



NORTH TONAWANDA BOARD OF EDUCATION

# BOARD BANNER

UNOFFICIAL MEETING SUMMARY

MEETING OF July 8, 2015

## **ORGANIZATIONAL MATTERS**

Laurie Burger administered Oath of Office to Gregory Woytila.

Laurie Burger administered Oath of Office to Michele Golding, Cheryl McMahon and John Zloty.

## **ELECTION OF OFFICERS**

Cheryl McMahon was elected President and Michele Golding was elected Vice President of the Board for the 2015-2016 school year.

**DISTRICT APPOINTMENTS FOR JULY 1, 2015 – JUNE 30, 2016**

District Clerk	Laurie Burger
District Treasurer	Kelly Lord
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	Labella Associates, D.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, Laurie Burger
Section 504 Coordinator	Ronald Barstys
Records Access Officer	Karen Swaidner
Records Retention/Disposition Officer	Laurie Burger
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
	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
	Victoria Pohlman
	Michael Tambroni
	Kristopher Clester
	Michael Mann
Committee on Pre-School Special Education Chairpersons	Ronald Barstys
	Dana Hoffman
	John Moskalik

Committee on Pre-School Special Education  
Parent Member

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 Program

Audit Committee

Nicole Huber

Laura Westfall

Susan Holycross

Patrick Holesko

Kim Roll

Gregory Woytila

Gloria Latta

Colleen Osborn

Ann Finkle

Michele Golding

Jeffrey Gaston

Stange Agency, Inc.

Ronald Barstys

School Pesticide Representative

Insurance Agent

Health Insurance Portability and Accountability Act (HIPPA)

Privacy Official/Complaint Official

McKinney-Vento Liaison for Homeless Child & Youth

Medicaid Compliance Officer

Ronald Barstys

Jennifer Heiler

President McMahon administered the Oath of Office to Laurie Burger, 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 2015-2016 school year.

**Official Newspaper:** Approved 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

August 26, 2015

September 2, 2015

October 7, 2015

November 4, 2015

December 2, 2015

January 6, 2016

February 3, 2016

March 2, 2016

April 6, 2016

May 10, 2016

June 1, 2016

**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 10, 2016 at 7:00 p.m.

Budget Vote –Tuesday, May 17, 2016 from 12 Noon to 9:00p.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 2015-2016 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 2015-2016:** Delegated the Assistant Superintendent of Administrative Services the authority to perform the duties of the tax levying body during 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 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**

CSE/CPSE Minutes and Placements for March 4, 5, 9, 10, 16, 17, 24, 25, 26 April 9, 13, 14, 20, 21, 22, 23, 24, 28, 29 May 5, 6, 7, 11, 12, 29, 19, 30 June 3, 9, 10, 15, 17, 18, 2015.

## **PERSONNEL**

### **Instructional**

**Creation of Position: .5 Physical Education Teacher.**

**2015-2016 High School Activity Advisors:** *Teresa Lamparelli/David Bonk, Foreign Language Club; Laurie Widman, AP Advisor.*

**2015-2016 Department Coordinators/Team Leaders:** *Darlene Senick, English (9-12); Sheila O'Leary Adcock, Social Studies (9-12); Jeanne Wiech, Mathematics (9-12); Gary Lachut, Science (9-12); Melissa Giles, Guidance (7-12); Bob Lucas, Foreign Language (7-12); Christine Reading, Language Arts (K-6); Kelley Moore, Social Studies (K-6); Brenda Daigler, Math (K-6); Bonnie Hathaway, Science (K-6); Cynthia Whitehead, Speech (K-6); Christopher Cook, Art (K-12); Dean Vallas Instrumental/Vocal Music (K-12); Annette Follendorf/June Mikulski, CTE Work Study Coordinators (High School); Laurie Widman, Business/Technology (7-12); Diane Balcom, Library (K-12); Nancy Miranto, Physical Education/Health/Home & Careers (K-12); Nancy Watson-Duffy, Special Education (K-6); Andrew Sommers, Special Education (7-12).*

## **Non-Instructional**

**Leave of Absence:** Linda Schmidt, Typist contingent upon her appointment as Chief Information Officer.

**Appointments:** Linda Schmidt, *Provisional Chief Information Officer* effective date TBD; Casey Liebert, *Part Time Bus Driver* effective July 6, 2015; Melanie Reister, *Substitute Bus Driver* effective September 2, 2015; Kevin Proch, *Permanent Laborer* effective September 25, 2015; Brian Swaidner, *Permanent Laborer* effective September 25, 2015; Susan Schrock, *Permanent Typist* effective August 30, 2015; Lori Walck, *Permanent Teacher Aide* effective September 2, 2015.

## **OTHER MATTERS**

**Budget Transfer:** Approved

**Dignity Act Coordinators:** Approved

**Contract Renewal Wheatfield Pediatrics:** Approved

**Interagency Cooperative Agreement:** Approved

**Adoption of Tax Warrant 2015-2016:** Approved

**Shared Food Service Director:** Approved

**Field Trip High School to Chicago, Illinois:** Approved

**Changes to the 2015-2016 NTHS Student Handbook/Code of Conduct:** Approved

**Pre-Approved Field Trip Additions:** Approved

**Managerial Confidential:** Approved

**Creation of Position:** Approved

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

**~ Upcoming Board Meetings ~**

**Special Meeting on Wednesday, July 22, 2015 @ 7:30 p.m.**

**Next Regular Meeting on Wednesday, August 26, 2015 @ 7:30 p.m.**

