

NORTH TONAWANDA BOARD OF EDUCATION



ORGANIZATIONAL & REGULAR MEETING of July 2, 2014

PRESENTATIONS

High School Northstar Yearbook Presentation given by Rebecca Lineberger. The Northstar yearbook won the regional sample award for Western New York.

East Hill Foundation presentation given by Laurie Burger

ORGANIZATIONAL MATTERS

John Tylec administered Oath of Office to Gregory Woytila.

John Tylec administered Oath of Office to Barbara McCarthy.

ELECTION OF OFFICERS

Colleen Osborn was elected President and Dorothy Kuebler was elected Vice President of the Board for the 2014-2015 school year.

DISTRICT APPOINTMENTS FOR JULY 1, 2014 – JUNE 30, 2015

District Clerk	John Tylec
District Treasurer	Janice Horvath
District Deputy Treasurer	Patricia DiVirgilio
District Deputy Clerk	Gregory Woytila
Internal 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
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 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	Ronald Barstys Dana Hoffman John Moskalik
Committee on Special Education Parent Members	Laura Westfall Donna Summerville
Sub-Committee on Special Education Chairpersons	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 Laura Westfall
Cmt. on Pre-School Special Ed. Parent Members	
Surrogate Parent for Special Education	Susan Holycross
Designated Educational Official	Patrick Holesko
Review Official for Federal Child Nutrition Program	Gloria Latta
Hearing Official for Federal Child Nutrition Program	Gregory Woytila
Verification Official for Federal Child Nutrition Program	Gloria Latta
Audit Committee	James Martineck 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
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 2014-2015 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 13, 2014

September 10, 2014

October 8, 2014

November 12, 2014

December 10, 2014

January 14, 2015

February 11, 2015

March 11, 2015

April 8, 2015

May 12, 2014 – Budget Hearing

June 10, 2015

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 12, 2015 at 7:00 p.m.

Budget Vote –Tuesday, May 19, 2015 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 2014-2015 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 2014-2015: Delegated the Assistant Superintendent of Administrative Services the authority to perform the duties of the tax levying body during 2014-2015 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 2014-2015 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 2014-2015 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 2014-2015 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 2014; CSE/CPSE Minutes and Placements for March 5, 10, 28 April 2, 3, 7, 8, 9, 10, 11, 21, 22,23,28,29 May 1, 6, 7, 13, 14, 15, 19, 29, 30 June 3, 4, 9, 11, 12, 13, 16, 17, 18, 20, 25, 2014.

PERSONNEL

Instructional

Elimination of Position: .2 English Teacher (7-12)

Layoff/Placement on Preferred Eligibility List: Jennifer Plummer.

Appointments- Nicole Huber, (.33) *School Psychologist (K-12)* effective July 1, 2014 and terminating no later than June 20, 2015; **Jennifer Plummer**, (.8) *English (7-12) Teacher* effective September 2, 2014 and terminating no later than June 30, 2015; **Lindsay Hojnowski**, (.4) *Mathematics (7-12) Teacher* effective September 2, 2014 and terminating no later than June 30, 2015;

2014-2015 High School Activity Advisors: **Scott Gauld**, *Amnesty International*; **Katie Costello**, *Jr. Varsity Cheerleading* **Carol Traina**, *Animal Club*; **Teresa Lamparelli**, *AP Advisor*; **Laurie Widman/Annette Follendorf**, *Bookstore*; **Lindsey Starr/Melissa Wass**, *Varsity Cheerleading*; **Luke Hodgson**, *Chess Club*; **Dean Vallas**, *Chorus Club*; **David Manth**, *Concert Band Club*; **Laurie Widman/ Annette Follendorf**, *DECA*; **Dean Vallas/ Jane DiVirgilio**, *Drama Club*; **David Bonk**, *Foreign Language Club*; **Nicole Altadonna**, *Freshman Class*; **Barbara Sattleberg**, *Future Business Leaders of America*; **David Manth**, *Jazz Ensemble*; **Brett Sommer/Jennifer Sommer**, *Junior Class*; **Scott Gauld**, *Model UN*; **Tammy Stawisuck**, *National Honor Society*; **TBD**, *Northstar Yearbook*; **Scott Gauld**, *Outdoor Awareness*; **Richard Andres**, *Scholastic Bowl*; **June Mikulski**, *Science Olympiad*; **Jane DiVirgilio/Katie Feldman/Kimberly Kouzan**, *Senior Class*; **Barb Sattleberg**, *Service Learning Coordinator*; **Sheila O'Leary Adcock**, *Sophomore Class*; **Amy Scott**, *Students Against Destructive Decisions*; **Sarah Hansgate**, *Student Council* **June Mikulski**, *Technology Club*; **Robert Lucas/Vincent Capolupo** *Telecommunications Club*; **Ann Lentsch**, *Treasurer*.

2014-2015 Middle School Team Leaders/Activity Advisors: **Loretta Schultz**, *Telecommunications Club*; **James Carlson/Lisa Wright**, *Student Newspaper*; **Lisa Wright**, *Assembly Coordinator*; **Mary Jo Murphy**, *Student Council*; **Lisa Wright/James Carlson**, *National Junior Honor Society*; **Kim Marie Catalano/Kristen Kelly**, *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*.

2014-2015 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).

Non-Instructional

Appointments: Kody Elinski and Owen Howard, *Seasonal Laborer* effective July 3, 2014 and ending no later than August 31, 2014.

Retirement: John Tylec, *Director of Personnel* effective July 26, 2014.

OTHER MATTERS

District Code of Conduct: Approved

City of North Tonawanda Lease Agreement - Grant School – Approved

Christian Academy Lease Agreement at Gilmore School – Approved.

Donation East Hill Foundation- Accepted

Scholarship Trust Agreement - Accepted

Please direct any questions to the Superintendent's Office