

NORTH TONAWANDA BOARD OF EDUCATION



ORGANIZATIONAL & REGULAR MEETING of July 11, 2013

ORGANIZATIONAL MATTERS

John Tylec administered Oath of Office to Gregory Woytila.
John Tylec administered Oath of Office to Colleen Osborn, Arthur Pappas and
Student Board Member Amanda Wildt

ELECTION OF OFFICERS

Kevin LoCicero was elected President and Arthur Pappas was elected Vice President of the Board for the
2013-2014 school year.

DISTRICT APPOINTMENTS FOR JULY 1, 2013 – JUNE 30, 2014

District Clerk	John Tylec
District Treasurer	Janice Horvath
District Deputy Treasurer	Patricia DiVirgilio
District Deputy Clerk	Gregory Woytila
Internal Claims Auditor	John O'Neill
Temporary Claims Auditor	Gloria Latta
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
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	Karen Swaidner
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	David Hoover

Impartial Hearing Officer in accordance with Sections 71&73 of Civil Service Law		Colleen Sloan
Central Treasurer for Extracurricular Accounts		Ann Lentsch, High School Michelle Watson, Middle School
Committee on Special Education	Chairpersons	Ronald Barstys Dana Hoffman John Moskalik
Committee on Special Education Members	Parent	Angela Fox Laura Westfall Donna Summerville Christine Zalamar Debbie Hastings Christine Murphy
Sub-Committee on Special Education Chairpersons		Nicole Kerner Jackie Rose Amy Gorman Dawn Lowry Kimberly Capriotti Karen Dillon Jill Lyons Arthur Jaspe Patricia Adler Lisa Colburn James Fisher Janet Matyevich Victoria Pohlman Michael Tambroni Gregory Burgess Kristopher Clester Michael Mann
Cmte. on Pre-School Special Education Chairpersons		Ronald Barstys Dana Hoffman John Moskalik
Cmt. on Pre-School Special Ed. Parent Members		Christine Szarpa Laura Westfall Angela Fox
Surrogate Parent for Special Education		Susan Holycross
Designated Educational Official		Patrick Holesko
Review Official for Federal Child Nutrition Program		John O'Neill
Hearing Official for Federal Child Nutrition Program		Gregory Woytila
Verification Official for Federal Child Nutrition Program		John O'Neill
Audit Committee		Donna Braun James Martineck Colleen Osborn Jeffrey Gaston Stange Agency, Inc. Ronald Barstys
School Pesticide Representative		
Insurance Agent		
Health Insurance Portability and Accountability Act (HIPPA) Privacy Official/Complaint Officer		
McKinney-Vento Liaison for Homeless Child & Youth		Ronald Barstys
Medicaid Compliance Officer		Jennifer Heiler

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

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 2013-2014 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 21, 2013

September 18, 2013

October 16, 2013

November 20, 2013

December 18, 2013

January 15, 2014

February 12, 2014

March 19, 2014

April 9, 2014

May 13, 2014 – Budget Hearing

June 18, 2014

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 13, 2014 at 7:00 p.m.

Budget Vote – Tuesday, May 20, 2014 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 2013-2014 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 2013-2014: Delegated the Assistant Superintendent of Administrative Services the authority to perform the duties of the tax levying body during 2013-2014 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 2013-2014 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 2013-2014 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.

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 Kidney 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.

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 2013-2014 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 the Treasurer's Report for the month of May 2013; CSE/CPSE Minutes and Placements for February 8, 27, March 5, 7, 8, 11, 12, 13, 14, 18, 19, 20, 21 April 9, 11, 12, 15, 17, 22, 23, 29, 30 May 1, 2, 3, 6, 8, 9, 13, 14, 15, 16, 21, 22, 24, 29, 30 June 3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 20, 21, 24, 2013.

PERSONNEL

Instructional

Resignations: **Andrew Drouin**, *JV Football Coach*; **Joseph Kelly**, *JV Football Assistant Coach*; **Michael Hromowyk**, *Modified Football Head Coach* effective July 1, 2013.

Appointments: **Kristin Kelly**, *Family & Consumer Science (7-12) Teacher*, effective September 3, 2013 and terminating no later than September 2, 2016; **Lauren Brosius**, *Reading (K-12) Teacher* effective September 3, 2013 and terminating no later than September 2, 2016; **Marissa Greenwald**, *Music (K-12) Teacher* effective September 3, 2013 and terminating no later than September 2, 2016; **Joseph Wilkie**, *(.6) Health (7-12) Teacher* effective September 3, 2013 and terminating no later than June 30, 2014; **Cherisse Lipps**, *Long Term Substitute Elementary (K-6) Teacher*, effective September 3, 2013 and terminating no later than June 30, 2014.

2013-2014 High School Activity Advisors: **Robert Lucas/Vincent Capolupo**, *Telecommunications Club*.

2013-2014 Middle School Team Leaders/Activity Advisors: **TBA**, *Telecommunications Club*; **Jennifer Plummer**, *Student Newspaper*; **Lisa Wright**, *Assembly Coordinator*; **Mary Jo Murphy**, *Student Council*; **Lisa Wright/James Carslon**, *National Junior Honor Society*; **TBA**, *FACS Club*; **Mary Jo Murphy**, *G.R.E.A.T. Club*; **Michelle Watson**, *Activities Treasurer*; **James Carlson**, *Photo Club*; **TBA**, *Drama Club*; **Vicki-Gutlovics-Hecei**, *School Store*; **Lindsey Starr**, *Recycling Club*; **Charles Frazier**, *Jazz Band*; **Diane Balcom**, *Junior Librarians Club*;

2013-2014 Department Coordinators/Team Leaders: **Darlene Senick**, *English (9-12)*; **Gary Lachut**, *Science (9-12)*; **Jeanne Wiech**, *Mathematics (9-12)*; **Diana Cornell**, *Social Studies (9-12)*; **Christina Quinn**, *English (7-8)*; **Carol Bartlett**, *Science (7-8)*; **Elizabeth Boyko**, *Mathematics (7-8)*; **Sean Reilly**, *Social Studies (7-8)*; **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)*; **Dean Vallas**, *Instrumental/Vocal Music (K-12)*; **Diane Balcom**, *Library (K-12)*; **Nancy Miranto**, *Physical Education/Health/Home & Careers (K-12)*; **Nancy Watson-Duffy/Andrew Sommers**, *Special Education (K-12)*; **Cynthia Whitehead**, *Speech (K-12)*; **Dale Baronich**, *Exploratory Coordinator*; **Todd Bush/Michelle Watson**, *Middle School Team Leader (Gr. 7)*; **Jennifer Sturgeon/Elizabeth Boyko**, *Middle School Team Leader (Gr. 8)*.

2013-2014 Coaches: **Andrew Drouin**, *Football Volunteer*; **Michael Hromowyk**, *JV Football Assistant Coach*; **Joseph Kelly**, *JV Football Head Coach*; **Andrew Behm**, *Boys Modified Soccer Coach*; **David Paffie**, *Modified Head Football Coach*.

Non-Instructional

Retirement: **Theresa Karkau**, *Teacher Aide* effective July 24, 2013.

Leave of Absence: **Diane Kromer**, *Teacher Aide* effective September 3, 2013 and ending January 6, 2014.

Appointments: **Diane Kromer**, *Typist* effective July 8, 2013 and ending January 6, 2014.

OTHER MATTERS

District Code of Conduct: Approved

BOCES Co-Op Bid Paper: Approved

BOCES Lease Agreement - Grant School – Approved

Contract Renewal - Language Intelligence - Approved

Please direct any questions to the Superintendent's Office