



BOARD BANNER

UNOFFICIAL MEETING SUMMARY

Meeting of July 3, 2018

ORGANIZATIONAL MATTERS

Gregory Woytila administered Oath of Office to Debra Bundt.

Debra Bundt administered Oath of Office to Gregory Woytila.

Debra Bundt administered Oath of Office to new Board of Education members Erik Herbert, Krista Vince Garland and Erica Robinson.

ELECTION OF OFFICERS

Cheryl McMahon was elected President and Matthew Kennedy was elected Vice President of the Board of Education for the 2018-2019 school year. Debra Bundt administered Oath of Office to both.

AUDIT COMMITTEE

Colleen Angelhow, Erik Herbert and Erica Robinson were nominated for the audit committee. Colleen Angelhow was appointed as the chairman.

DISTRICT APPOINTMENTS FOR JULY 1, 2018 – JUNE 30, 2019

District Clerk
District Treasurer
District Deputy Treasurer
District Deputy Clerk
Internal Claims Auditor
School Purchasing Agent
Deputy Purchasing Agent

Debra Bundt
Jennifer Heiler
Patricia DiVirgilio
Gregory Woytila
Jeanette Toth
Anthony Montoro
Gregory Woytila

School Physician
School Architect
Fiscal Advisor
Bond Counsel
Internal Auditor
External Auditor
Student Residency Determinations
Civil Rights Compliance Officer – Title IX
Designated Complaint Officers
Section 504 Coordinator
Records Access Officer
Records Retention/Disposition Officer
Attendance Officer
Chief Information Officer
AHRA LEA Asbestos Compliance Designee
Energy Manager
Safety Risk Management Officer
Impartial Hearing Officer in accordance with Sections
71 & 73 of Civil Service Law

Central Treasurer for Extracurricular Accounts

Committee on Special Education Chairpersons

Committee on Special Education Parent Members
Sub-Committee on Special Education Chairpersons

Committee on Pre-School Special Education Chairpersons

Committee on Pre-School Special Education Parent Members
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
School Pesticide Representative
Insurance Agent
Health Insurance Portability and Accountability Act (HIPPA)
Privacy Official/Complaint Officer

Health Works
Labella Associates, D.P.C.
Capital Markets Advisors, LLC
Hawkins, Delafield & Wood
Bonadio Group
Drescher & Malecki
Michael Tambroni
Michael Tambroni, Colleen Sloan
Patrick Holesko, JoAnn Johnston
Michael Tambroni
Debra Bundt
JoAnn Johnston
Michael Tambroni
Patrick Holesko, Linda Schmidt
Delbert Ambrosia
Delbert Ambrosia
Paul Nawotka – O/N BOCES
Kelly Eisenreid
Daniel D'Amico
Colleen Sloan
Ann Lentsch, High School
Michelle Watson, Middle School
Michael Tambroni
John Moskalik
Dana Hoffman
Nicole Huber
Laura Westphall
Patricia Adler
Gregory Burgess
James Fisher
Janet Matyevich
Katie Smith
Michael Tambroni
Kristopher Clester
John Steckstor
Bradley Rowles
Rachel Wagner
Michael Tambroni
Dana Hoffman
John Moskalik
Nicole Huber
Laura Westphall
Susan Holycross
Patrick Holesko
Anthony Montoro
Gregory Woytila
Jeanette Toth
Delbert Ambrosia
Stange Agency, Inc.
Michael Tambroni

Kinney-Vento Liaison for Homeless Child & Youth
Medicaid Compliance Officer

Michael Tambroni
Anthony Montoro

DESIGNATIONS

Official Depository: Approved Key Bank, M & T Bank, JP Morgan Chase Bank, NYLAF, and Evans Bank as designated official depositories for the 2018- 2019 school year.

Official Newspaper: Approved the Buffalo News and 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.

Regular Board Meeting Schedule: Adopted the following tentative dates convening at 6:30 p.m.

July 3, 2018
August 1, 2018
September 5, 2018
October 3, 2018
November 7, 2018
December 5, 2018
January 2, 2019
February 6, 2019
March 6, 2019
April 3, 2019
May 7, 2019 (Tuesday)
June 5, 2019

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 7, 2019 at 7:00 p.m.

Budget Vote –Tuesday, May 14, 2019 from 12 Noon to 9:00 p.m.

Policy Workshop Meeting Schedule: Adopted the following tentative dates convening at 6:00 p.m.

August 15, 2018
September 19, 2018
October 17, 2018
December 19, 2018
January 16, 2019
March 20, 2019

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 2018-2019 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 2018-2019: Delegated the Assistant Superintendent of Administrative Services the authority to perform the duties of the tax levying body during 2018-2019 school year 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 2018-2019 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 2018-2019 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: Approved that all Policies, Rules, Regulations, Standards and Procedures including the adopted Code of Ethics heretofore existing in the District are continued in full force and effective.

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 minutes of the regular meeting of June 6, 2018; Treasurer's Report for May, 2018, Investments Report for May, 2018, Budget Transfers, CSE/CPSE Minutes and Placements for January 24; February 26, 28; March 1, 5, 6, 7, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23; April 9, 10, 11, 12, 13, 16, 17, 19, 24, 25, 26, 30; May 3, 4, 8, 9, 10, 11, 16, 21, 25, 29, 30, 31; June 1, 4, 5, 6, 7, 8, 11, 12, 14, 15, 18, 19, 20, 2018.

PERSONNEL

Instructional

Certified Per Diem Substitute Teachers: **Jordan McGregor**, effective June 8, 2018, **Janet Mitchell**, effective June 12, 2018, **Sarah Lanier**, effective June 8, 2018 and **Ashley Gaston** for the 2018-2019 school year.

Resignation: **Nicole Wills**, *Building Based Substitute Teacher*, effective at the end of business on June 20, 2018; **Laurie Widman**, *Business Teacher*, effective July 1, 2018.

Return From Leave Of Absence: **Loretta Reszel**, *Special Education Teacher*, effective June 6, 2018; **Heather Sicoli**, *Math Teacher*, effective July 1, 2018; **Michelle Baird**, *Science Teacher (7-12)*, effective July 1, 2018; **Alexandra Bertini**, *Elementary Teacher*, effective July 1, 2018.

Recall of Staff: **Paula Nurse**, *Foreign Language Teacher*, effective August 30, 2018; **Diana Hodgson**, *Elementary Teacher*, effective August 30, 2018; **Danielle Tollar**, *Elementary Teacher*, August 30, 2018; **Rebecca Stefanucci**, *Elementary Teacher*, effective August 30, 2018.

Appointments: Summer School: **Regina Shiesley**, *Alternative High School Tutor*; **Gretchen Scime**, *Childcare Associate*.

Appointments: Probationary: **Robert Brocklehurst**, *Science Teacher*; **Harmony Worrall**, *Science Teacher*, both effective August 30, 2018 and commencing August 29, 2022; **Michael Plewinski**, *Technology Teacher*, effective August 30, 2018 and commencing on August 29, 2021.

Appointments: Long Term Substitute: **Hannah Fye**, *Remedial Reading Teacher*, effective August 30, 2018 and terminating upon the return of the teacher on leave but no later than June 30, 2019.

Re-appointments for the 2018-2019 School Year: **Regina Shiesley**, *Alternative High School Tutor*, effective August 30, 2018 and terminating no later than June 30, 2019.

Middle School Activity Advisors for the 2017-2018 School Year: **Lisa M. Wright**, *Assembly Coordinator*.

High School Activity Advisors for the 2018-2019 School Year: **Dean Vallas/ Jane DiVirgilio**, *Media Technician*; **Tina Bialkowski**, *Amnesty International*; **Carol Traina**, *Animal Club*; **Dean Vallas**, *Chorus Club*; **David Manth**, *Concert Club*; **Annette Follendorf/Stoch Kajfasz**, *DECA*; **Annette Follendorf/Stoch Kajfasz**, *School Store*; **Ann Lentsch**, *Treasurer*; **Dean Vallas/Jane DiVirgilio**, *Drama Club*; **Teresa Lamparelli**, *Foreign Language Club*; **Nicole Altadonna**, *Freshman Club*; **Annette Follendorf**, *Future Business Leaders*; **David Manth**, *Jazz Assemble*; **Brett Sommer/Jennifer Sommer**, *Junior Class*; **R. Scott Gauld**, *Model U.N.*; **Tammy Stawisuck**, *National Honor Society*; **Kathryn Nicosia/Michelle Canfield**, *Yearbook*; **R. Scott Gauld/Robert Brockelhurst**, *Outdoor Awareness Club*;

Richard Andres, *Scholastic Bowl*; **Joel May**, *Science Olympiad*; **Jane DiVirgilio/Kimberly Kouzan**, *Senior Class*; **Sarah Hansgate**, *Service Learning Coordinator*; **Sheila Adcock**, *Sophomore Class*; **Katie Harrington**, *Student Council*; **Samantha Licht/Robert Brocklehurst**, *Students Against Destructive Decisions (SADD)*; **Stephen Blask**, *Technology Club*; **Vincent Capolupo**, *Telecommunications Club*; **Darlene Senick**, *Advanced Placement Coordinator*; **Jason Furguson**, *Marching/Pep Band*.

Department Coordinators/Team Leaders 2018-2019: **Christine Reading**, *Language Arts (K-6)*; **Christina Quinn**, *English (7-8)*; **Darlene Senick**, *English (9-12)*; **Bonnie Hathaway**, *Science (K-6)*; **Patricia Munnikhuysen**, *Science (7-8)*; **William Breed**, *Science (9-12)*; **Karen Anderson**, *Mathematic (K-6)*; **Elizabeth Boyko**, *Mathematics (7-8)*; **Jean Wiech**, *Mathematics (9-12)*; **Sean Riley**, *Social Studies (7-8)*; **Sheila Adcock**, *Social Studies (9-12)*; **Melinda Wright**, *Art (K-12)*; **Robert Lucas**, *Foreign Language (7-12)*; **Dan Vallas**, *Instrumental/Vocal Music (K-12)*; **Diane Balcom**, *Library (K-12)*; **Jennifer Reed**, *Physical Education/Health/Home & Careers (K-12)*; **Nancy Watson-Duffy**, *Special Education (K-6)*; **Andrew Sommers**, *Special Education (7-12)*; **Cynthia Whitehead**, *Speech (K-12)*; **Todd Bush**, *Middle School Team Leader (Grade 7)*; **Jennifer Sturgeon**, *Middle School Team Leader (Grade 7)*; **Elizabeth Boyko**, *Middle School Team Leader (Grade 8)*; **Michelle Watson**, *Middle School Team Leader (Grade 8)*; **Christine Vallas**, *Exploratory Coordinator*.

Non-Instructional

Resignation: **Lori Saph**, *Typist*, effective June 7, 2018; **Susan Farris**, *School Monitor*, effective end of business day April 20, 2018; **Betty Fedeson**, *Part-Time Confidential Typist*, effective July 9, 2018; **Christopher Szegda**, *School Bus Attendant*, effective June 18, 2018 contingent upon appointment as a School Bus Driver.

Retirement: **Anthony Boryszewski**, *Custodian*, effective June 30, 2018; **Linda Larry**, *Typist*, effective November 26, 2018.

Rescind Appointment: **Alexander Scalzo**, *Seasonal Cleaner*, effective immediately.

Leave of Absence: **Jacqueline Swift**, *School Bus Attendant*, effective April 17, 2018; **Roberta Priore**, *School Bus Driver*, effective April 10, 2018.

Return From Leave Of Absence: **Jacqueline Swift**, *School Bus Attendant*, effective May 9, 2018; **Roberta Priore**, *School Bus Driver*, effective June 11, 2018.

Appointments: Permanent: **Peggy Maroney**, *Micro-Computer Coordinator*, effective August 2, 2018; **James Silvaroli**, *Micro-Computer Coordinator*, effective August 6, 2018.

Appointments: Probationary: **Christopher Szegda**, *School Bus Driver*, effective June 18, 2018; **Joanna Wallace**, *11-Month Typist*, effective June 27, 2018.

Appointments: Seasonal: **Jared Crouch**, **Brandon Wade**, **Jordan Zachritz**, **Isaac Bailey**, **Hannah Craig**, **Kelsea Hinze**, **Christopher Ostrander**, **Hayden St. Cyr**, **Patrick Wade**, **Isaac Gifford**, **Gavin Lynch**, **Brianna Peiffer**, *all Cleaners/Groundskeepers*, all effective July 1, 2018 and terminating no later than August 31, 2018.

Appointments: Seasonal, Transportation Department: **Dolly Cairns**, *Teacher Aide-PCA*; **Deborah Hein**, **Kathllen Sarratori**, **Jean Marie Schwartz**, *all Teacher Aide-PCA-Substitutes*; **Deborah Wade**,

Nancy Campbell, Michael Janda, Julie Zellner, Kevin Anson, Wendy Kientz, Amanda Allen, Steven Meaney, Kathy Blakeslee, Mitchell Brandt, Jayne Lemke, Roberta Priore, Ralph Mullen, Robert Lucas, Alejandro Washington, all School Bus Drivers; Marie Austin, Victoria Spring, Lauri Grehlinger, Rebecca Coughlin, Nicole Bice, James Urbaniak, Dennis Toth, Maureen Kissell, Jacqueline Swift, Lindsey Huetter, Gigi Lewis, Jennifer Myers, William Cruz, all School Bus Attendants; Mark Wynn, James Akins, both Substitute Bus Drivers; Terri Fiegel, Diana Asaad, both Substitute Bus Attendants. All positions effective July 1, 2018 and terminating no later than August 31, 2018.

Appointments: Substitute: Linda Larry, Typist, effective November 26, 2018.

Appointment—Administrative: Laurie Widman, Assistant Principal, commencing July 1, 2018 and ending on June 30, 2022.

OTHER MATTERS

Dignity Act Coordinators: Approved

Contract Renewal—Optimal Therapy Associates Services: Approved

Inter-Municipal Cooperative Agreement: Approved

Contract Agreement—Niagara Falls Memorial Medical Center: Approved

Lease Agreement—BOCES High School and Intermediate School: Approved

Contract Renewal--Wheatfield Pediatrics: Approved

Contract--Language Intelligence: Approved

District Wide Safety Plan: Approved

Social Work Interns for 2018-2019: Approved

Managerial/Confidential Agreement: Approved

Creation of Position: Confidential/Managerial Group: Supervisor of Transportation: Approved

Please direct any questions to the Superintendent's Office

**Next Regular Board Meeting
August 1, 2018
6:30 p.m.**