 2. Audio-visual equipment and TV supplies
- 3. Micro computer supplies & equipment and software
- 4. Motor fuel (gasoline & diesel fuel)
- 5. Waste removal & disposal
- 6. Co-operative supplies & equipment for asbestos inspection
- 7. BOCES Bread & Milk Products Bid
- 8. Cafeteria and Paper Products

Motion Carried                      \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**18. APPROVE SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION ACT RESOLUTION:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, THAT

WHEREAS, Chapter 181 of the laws of 2000 (“Safe Schools Against Violence in Education Act” hereinafter, “the Act”) requires that courts throughout New York State notify school districts where a student is enrolled of the student criminal conviction, youthful offender adjudication, or adjudication and placement as a juvenile delinquent;

WHEREAS, school districts are required by the Act to appoint a “designated educational official” to receive such notification from the courts and to coordinate the student’s participation in programs which may exist in the school district or community, including; non-violent conflict resolution programs, peer mediation programs and youth courts, extended day programs and other school violence prevention and intervention programs;

IT IS HEREBY MOVED that upon the recommendation of The Board of Education, Andrea L. Galenski, be hereby appointed as the “designated educational official” for the Cheektowaga-Sloan UFSD to act pursuant to Criminal Procedure Law §§ 380.90, 720.35 and Family Court Act §§ 301.2(17), 380.1.

Motion Carried                      \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**19. APPOINT HEARING OFFICERS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, THAT

WHEREAS, the Board of Education of the Cheektowaga-Sloan Union Free School District from time to time receives requests to hold hearings pursuant to either Section 71 or 73 of the Civil Service Law; and

WHEREAS, the Board of Education has determined that when requested, hearings held pursuant to either Civil Service Law Section 71 or 73 shall be conducted by an impartial hearing officer;

**NOW THEREFORE BE IT RESOLVED THAT** the Board of Education does hereby appoint **Kristen Coons, Esq., Amanda Dermott, Esq., Brian Doyle, Esq., Daniel Michalek, Esq., and Kimberly Sebastian, Esq.** of Erie 1 BOCES Labor Relations Services as its designated impartial hearing officers under Civil Service Law Section 71 and 73 for the purpose of conducting such hearings as may be necessary under those statutes for the duration of the 2023- 2024 fiscal year; and

**BE IT FURTHER RESOLVED THAT, Kristen Coons, Esq., Amanda Dermott, Esq., Brian Doyle, Esq., Daniel Michalek, Esq., and Kimberly Sebastian, Esq.** as applicable, are to make a record of each such hearing which, together with his/her written findings of fact and recommendations on each matter, shall be referred to the Superintendent of Schools, for review and decision, and be it further resolved that Erie 1 BOCES Labor Relations Service be paid its usual and customary fee for services rendered in these matters.

Motion Carried                       Ayes  Noes  Absent  Abstain

**20. APPOINT SPECIAL EDUCATION HEARING OFFICERS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, THAT

**WHEREAS,** The Board of Education seeks to authorize certain individuals to appoint an Impartial Hearing Officer if the Board does not have a regular meeting scheduled on a day when an appointment needs to be made.

**NOW THEREFORE BE IT RESOLVED,** the Board of Education hereby authorizes the Board President or Vice-President to appoint an Impartial Hearing Officer when the Board does not have a regular meeting scheduled on a day when an appointment of an impartial hearing officer needs to be made.

Motion Carried                       Ayes  Noes  Absent  Abstain

**21. ADJOURN:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to adjourn this meeting at \_\_\_\_\_ p.m.

Motion Carried                       Ayes  Noes  Absent  Abstain

Sincerely,



Andrea L. Galenski  
Superintendent of Schools