



NORTH TONAWANDA BOARD OF EDUCATION

BOARD BANNER

UNOFFICIAL MEETING SUMMARY

MEETING OF July 5, 2017

ORGANIZATIONAL MATTERS

Michele Golding administered Oath of Office to Debra Bundt

Debra Bundt administered Oath of Office to Gregory Woytila.

Gregory Woytila administered Oath of Office to Matthew Kennedy and Zachary Niemiec.

ELECTION OF OFFICERS

Thad McMurray was elected President and Cheryl McMahon was elected Vice President of the Board for the 2017-2018 school year.

DISTRICT APPOINTMENTS FOR JULY 1, 2017 – JUNE 30, 2018

District Clerk

District Treasurer

District Deputy Treasurer

District Deputy Clerk

Internal Claims Auditor

School Purchasing Agent

Deputy Purchasing Agent

School Physician

School Architect

Fiscal Advisor

Bond Counsel

Internal Auditor

External Auditor

Debra Bundt

Kelly Lord

Patricia DiVirgilio

Gregory Woytila

Jeanette Toth

Alan Getter

Gregory Woytila

Health Works

Labella Associates, D.P.C.

Capital Markets Advisors, LLC

Hawkins, Delafield & Wood

Bonadio Group

Drescher & Malecki

Student Residency Determinations

Michael Tambroni

Civil Rights Compliance Officer – Title IX	Michael Tambroni, Colleen Sloan
Designated Complaint Officers	Patrick Holesko, JoAnn Johnston
Section 504 Coordinator	Michael Tambroni
Records Access Officer	Debra Bundt
Records Retention/Disposition Officer	JoAnn Johnston
Attendance Officer	Michael Tambroni
Chief Information Officer	Patrick Holesko, Linda Schmidt
AHERA LEA Asbestos Compliance Designee	Delbert Ambrosia
Energy Manager	Delbert Ambrosia
Safety Risk Management Officer	Paul Nawotka – O/N BOCES
Impartial Hearing Officer in accordance with Sections 71 & 73 of Civil Service Law	Kelly Eisenreid
	Daniel D’Amico
	Colleen Sloan
Central Treasurer for Extracurricular Accounts	Ann Lentsch, High School
	Michelle Watson, Middle School
Committee on Special Education Chairpersons	Michael Tambroni
	John Moskalik
	Dana Hoffman
	Nicole Huber
Committee on Special Education Parent Members	Laura Westfall
Sub-Committee on Special Education Chairpersons	Patricia Adler
	Gregory Burgess
	James Fisher
	Janet Matyevich
	Katie Smith
	Michael Tambroni
	Kristopher Clester
	John Steckstor
	Bradley Rowles
	Rachel Wagner
Committee on Pre-School Special Education Chairpersons	Michael Tambroni
	Dana Hoffman
	John Moskalik
	Nicole Huber
	Laura Westfall
Committee on Pre-School Special Education Parent Member	
Surrogate Parent for Special Education	Susan Holycross
Designated Educational Official	Patrick Holesko
Review Official for Federal Child Nutrition Program	Alan Getter
Hearing Official for Federal Child Nutrition Program	Gregory Woytila
Verification Official for Federal Child Nutrition Program	Jeanette Toth
Audit Committee	Colleen Angelhow
	Michele Golding
	Matthew Kennedy
School Pesticide Representative	Delbert Ambrosia
Insurance Agent	Stange Agency, Inc.
Health Insurance Portability and Accountability Act (HIPPA)	Michael Tambroni

Privacy Official/Complaint Official
McKinney-Vento Liaison for Homeless Child & Youth
Medicaid Compliance Officer

Michael Tambroni
Anthony Montoro

DESIGNATIONS

Official Depository: Approved First Niagara Commercial Bank, Key Bank, M & T Bank, JP Morgan Chase Bank and NYLAF, School District Cooperative, as designated official depositories for the 2017-2018 school year.

Official Newspaper: Approved the Buffalo News and the Niagara Gazette as the official newspaper for publication of all legal notices and such other data as is required to be published by law.

Impartial Hearing Officers: Approved utilization of the District-specific list of Impartial Hearing Officers as maintained by the State Education Department's Impartial Hearing Reporting System (IHRS) and designated the Board President or Vice President the authority to appoint an Impartial Hearing Officer to conduct an Impartial Hearing upon the recommendation of the Superintendent.

Meeting Schedule: Approved the following meeting schedule:

Regular scheduled meetings convening at 6:30 p.m.

July 5, 2017

August 16, 2017

September 6, 2017

October 4, 2017

November 1, 2017

December 6, 2017

January 3, 2018

February 7, 2018

March 7, 2018

April 4, 2018

May 8, 2018

June 6, 2018

Dates and Times for Budget Hearing and Budget Vote: Adopted the following dates and times for the Annual Budget Hearing and Vote:

Budget Hearing – Tuesday, May 8, 2018 at 7:00 p.m.

Budget Vote –Tuesday, May 15, 2018 from 12 Noon to 9:00p.m.

New: Board of Education Policy Workshop Meetings: Adopted the following dates convening at 6:00pm

September 20, 2017

October 18, 2017

November 15, 2017

December 20, 2017

January 17, 2018

February 21, 2018

March 21, 2018

April 18, 2018

May 16, 2018

June 20, 2018

Execution of Contracts: Authorized Board President. Authority delegated in his/her absence to Superintendent of Schools or his designee.

Settlement of Claims: Authorized Superintendent to compromise, settle and pay minor claims in an amount not to exceed \$1,000.00 per claim.

Fiscal Officer: Appointed Board President to execute financial documents on behalf of the school district for the 2017-2018 school year.

Conferences – Employees: Authorized Superintendent or his designee to approve employee attendance & payment of reasonable expenses at conferences, conventions, workshops, meetings, etc.

Conferences – Board/Superintendent: Approved Board of Education and Superintendent attendance & payment of reasonable expenses for conferences, conventions, workshops, meetings, etc.

Grants: Authorized Superintendent to apply for any and all grants on behalf of the District, its students, employees, officers and agents as well as all cooperative efforts with other organizations and businesses.

Signatures on Checks: Authorized District Treasurer and in the absence of the District Treasurer the District Deputy Treasurer to sign checks.

Authorization for Real Property Tax Refunds/Corrections 2017-2018: Delegated the Assistant Superintendent of Administrative Services the authority to perform the duties of the tax levying body during 2017-2018 when the Real Property Tax Director's recommended refund and/or correction is twenty-five hundred dollars (\$2,500) or less.

Payroll Certification: Appointed the Superintendent to certify all payrolls of the District.

Petty Cash Fund: Approved petty cash fund in the amount of \$100.00 for the 2017-2018 school year for the business office. Linda Cialfi will be responsible for the fund and will submit proper records and accounting for expenditures from the fund.

Investment of School Funds: Appointed the Assistant Superintendent of Administrative Services the authority to invest school funds in accordance with §1604-A and Section 1723-A of NYS Education Law, school policies and procedures and any other pertinent regulations.

Budget Transfers: Authorized the Superintendent to approve budget transfers in the amount of up to and including \$5,000.00 in accordance with Board policy.

Federal Fund Signatures: Authorized the Superintendent and Board President to sign applications for all Federal Title Programs which the District is entitled to by Federal Law.

Authorization to Accept Gifts: Authorized the Superintendent or his designee to accept gifts of \$75.00 or less.

Authority to Employ Personnel in Positions Not Yet Filled: Authorized Superintendent to employ necessary personnel during the 2017-2018 school year subject to subsequent confirmation by the Board at the first available meeting.

Authority to Act on Emergency Conditional Employees: The Superintendent of Schools was given the authority to employ individuals on an emergency conditional basis until the next regular or special meeting of the Board of Education provided that any emergency conditional appointment shall terminate no later than 20 days from the commencement of employment. Individuals appointed on an emergency conditional basis shall be designated as EC when presented to the Board for consideration and appointment. If final clearance is granted by SED that employee's appointment so designated as EC shall be considered approved as described.

School Attorney: Authorized the Board and/or Superintendent to seek and obtain outside legal counsel as needed on an hourly basis to advise and represent the District regarding its legal needs and to designate the law firm of Bond, Schoeneck and King, PLLC as the District's law firm of record. Assigned legal services as follows: Bond, Schoeneck & King, PLLC – Current Litigation, Employee Contracts, Labor Relations, Capital Projects, Miscellaneous Contracts; Harris Beach PLLC – Student Services, Miscellaneous Contracts, Special Education; Hodgson Russ, LLP– Special Education, Tax Issues, Insurance Claims, Miscellaneous Contracts; BOCES Labor Relation Services.

Official Representative of the Lead Educational Agency: Authorized the Superintendent as the official representative of the Lead Educational Agency to execute documents on behalf of the District.

Authority to Approve Unpaid Leave Requests: Authorized Superintendent to approve employee requests for unpaid leaves up to five days.

Bonding of Personnel: Resolved that District Treasurer and District Deputy Treasurer be bonded in the amount of \$2.1 million and all other employees in the amount of \$100,000.00.

Cooperative Bids – Erie I BOCES: Authorized participation in cooperative bids.

Cooperative Bids – Orleans/Niagara BOCES: Authorized participation in cooperative bids.

Cooperative Bids – Erie II BOCES: Authorized participation in cooperative bids.

Payment of Bills: Approved payment of bills on the basis of a proper invoice with an approved and signed purchase order and supporting data.

Purchasing and Investment Policy: The Board of Education has reviewed Policy #5220, District Investments, and Policy #5410, Purchasing, as required by law.

Returned Check Fee: Approved a service charge in the amount of \$30.00 for checks returned to the District.

Appoint Administrators to Perform Evaluations and Annual Reviews: Appointed all North Tonawanda Administrators to perform evaluations and annual reviews.

Re-adopt Policy and Code of Ethics: Resolved that all policies, rules, regulations, standards and procedures including the adopted Code of Ethics heretofore existing in the District, unless amended or changed, are continued in full force and effect for the 2017-2018 school year.

Mileage and Reimbursement Rate: Resolved that the mileage reimbursement rate will be the IRS Reimbursement Rate per mile for staff use of personal vehicles on official school business.

Authorization to Require Medical Examinations: Authorized Superintendent to require any employee(s) to submit to a medical examination to determine his/her fitness to continue employment. Superintendent also authorized to appoint and engage school physician(s) and make such arrangements as are necessary to effectuate.

Chemical Hygiene Officers: Authorized the Superintendent to designate the Principal as the Chemical Hygiene Officer in the building and/or program in which the administrator has responsibility.

ROUTINE MATTERS

Approved minutes of the regular meeting of June 7, 2017; CSE/CPSE Minutes and Placements for February 7, 10, 22, 23, 24, 28, 29, 30 March 3, 4, 5, 6, 7, 23, 24, 28, 29, 30; April 3, 4, 5, 6, 7, 25, 26, 27, 28; May 1, 2, 3, 4, 5, 8, 9, 11, 12, 15, 16, 17, 22, 23, 24, 30, 31 June 1, 5, 6, 7, 8, 14, 15, 16, 21, 2017.

PERSONNEL

Instructional

Leave of Absence: Michelle Baird, Science Teacher (7-12) unpaid leave effective August 30, 2017 and terminating no later than June 30, 2018; **Alexandra Bertini, Elementary Teacher** effective August 30, 2017 and terminating no later than June 30, 2018.

Resignation: Megan Lundgren, Special Education Teacher effective June 30, 2017.

Retirement: Cynthia Green, Teaching Assistant Computer Skills effective July 1, 2017. Mrs. Green has been an employee with the district since September 1987.

Creation of Positions: Social Worker .6 FTE; Guidance Counselor .1 FTE; Librarian .4 FTE; head Bus Driver (10 month position) 1.0 FTE.

Probationary Appointments: **Erin Giuseppetti**, *Special Education* commencing on July 6, 2017 and ending July 5, 2021.

Summer Appointments: **Daniel Schiesser**, *Alternative High School Tutor*; **Regina Shiesley**, *Alternative High School Tutor*; **Gretchen Scime**, *Child Associate*.

Coaches/Volunteers Fall 2017-2018: **Matthew Schutt**, *Girls Swimming Varsity Head Coach*, **Megan McKie**, *Girls Swimming JV Head Head Coach*; **Steve Franusiak**, *Football Modified Volunteer Coach*; **Shawn Williams**, *Football Modified Head Coach*; **Lauren Metzger**, *Volleyball Modified Head Coach*; **Scott Orndoff**, *Football Varsity Assistant Coach*.

Winter 2017-2018: **Megan McKie**, *Boys Swimming JV Head Coach*; **Patrick Kennedy**, *Girls Basketball Varsity Head Coach*; **Jeffrey Sutor**, *Boys Basketball Modified Head Coach*; **John Sparatorico**, *Varsity Volunteer Assistant Coach*; **Bryan Bellis**, *Boys Hockey Varsity Assistant Coach*

Middle School Activity Advisors for the 2017-2018 School Year: **Lori Reszel**, *Telecommunications*; **Lisa M. Wright**, *Student Newspaper*; **Janet DeCicco and Christine Stevens**, *Student Council*; **Elizabeth Boyko and Carol Bartlett**, *National Junior Honor Society*; **Krsiten Fry**, *FACS Club*; **Jennifer Finiki**, *G.R.E.A.T Club*; **Michelle Watson**, *Activities Treasurer*; **Jennifer Sturgeon and Paul Becigneul**, *Photo Club*; **Jennifer Sturgeon**, *School Store*; **Lindsey Turner**, *Recycling Club*; **Craig Frazer**, *Jazz Band*; **Michelle Morgan**, *Foreign Language Club*.

High School Activity Advisors for the 2017-2018 School Year: **Carol Traina**, *Animal Club*; **Luke Hodgson**, *Chess Club*; **Dean Vallas**, *Chorus Club*; **David Manth**, *Concert Band Club*; **Annette Follendorf and Laurie Widman**, *DECA*; **Annette Follendorf and Laurie Widman**, *School Store*; **Ann Lentsch**, *Treasurer*; **Dean Vallas and Jane DiVirgilio**, *Drama Club*; **Teresa Lamparelli**, *Foreign Language Club*; **Nicole Altadonna**, *Freshman Club*; **Annette Follendorf**, *Future Business Leaders of America (FBLA)*; **David Manth**, *Jazz Assemble*; **Brett Sommer and Jennifer Sommer**, *Junior Class*; **R. Scott Gauld**, *Model UN*; **Tammy Stawisuck**, *National Honor Society*; **Kathryn Nicosia and Michelle Canfield**, *Yearbook*; **R. Scott Gauld**, *Outdoor Awareness Club*; **Joel May and John Zamojski**, *Science Olympiad Club*; **Jane DiVirgilio and Kimberly Kouzan**, *Senior Class*; **Laurie Widman**, *Service Learning Coordinator*; **Sheila Adcock**, *Sophomore Class*; **Katie Harrington**, *Student Council*; **Lori Graves**, *Student Against Destructive Decisions (SADD)*; **Steven Blask**, *Technology Club*; **Vincent Capolupo**, *Telecommunications Club*.

Building Based Substitutes: **Megan O'Rourke**, *Spruce Elementary*; **Laura Gore**, *Meadow Elementary*; **Sarah DePriest**, *Spruce Elementary*; **Mary Gentz**, *NTHS*; **Alexandra Wende**, *Meadow*

Non-Instructional

Leave of Absence: **Vanetta Garland**, *School Monitor* unpaid leave effective June 15, 2017 and terminating no later than June 30, 2017.

Retirement: **Karen Swaidner**, *Secretary to the Superintendent* effective November 1, 2017. Mrs. Swaidner has been an employee of the district since April 1997.

Permanent Appointments: **Jane Stickney**, *Cleaner* effective September 18, 2017.

Seasonal Cleaner Appointments: Maxwell Cohn; Austin Hinze; Ethan Lapine; Grace Smith; Marisa Smith; Steve Steves effective July 1, 2017 and terminating no later than August 31, 2017.

Seasonal Groundskeeper Appointment: Edwin Ortiz effective July 1, 2017 and terminating no later than August 31, 2017.

OTHER MATTERS

Budget Transfers: Approved

Dignity Act Coordinators: Approved

Contract Renewal Wheatfield Pediatrics: Approved

Interagency Cooperative Agreement: Approved

Lease Agreement BOCES High School and Middle School: Approved

NTHS Student Handbook/Code of Conduct Changes for 2017-2018 School Year: Approved

Memorandum of Agreement: Approved

Policy #6551 Family and Medical Leave Act: Approved

Please direct any questions to the Superintendent's Office

~ Upcoming Board Meetings ~

Next Regular Meeting on Wednesday, August 16, 2017 @ 6:30 p.m.