

GGW/SR

# NORTH TONAWANDA BOARD OF EDUCATION

## BOARD BANNER

UNOFFICIAL MEETING SUMMARY

### ORGANIZATIONAL & REGULAR MEETING of July 12, 2011

#### ORGANIZATIONAL MATTERS

John Tylec administered Oath of Office to Gregory Woytila.

John Tylec administered Oath of Office to Donna Braun and Frank DiBernardo.

#### ELECTION OF OFFICERS

Frank DiBernardo was elected President and Christine Porto was elected Vice President of the Board for the 2011-2012 school year.

#### DISTRICT APPOINTMENTS FOR JULY 1, 2011 – JUNE 30, 2012

District Clerk	John Tylec
District Treasurer	Janice Horvath
District Deputy Treasurer	Sharon Rosenau
District Deputy Clerk	Gregory Woytila
Internal Claims Auditor	John O'Neill
School Purchasing Agent	Alan Getter
Deputy Purchasing Agent	Gregory Woytila
School Physician	Health Works
School Architect	Kideney Architects, P.C.
Fiscal Advisor	Capital Markets Advisors, LLC
Bond Counsel	Hawkins, Delafield & Wood
Internal Auditor	Bonadio Group
External Auditor	Drescher & Malecki
Student Residency Determinations	Ronald Barstys
Civil Rights Compliance Officer – Title IX	Ronald Barstys, Colleen Sloan
Designated Complaint Officers	Patrick Holesko, John Tylec
Section 504 Coordinator	Ronald Barstys
Records Access Officer	Sharon Rosenau
Records Retention/Disposition Officer	John Tylec
Attendance Officer	Ronald Barstys
Chief Information Officer	Patrick Holesko
AHERA LEA Asbestos Compliance Designee	Jeffrey Gaston
Safety Risk Management Officer	Paul Nawotka – O/N BOCES
Impartial Hearing Officer in accordance with Sections 71 & 73 of Civil Service Law	David Hoover
Central Treasurer for Extracurricular Accounts	Ann Lentsch, High School William Prescott, Middle School
Committee on Special Education      Chairpersons	Asst. Dir. Of Special Ed. Ronald Barstys W. Scott Rudnicki
Committee on Special Education      Parent Members	Christine Szarpa

Sub-Committee on Special Education	Chairpersons	Dawn Herbeck Donna Summerville Tracy McCoy Amanda Hergert-Register Kristine Pieczonka Jackie Rose Amy Gorman Dawn Lowry Kimberly Capriotti Karen Dillon Jill Lyons Arthur Jaspe Heather Lapier Nicole McAuliffe
Cmte. on Pre-School Special Education	Chairpersons	Ronald Barstys Asst. Dir. Of Special Ed. W. Scott Rudnicki
Cmt. on Pre-School Special Ed.	Parent Members	Christine Szarpa Amanda Hergert-Register Tracy McCoy Susan Holycross Patrick Holesko John O'Neill Gregory Woytila John O'Neill

Surrogate Parent for Special Education  
 Designated Educational Official  
 Review Official for Federal Child Nutrition Program  
 Hearing Official for Federal Child Nutrition Program  
 Verification Official for Federal Child Nutrition Prog.  
 Audit Committee  
 Members:  
 Joanne DalPorto with term ending 6/30/2012  
 Christine Porto with term ending 6/30/2013  
 Colleen Osborn with term ending 6/30/2013

Chairman: Joanne DalPorto	
School Pesticide Representative	Jeffrey Gaston
Insurance Agent	Stange Agency, Inc.
Health Insurance Portability and Accountability Act (HIPPA) Privacy Official/Complaint Officer	Ronald Barstys
McKinney-Vento Liaison for Homeless Child & Youth	Ronald Barstys

President DiBernardo administered the Oath of Office to John Tylec, District Clerk.

## **DESIGNATIONS**

**Official Depository:** Approved Bank of America, Citizens Bank, First Niagara Commercial Bank, Key Bank, M & T Bank, JP Morgan Chase Bank and NYLAF, School District Cooperative, as designated official depositories for the 2011-2012 school year.

**Official Newspaper:** Approved The Tonawanda News 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  
 August 9, 2011  
 September 13, 2011  
 October 11, 2011  
 November 8, 2011

December 13, 2011  
January 10, 2012  
February 14, 2012  
March 13, 2012  
April 3, 2012  
May 8, 2012  
May 15, 2012 – Election & Budget Vote  
June 12, 2012

**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, 2012 at 7:00 p.m.

Budget Vote – Tuesday, May 15, 2012 from 12 Noon to 9:00 p.m.

**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 2011-2012 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 2011-2012:** Delegated the Assistant Superintendent of Administrative Services the authority to perform the duties of the tax levying body during 2011-2012 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 2011-2012 school year for the business office. Janice Horvath 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 months of July, August and September 2011 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.

**Authority to Approve Change Orders:** Authorized the Superintendent of Schools to approve Capital Project Change Orders up to the amount of \$20,000.00. Appointed the Assistant Superintendent of Administrative Services as the alternate in the absence of the Superintendent of Schools.

**Authority to Approve Reimbursables:** Authorized the Superintendent of Schools to approve reimbursable expenses for Kideney Architects and Campus Construction Management upon the agreement of the Board President or the Board Member appointed to the OACM Committee. Appointed the Assistant Superintendent of Administrative Services as the alternate in the absence of the Superintendent of Schools.

**Authority to Execute Contracts for Bid Awards:** Authorized the Superintendent of Schools to execute the Capital Project Phase 1B and 1C Bid Contracts. Appointed the Assistant Superintendent of Administrative Services as the alternate in the absence of the Superintendent of Schools.

**District's Authorized Representative for Construction Documents:** Authorized the Superintendent of Schools to be the authorized representative. The Superintendent of Schools shall have the authority to execute instruments, to give notices and approvals, and to make decisions that are required to be made on a day-to-day basis with respect to the Capital Improvement Project in consultation with the District's Architect, Construction Manager and legal counsel as such consultation may be required. The Superintendent of Schools shall regularly report to and update the Board. Appointed the Assistant Superintendent of Administrative Services as the alternate in the absence of the Superintendent of Schools.

**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; 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 2011-2012 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.

**Renewal of Participation in National School Breakfast and Lunch Programs:** Authorized the District's participation in the National School Breakfast and School Lunch Program for the 2011-2012 school year.

**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.

**Defense of Workers' Compensation and Unemployment Insurance Claims:** Authorized Superintendent to decide whether to contest or settle claims before the Workers' Compensation Board, consistent with the terms of the Municipal Cooperation Agreement among the members of the Workers' Compensation Consortium of which the District is a member. Authorized Superintendent to decide whether to contest or settle claims for unemployment insurance pending before the Department of Labor.

**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 14, 2011 and Special Meeting of June 20, 2011; Treasurer's Report for the month of May 2011; CSE/CPSE Minutes and Placements for February 15, 18, 28, March 1, 4, 9, 11, 14, 15, 16, 18, 25, 28, 29, 30, April 1, 4, 5, 6, 8, 11, 13, 14, 15, 25, 26, 27, 29, May 2, 3, 6, 9, 10, 12, 16, 17, 18, 19, 20, 23, 25, 26, 31, June 1, 2, 6, 7, 8, 13, 14, 17, 20, 21, 23, 30, July 5, 2011.

## **PERSONNEL**

**Resignations:** **Scott Miranto**, *JV Football Assistant Coach*, effective July 6, 2011; **Erik O'Bryan**, *JV Football Coach*, effective July 6, 2011; **Todd O'Bryan**, *Varsity Football Assistant Coach*, effective July 6, 2011.

**Retirement:** **Daniel Velia**, *Senior Custodian*, effective August 20, 2011.

**Leaves of Absence:** **Jeffrey Barke**, *Custodian*, effective July 18, 2011 and terminating no later than January 18, 2012; **Dana Hoffman**, *Assistant Principal (K-12)*, effective August 25, 2011 and terminating June 30, 2012.

## **Instructional**

**Tenure:** **Catherine Granat**, *Reading (K-6) Teacher*, effective September 1, 2011; **Becky Neumann**, *Elementary Education (K-6) Teacher*, effective September 1, 2011.

**Part-Time:** **Andrea Converso**, *changed from (.9) to (.8) Foreign Language Teacher*, effective September 1, 2011 and terminating no later than June 30, 2012; **Michelle Eades**, *changed from (.6) to (.8) Science Teacher*, effective September 1, 2011 and terminating no later than June 30, 2012; **Jacqueline Previte**, *changed from (.5) to (.6) Mathematics Teacher*, effective September 1, 2011 and terminating no later than June 30, 2012; **Susan Zobrist**, *(.6) Art Teacher*, effective September 1, 2011 through January 27, 2012 and *(.8)* effective January 30, 2012 and terminating no later than June 30, 2012; **Trevor Jelowski**, *(.67) Music Teacher*, effective September 1, 2011 and terminating no later than June 30, 2012; **Katie Feldmann**, *(.6) Health Education Teacher*, effective September 1, 2011 and terminating no later than June 30, 2012.

**Probationary:** **Lindsey Starr**, *Health (K-12) Teacher*, effective September 1, 2011 and terminating August 31, 2014.

**2011-2012 Department Coordinators/Team Leaders:** **Darlene Senick**, *English (9-12)*; **Gary Lachut**, *Science (9-12)*; **Christine Brochey**, *Mathematics (9-12)*; **Sheila O'Leary Adcock**, *Social Studies (9-12)*; **Christina Quinn**, *English (7-8)*; **John Lockett**, *Science (7-8)*; **Elizabeth Boyko**, *Mathematics (7-8)*; **Sean Reilly**, *Social Studies (7-8)*; **Mary Smith/Christine Reading**, *Language Arts (K-6)*; **Bonnie Hathaway**, *Science (K-6)*; **Brenda Daigler**, *Mathematics (K-6)*; **Kelley Moore**, *Social Studies (K-6)*; **Christopher Cook**, *Art (K-12)*; **Laurie Widman**, *Business/Technology (7-12)*; **Robert Lucas**, *Foreign Language (7-12)*; **Melissa Giles**, *Guidance (7-12)*; **David Manth/Dean Vallas**, *Instrumental/Vocal Music (K-12)*; **Diane Balcom**, *Library (K-12)*; **Nancy Miranto/Kathleen Pusch**, *Physical Education/Health/Home & Careers (K-12)*; **Nancy Watson-Duffy/Andrew Sommers**, *Special Education (K-12)*; **Cynthia Whitehead**, *Speech (K-12)*.

**2011-2012 High School Activity Advisors:** **Christopher Heyer**, *Amnesty Club*; **Carol Traina**, *Animal Club*; **Teresa Lamparelli**, *AP Advisor*; **Laurie Widman**, *Bookstore*; **Rebecca Reger**, *Camera Club*; **Luke Hodgson/Mark Johnson**, *Chess Club*; **Dean Vallas**, *Chorus Club*; **David Manth**, *Concert Band Club*; **Laurie Widman**, *DECA*; **Dean Vallas/Jane DiVirgilio**, *Drama Club*; **Sandra Paul**, *Foreign Language Club*; **Lori Schwenz/Nicole Altadonna**, *Freshman Class*; **Barbara Sattleberg**, *Future Business Leaders of America*; **Jack Agugliaro/Cathy Chowaniec**, *Horizon Newspaper*; **David Manth**, *Jazz Ensemble*; **Brett Sommer/Jennifer Sommer**, *Junior Class*; **Cortney Costanzo**, *Lumberjazz*; **Stephen Sabo**, *Media Technician*; **Scott Gauld**, *Model UN*; **Tammy Stawisuck**, *National Honor Society*; **Annette Follendorf**, *Northstar Yearbook*; **Scott Gauld**, *Outdoor Awareness*; **Richard Andres**, *Scholastic Bowl*; **June Mikulski**, *Science Olympiad*; **Jessica Anderson/Thomas Mohring**, *Senior Class*; **Sheila O'Leary Adcock**, *Sophomore Class*; **Stephen Blask**, *Service Learning Coordinator*; **Sarah Hansgate**, *Student Council*; **Amy Scott**, *Students Against Destructive Decisions*; **Stephen Blask**, *Technology Club*; **Robert Lucas/Annette Follendorf**, *Telecommunications Club*; **Ann Lentsch**, *Treasurer*.

**2011-2012 Middle School Team Leaders/Activity Advisors:** **Benedict Ladik**, *Telecommunications Club*; **Benedict Ladik**, *Student Newspaper*; **Lisa Wright**, *Assembly Coordinator*; **Mary Jo Murphy**, *Student Council*; **Jennifer Sturgeon**, *National Junior Honor Society*; **Catherine Winston**, *FACS Club*; **William Prescott**, *School Treasurer*; **Janet DeCicco**, *Photo Club*; **Jennifer Plummer**, *Team Leader Grade 7(A)*; **Michelle Watson**, *Team Leader Grade 7(B)*; **Jennifer Finiki**, *Team Leader Grade 7(C)*; **Elizabeth Boyko**, *Team Leader Grade 8(D)*; **Jennifer Sturgeon**, *Team Leader Grade 8(E)*; **Kim Marie Catalano**, *Exploratory*.

**2011-2012 Coaches:** **Scott Miranto**, *Varsity Football Assistant Coach*; **Frank Fusco**, *JV Football Assistant Coach*; **David DiVirgilio**, *Boys Varsity Soccer Volunteer*; **Robert Cherkauer**, *Boys JV Volleyball Coach*; **Emily Olewnik**, *Girls JV Swimming Coach*; **Anthony Christy**, *Modified Co-Ed Swimming Coach*; **Clayton Wilson**, *Varsity Hockey Assistant Coach*; **Anthony Christy**, *Boys JV Lacrosse Coach*.

#### **Non-Instructional**

**Probationary:** **Jeffrey Barke**, *Custodial Supervisor*, effective July 18, 2011 and terminating no later than January 18, 2012.

**Part-Time:** **Kevin Anson**, *Bus Driver*, effective September 1, 2011; **Tracey Haynes**, *Bus Attendant*, effective September 1, 2011; **Nicole Bice**, *Bus Attendant*, effective September 1, 2011.

#### **Administrative**

**Creation of Position:** **Assistant Director of Special Education (K-12)**, effective July 1, 2011.

**Abolish Tenure Areas:** **Assistant Principal Middle School and Assistant Principal High School**, effective July 1, 2011.

**Creation of Tenure Area:** **Assistant Principal (K-12)**, effective July 1, 2011.

**Establish Seniority Dates for Assistant Principals:** **Michael Mann**, August 1, 2007; **Dana Hoffman**, August 25, 2008; **Michael Tambroni**, October 5, 2009.

**Probationary:** **Dana Hoffman**, *Assistant Director of Special Education*, effective August 25, 2011 and terminating August 24, 2014.

**Change of Assignment:** **Michael Mann**, *Assistant Principal (K-12)*, assigned to the High School effective July 1, 2011.

**Long Term Substitutes:** **Andrew Touma**, *Assistant Principal (K-12) at the Middle School*, effective July 18, 2011 and terminating no later than June 30, 2012 ; **Kristopher Clester**, *Assistant Principal (K-12) at the High School*, effective August 25, 2011 and terminating no later than June 30, 2012.

#### **Other**

**Memorandum of Agreement NTSAA:** Approved.

#### **OTHER MATTERS**

**2010-2011 Budget Transfers:** Approved in the amount of \$11,000.00.

**2011-2012 Budget Transfers:** Approved in the amount of \$4,236.00.

**Extension of Food Service Contract:** Approved for the 2011-2012 school year.

**2011-2012 BOCES Lease Agreements:** Approved.

**Superintendent Vacation Carry-Over:** Approved carry-over of one vacation day.

**Elementary Math Textbook Adoption:** Approved.

**Special Board Meeting:** Approved date of July 18, 2011 at 5:30 p.m. to discuss Ohio School roof and Gilmore Project.

**Revisions to Audit Committee Charter:** Approved.

**Audit Committee Community Members:** Approved Shawn Glogowski and Michael Incorvia to serve for the 2011-2012 school year.

**Board Members on District Safety Committee:** Art Pappas, Kevin LoCicero

**Board Members on OACM (Owner, Architect, Construction Manager) Committee: Frank DiBernardo, Joanne DalPorto.**

**Niagara-Orleans School Boards Association Representative: Joanne DalPorto.**

*Please direct any questions to the Superintendent's Office*