

NORTH TONAWANDA BOARD OF EDUCATION



ORGANIZATIONAL & REGULAR MEETING of July 10, 2012

ORGANIZATIONAL MATTERS

John Tylec administered Oath of Office to Gregory Woytila.

John Tylec administered Oath of Office to Dorothy Kuebler, James Martineck, Kevin LoCicero and Student Board Member Brittany Wurl.

ELECTION OF OFFICERS

Frank DiBernardo was elected President and Kevin LoCicero was elected Vice President of the Board for the 2012-2013 school year.

DISTRICT APPOINTMENTS FOR JULY 1, 2012 – JUNE 30, 2013

District Clerk	John Tylec
District Treasurer	Janice Horvath
District Deputy Treasurer	Patricia DiVirgilio
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	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

Sections 71 & 73 of Civil Service Law

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 Parent
Members

Angela Fox
Laura Westfall
Donna Summerville
Christine Zalamar
Debbie Hastings
Christine Murphy

Sub-Committee on Special Education
Chairpersons

Kristine Pieczonka
Jackie Rose
Amy Gorman
Dawn Lowry
Kimberly Capriotti
Karen Dillon
Jill Lyons

Cmte. on Pre-School Special Education
Chairpersons

Arthur Jaspe
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
Designated Educational Official
Review Official for Federal Child Nutrition
Program

Susan Holycross
Patrick Holesko
John O'Neill

Hearing Official for Federal Child Nutrition
Program

Gregory Woytila

Verification Official for Federal Child Nutrition
Program

John O'Neill

Audit Committee

Members:

Colleen Osborn

Donna Braun

James Martineck

Chairman: Colleen Osborn

School Pesticide Representative

Jeffrey Gaston

Insurance Agent

Stange Agency, Inc.

Health Insurance Portability and Accountability
Act (HIPPA) Privacy Official/Complaint Officer

Ronald Barstys

Medicaid Compliance Officer

Jennifer Heiler

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 16, 2012

September 13, 2012

October 11, 2012

November 8, 2012

December 13, 2012

January 10, 2013

February 14, 2013

March 14, 2013

April 11, 2013

May 9, 2013

May 21, 2013 – Election & Budget Vote

June 13, 2013

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 14, 2013 at 7:00 p.m.

Budget Vote – Tuesday, May 21, 2013 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 2012-2013 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 2012-2013: Delegated the Assistant Superintendent of Administrative Services the authority to perform the duties of the tax levying body during 2012-2013 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 2012-2013 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 2012 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 2012-2013 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 2012; CSE/CPSE Minutes and Placements for February 14, 28, 29, March 5, 6, 7, 12, 23, 27 April 2, 3, 4, 16, 18, 19, 23, 24 May 14, 17, 18, 22, 29, 30, 31 June 1, 4, 5, 6, 7, 8, 11, 13, 14, 15, 18, 19.

PERSONNEL

Leaves of Absence: **Norman Dauphin**, *Custodian*, effective July 14, 2012 and terminating no later than September 4, 2012.

Resignations: **Jacqueline Previte**, (.8) *Mathematics Teacher*, effective August 31, 2012 and terminating no later than June 30, 2013.

Volunteers: **Mary Wagner**, Ohio School; **Pamela Wojtas**, Spruce School for the 2012–2013 school year.

Instructional

Jacqueline Previte, *long term substitute Mathematics Teacher*, effective August 31, 2012 and terminating no later than June 30, 2013; **Jillian Curry**, *part time (.8) Mathematics Teacher* effective August 31, 2012 and terminating no later than June 30, 2013

2011-2012 Department Coordinators/Team Leaders: **Darlene Senick**, *English (9-12)*; **Gary Lachut**, *Science (9-12)*; **Christine Brochey**, *Mathematics (9-12)*; **Diana Cornell**, *Social Studies (9-12)*; **Janet DeCicco**, *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)*; **David Manth/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)*.

2012-2013 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*; **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*; **Jane DiVirgilio/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*; **Sheila O'Leary Adcock**, *Sophomore Class*; **Barb Sattleberg**, *Service Learning Coordinator*; **Sarah Hansgate**, *Student Council*; **Amy Scott**, *Students Against Destructive Decisions*; **June Mikulski**, *Technology Club*; **Robert Lucas/Annette Follendorf**, *Telecommunications Club*; **Ann Lentsch**, *Treasurer*.

2012-2013 Middle School Team Leaders/Activity Advisors: **Benedict Ladik**, *Telecommunications Club*; **Jennifer Plummer**, *Student Newspaper*; **Lisa Wright**, *Assembly Coordinator*; **Mary Jo Murphy**, *Student Council*; **Catherine Winston**, *FACS Club*; **Michelle Watson**, *School Treasurer*; **William Markarian**, *Photo Club*; **Lisa Wright**, *Drama Club*; **Vicki-Gutlovics-Hecei**, *School Store*; **Lindsey Starr**, *Recycling Club*; **Todd Bush**, *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)*; **Dale Baronich**, *Exploratory*.

2012-2013 Coaches: **Christina Jasek**, *Girls JV Swimming Coach*; **Todd Bush**, *Boys Modified Volleyball Coach*; **Joseph Kelly**, *Modified Football Head Coach*; **Jordan Neufeld**, *Varsity Baseball Head Coach*; **John Chiarmonte**, *Varsity Baseball Volunteer*.

Non-Instructional

Appointments: **Deanna Wetzel**, *Probationary typist*, effective July 30, 2012 and terminating January 28, 2013.

Appointments – Seasonal help – Laborers effective July 2, 2012 and terminating August 31, 2012: **Marilyn Dryburgh**, **Francesca Gariano**, **Nicole Gaston** and **Emily Smolinski**.

Appointment – Seasonal help – Laborer effective July 11, 2012 and terminating August 31, 2012: **Andrew Metzger**.

Reinstatement of Position: One (1) Full Time Teacher Aide and two (2) Part Time (2.0) School Monitors effective July 1, 2012.

Layoff - Rescinding: **Barbara Mye**, *Teacher Aide* effective July 1, 2012.

OTHER MATTERS

2011-2012 Budget Transfers: Approved in the amount of \$38,286.00.

Facility Usage: Approved

Physical Therapy Services: Approved option 3

District Code of Conduct: Approved

Revised Staff Development Calendar: Approved

Please direct any questions to the Superintendent's Office