



# BOARD BANNER

UNOFFICIAL MEETING SUMMARY

## Meeting of July 2, 2019

### 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 Colleen Angelhow and Gabrielle Richards.

Debra Bundt administered Oath of Office to new Student Board of Education member Lila Wieclaw.

### ELECTION OF OFFICERS

Matthew Kennedy was elected President and Colleen Angelhow was elected Vice President of the Board of Education for the 2019-2020 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, 2019 – JUNE 30, 2020**

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

Debra Bundt  
Jennifer Heiler  
Patricia DiVirgilio  
Gregory Woytila  
Erie 1 BOCES  
Anthony Montoro

Deputy Purchasing Agent  
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  
AHERA 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

Gregory Woytila  
Health Works  
Labella Associates, D.P.C.  
Capital Markets Advisors, LLC  
Hawkins, Delafield & Wood  
Bonadio Group  
Drescher & Malecki  
Michael Tambroni  
Bradley Rowles, Colleen Sloan  
Patrick Holesko, JoAnn Johnston  
Michael Tambroni  
Debra Bundt  
JoAnn Johnston  
Michael Tambroni  
Patrick Holesko, Kristopher Clester  
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  
Kristopher Clester  
Michael Hiller  
Nicole Huber  
Laura Westphall  
Patricia Adler  
Gregory Burgess  
James Fisher  
Janet Matyevich  
Katie Smith  
Joshua Jenese  
Kristopher Clester  
John Steckstor  
Bradley Rowles  
Rachel Wagner  
Michael Tambroni  
Michael Hiller  
John Moskalik  
Nicole Huber  
Laura Westphall  
Susan Holycross  
Patrick Holesko  
Anthony Montoro  
Gregory Woytila  
Anthony Montoro  
Delbert Ambrosia  
Stange Agency, Inc.

Health Insurance Portability and Accountability Act (HIPPA)	Michael Tambroni
Privacy Official/Complaint Officer	Michael Tambroni
Kinney-Vento Liaison for Homeless Child & Youth	Michael Tambroni
Medicaid Compliance Officer	Anthony Montoro

Debra Bundt administered Oath of Office to Jennifer Heiler, District Treasurer.

## **DESIGNATIONS**

**Official Depository:** Approved Key Bank, M & T Bank, JP Morgan Chase Bank, NYLAF, and Evans Bank as designated official depositories for the 2019- 2020 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 2, 2019  
August 14, 2019  
September 4, 2019  
October 2, 2019  
November 6, 2019  
December 4, 2019  
January 15, 2020  
February 5, 2020  
March 4, 2020  
April 1, 2020  
May 12, 2020 (Tuesday)  
June 3, 2020

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

September 18, 2019  
October 16, 2019  
November 20, 2019  
December 18, 2019  
January 15, 2020 (following the regular meeting)  
February 19, 2020  
March 18, 2020

**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, 2020 at 7:00 p.m.  
Budget Vote –Tuesday, May 19, 2020 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 2019-2020 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 2019-2020:** Delegated the Assistant Superintendent of Administrative Services the authority to perform the duties of the tax levying body during 2019-2020 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 2019-2020 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 or the District Treasurer 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 2019-2020 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.

## **PRESENTATIONS**

**Alex Domaradzki—Mentoring Program**  
**Spain Video**

## **ROUTINE MATTERS**

Approved minutes of the regular meeting of June 5, 2019; Treasurer's Report for May, 2019, Investments Report for May, 2019, 2018-2019 Budget Transfers, Internal Claims Audit Report(s) for June 1-15, 2019, CSE/CPSE Minutes and Placements for January 3, February 4, 6, 26, 27, 28, March 1, 4, 5, 8, 12, 13, 14, 18, 19, 20, 21, 22, 25, 27, April 1, 3, 4, 5, 9, 10, 11, 12, 29, May 2, 7, 10, 14, 15, 17, 28, 29, 30, 31, June 3, 4, 6, 11, 12, 13, 17, 18, 19, 20, 2019.

## **PERSONNEL**

### **Instructional**

**Resignation:** **Amanda DePasquale**, *Elementary Teacher*, effective at the end of business on June 26, 2019.

**Leave Of Absence:** **Leighann Hoover**, *Building Base Substitute Teacher*, unpaid medical leave, effective March 16, 2019 and terminating June 30, 2019.

**Recall of Staff:** **Heather Slipko**, *English Teacher*, effective August 30, 2019.

**Appointments: Summer School:** **Regina Shiesley**, *Alternative High School Tutor*; **Ashley Gaston**, *Alternative High School Tutor*; **Gretchen Scime**, *Child Associate*, all effective July 9, 2019 and terminating no later than August 16, 2019, not to exceed a total of 20 instructional days.

**Tenure Appointment:** **Bonnie Wydysh**, *Special Education Teacher*, effective September 20, 2019.

**Appointments: Probationary:** **Michael Mistriner**, *Business Teacher*, effective August 30, 2019 and ending on August 29, 2023.

**Re-appointments for the 2019-2020 School Year:** **Sondra Richards**, *Part-Time (.6 FTE) Library Media Specialist*; **Regina Shiesley**, *Alternative High School Tutor*; **Ashley Gaston**, *Alternative High School Tutor*, all effective August 30, 2019 and terminating no later than June 30, 2020.

### **Middle School Activity Advisors for the 2019-2020 School Year:**

<b>CLUB/ACTIVITY</b>	<b>ADVISOR</b>
Telecommunications Club	Lisa Wright
Student Newspaper	Lisa Czora
Assembly Coordinator	Lisa Wright
Student Council	Lisa Czora
National Junior Honor Society	Jennifer Sturgeon, Angela Duffy
FACS Club	Kristen Fry

G.R.E.A.T. Club/Yearbook	Jennifer Finiki
Activities Treasurer	Michelle Watson
Photo Club	Andria Janese, Andrea Converso
Drama Club	Christine Vallas
School Store	Jennifer Sturgeon
Recycling Club	Harmony Worrall
Jazz Band	Craig Frazier
Jr. Librarians Club	Katie LaFever
Foreign Language Club	Michelle Morgan
Critter Club	Patricia Munnikhuysen

**Department Coordinators/Team Leaders 2019-2020:**

**Guidance (7-12) - Robert Derrett**  
**Business/Technology (7-12) - Stephen Blask**  
**Language Arts (K-6) - Christine Reading**  
**English (7-8) - Christina Quinn**  
**English (9-12) - Darlene Senick**  
**Science (K-6) - Bonnie Hathaway**  
**Science (7-8) - Patricia Munnikhuysen**  
**Science (9-12) - William Breed**  
**Mathematics (K-6) - Karen Anderson**  
**Mathematics (7-8) - Elizabeth Boyko**  
**Mathematics (9-12) - Jean Wiech**  
**Social Studies (7-8) - Sean Reilly**  
**Social Studies (9-12) - Sheila O'Leary-Adcock**  
**Art (K-12) - Melinda Wright**  
**Foreign Language (7-12) - Robert Lucas**  
**Instrumental/Vocal Music (K-12) - Dean Vallas**  
**Library (K-12) - Diane Balcom**  
**Phys Ed/Health/Home & Careers (K-12) - Jennifer Reed**  
**Special Education (K-6) - Nancy Watson-Duffy**  
**Special Education (7-12) - Sarah Corrao**  
**Speech (K-12) - Cynthia Whitehead**  
**Middle School Team Leader (Grade 7) - Lisa Czora**  
**Middle School Team Leader (Grade 7) - Jennifer Sturgeon**  
**Middle School Team Leader (Grade 8) - Elizabeth Boyko**  
**Middle School Team Leader (Grade 8) - Michelle Watson**  
**Exploratory Coordinator - Christine Vallas**

**Coaches for Fall 2019-2020 School Year: Trevor McCabe, *Boys Modified Soccer*, Head Coach,**  
**Amber Flores-EC, *Girls JV Soccer*, Head Coach, Sarah Lanier, *Girls Modified Soccer*, Head Coach,**  
**Shawn William, *Modified Football*, Head Coach.**

\*EC Emergency Conditional

## **Non-Instructional**

**Leave of Absence: Kevin Weick**, *School Bus Driver*, unpaid medical, effective May 29, 2019 and terminating June 6, 2019.

**Resignation: Tracy Dargan**, *School Nurse*, effective at the end of business on June 21, 2019; **Christopher Szegda**, *School Bus Driver*, effective June 30, 2019; **Luella Crouch**, *Teacher Aide*, effective July 1, 2019; **Amber Moss**, *Teacher Aide*, effective July 1, 2019.

**Appointments: Permanent: Kevin Weick**, *School Bus Driver*, effective August 20, 2019; **Patricia Sullivan**, *Part-Time Typist-NTMS*, effective September 3, 2019.

**Appointments: Substitute: Christopher Szegda**, *School Bus Driver*, effective July 1, 2019; **Amber Moss**, *Teacher Aide*, effective September 4, 2019; **Luella Crouch**, *School Bus Attendant*, effective September 4, 2019.

**Appointments: Seasonal: Erin Hastings, Charles Lemanski, Steve Steves, Brandon Wade, Michael Rosky**, all effective July 1, 2019 and terminating no later than August 31, 2019.

\*Work assignments are restricted to all applicable labor laws.

**Appointments: Seasonal: Jared Crouch, Isaac Gifford, Austin Hinze, Kelsea Hinze, Christopher Ostrander, Brianna Peiffer, Grace Smith, Patrick Wade, Ashley Burton, Stephanie Burton, Daniel Driscoll, Caitlyn Harnden, Jacob Kujawa-EC, Dylan O'Hara, Jemni Szabad, Stevyn Thomas, Kelsey Zalewski, Joseph Hoffman**, all effective July 8, 2019 and terminating no later than August 31, 2019.

\*EC – Emergency Conditional

**Appointments: Seasonal: Dolly Cairns**, *Teacher Aide-PCA*; **James Akins**, *School Bus Driver*; **Kevin Weick**, *School Bus Driver*; **Ralph Mullen**, *School Bus Driver*; **Jayne Lemke**, *School Bus Driver*; **Kevin Anson**, *School Bus Driver*; **Erin Campbell**, *School Bus Driver*; **Amanda Allen**, *School Bus Driver*; **Michael Janda**, *School Bus Driver*; **Tammy Brosius**, *School Bus Driver*; **Debora Wade**, *School Bus Driver*; **Nancy Campbell**, *School Bus Driver*; **Julie Zellner**, *School Bus Driver*; **Kathy Blakeslee**, *School Bus Driver*; **Alejandro Washington**, *School Bus Driver*; **Dawn Jones**, *School Bus Driver*; **Dennis Toth**, *School Bus Attendant*; **Maureen Kissell**, *School Bus Attendant*; **Lindsey Huetter**, *School Bus Attendant*; **William Cruz**, *School Bus Attendant*; **James Urbaniak**, *School Bus Attendant*; **Joseph Noack**, *School Bus Attendant*; **Lauri Grehlinger**, *School Bus Attendant*; **Diana Asaad**, *School Bus Attendant*; **Terri Fiegel**, *School Bus Attendant*; **Nicole Bice**, *School Bus Attendant*; **Victoria Spring**, *School Bus Attendant*; **Marie Austin**, *School Bus Attendant*, all effective July 8, 2019 and terminating no later than August 16, 2019.

**Increase in hours: Joanne Pagano**, *Teacher Aide-Spruce Elementary*, **Melissa Winger**, *Teacher Aide-Spruce Elementary*, **Gina Snyder**, *Teacher Aide-Spruce Elementary*, all an increase of 6 hours.

**Administrative – Resignation: Michael Hiller**, *Elementary Principal*, contingent upon his appointment as Director of Special Education effective July 31, 2019.

**Administrative – Appointment: Michael Hiller**, *Director of Special Education*, effective August 1, 2019 and terminating July 31, 2023.



**Hourly Wage Recommendations:**

<b>Position</b>	<b>Current Hourly Rate</b>	<b>Proposed Hourly Rate</b>
Substitute School Monitor	\$11.10	\$11.30
Child Associate	\$11.30	\$13.33

Substitute Teacher Aide	\$13.33 per hour	Non-Instructional
Substitute Typist	\$16.73 per hour	Non-Instructional
Substitute School Nurse	\$21.63 per hour	Non-Instructional
Substitute Cleaners	\$13.62 per hour	Non-Instructional
Substitute Bus Attendants	\$12.93 per hour	Non-Instructional

**OTHER MATTERS - Approved as presented**

Dignity Act Coordinators

Inter-Municipal Cooperative Agreement—Summer transportation with the City of Tonawanda

Agreement - Niagara Falls Memorial Medical Center

Universal Pre-K Community Based Organization Extension

Lease Agreement – BOCES High School & Intermediate School

Wheatfield Pediatrics

District Wide Safety Plan

The NYSUT Retiree Mini Grant

First Student Contract – Increase

Food Service – Meal Price Increase

Social Work Interns 2019-2020

Administrative – Executive Director of Educational Services Agreement

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

**Next Regular Board Meeting  
August 14, 2019  
6:30 p.m.**