



BOARD BANNER

UNOFFICIAL MEETING SUMMARY

Meeting of July 1, 2020

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 Matthew Kennedy and Zachary Niemiec.

ELECTION OF OFFICERS

Matthew Kennedy was elected President and Colleen Angelhow was elected Vice President of the Board of Education for the 2020-2021 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. Erica Robinson was appointed as the chairman.

DISTRICT APPOINTMENTS FOR JULY 1, 2020 – JUNE 30, 2021

District Clerk
District Treasurer
District Deputy Treasurer
District Deputy Clerk
Internal Claims Auditor
School Purchasing Agent
Deputy Purchasing Agent
School Physician
School Architect
Fiscal Advisor
Bond Counsel

Debra Bundt
Jennifer Heiler
Patricia DiVirgilio
Gregory Woytila
Erie 1 BOCES
Anthony Montoro
Gregory Woytila
Health Works
Labella Associates, D.P.C.
Capital Markets Advisors, LLC
Hodgson Russ

Internal Auditor
External Auditor
Student Residency Determinations
Civil Rights Compliance Officer – Title IX
ADA Coordinator
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
Health Insurance Portability and Accountability Act (HIPPA)
Privacy Official/Complaint Officer
Kinney-Vento Liaison for Homeless Child & Youth
Medicaid Compliance Officer

Hawkins, Delafield & Wood
Lumsden McCormick
Drescher & Malecki
Michael Tambroni
Gregory Burgess, Katie Smith
JoAnn Johnston, Katie Smith (alternate)
Michael Tambroni
Debra Bundt
Kristopher Clester
Michael Tambroni
Patrick Holesko, Kristopher Clester
James Hart
James Hart
Paul Nawotka – O/N BOCES
Kelly Eisenreid
Daniel D’Amico
Colleen Sloan
Ann Lentsch, High School
Michelle Watson, Middle School
Michael Tambroni
Elizabeth Bittar
Kristopher Clester
Michael Hiller
Katharine Saeli
Kristin Stroh
Nicole Huber
Sean Voss
Laura Westphall
Patricia Adler
Gregory Burgess
James Fisher
Janet Matyevich
Katie Smith
Joshua Jenese
Kristopher Clester
John Steckstor
Joseph Pray
Rachel Wagner
Michael Tambroni
Michael Hiller
Elizabeth Bittar
Nicole Huber
Laura Westphall
Susan Holycross
Patrick Holesko
Anthony Montoro
Gregory Woytila
Anthony Montoro
James Hart
Stange Agency, Inc.
Michael Tambroni
Michael Tambroni
Michael Tambroni
Anthony Montoro

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

DESIGNATIONS

Official Depository: Key Bank, M&T Bank, JP Morgan Chase Bank, NYLAF, and Northwest Bank are designated official depositories for the 2020- 2021 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) for the 2020-2021 school year and that the Board of Education designates the Board of Education 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 1, 2020
August 5, 2020
September 2, 2020
October 7, 2020
November 4, 2020
December 2, 2020
January 6, 2021
February 3, 2021
March 3, 2021
April 14, 2021
May 11, 2021 (Tuesday)
June 2, 2021

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

July 15, 2020
September 16, 2020
October 21, 2020
November 18, 2020
December 16, 2020
January 20, 2021
February 17, 2021
March 17, 2021

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 11, 2021 at 7:00 p.m.

Budget Vote –Tuesday, May 18, 2021 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 2020-2021 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 2020-2021: Delegated the Assistant Superintendent of Administrative Services the authority to perform the duties of the tax levying body during 2020-2021 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 2020-2021 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 of Certain Payments Prior to Audit: Authorized the Superintendent or his designee to approve payment of claims for public utility services, postage, freight and express charges made in advance of audit.

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 2020-2021 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 & King, PLLC - Current Litigation, Employee Contracts, Labor Relations, Capital Projects, Miscellaneous Contracts, Harris Beach PLLC - Student Services, Miscellaneous Contracts, Special Education, Hodgson Russ - Current Litigation, Employee Contracts, Labor Relations, Capital Projects, Miscellaneous Contracts, Special Education, 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.

Resolution Adopting Post Issuance Tax Compliance Procedures for Tax-Exempt Bond and Notes Issues (per Prevailing IRS Expectations).

Adopting Comprehensive Post-Issuance Continuing Disclosure Compliance Procedures for Tax-Exempt Bond and Note Issues (per Prevailing SEC Expectations).

ROUTINE MATTERS

Approved minutes of the budget hearing & regular meeting of June 2, 2020 and special meeting of June 16, 2020; Treasurer's Report and Revenue Status Report for April and May, 2020, Investment Report for April and May, 2020, 2019-2020 Budget Transfers, Internal Claims Audit Reports of May 16-31 and June 1-15, 2020, CSE/CPSE Minutes and Placements for January 21, 31, February 1, 12, 18, 20, 24, 25, 26, 28, March 2, 3, 5, 6, 9, 10, 11, 12, April 20, 21, 22, 27, 28, 30, May 6, 7, 12, 13, 14, 15, 18, 19, 20, 21, 26, 27, 28, 29, June 1, 2, 4, 5, 9, 10, 11, 16, 2020.

PERSONNEL

Instructional

Appointments: Probationary: **Shawn Christman**, *Technology Education Teacher*, effective September 1, 2020 and ending on August 31, 2023; **Jennifer Moretta**, *Special Education Teacher*, effective September 1, 2020 and ending on August 31, 2023; **Jayne Szymanski-EC**, *Speech Teacher*, effective September 1, 2020 and ending on August 31, 2024; **Marissa Cinquino-EC**, *Elementary Education Teacher*, effective September 1, 2020 and ending on August 31, 2024.

*EC - Emergency Conditional

Appointment: Probationary Correction: **Sarah Roberts**, *Music Teacher*, commencing on September 1, 2020 and ending August 31, 2023.

Tenure Appointments: **Katie Harrington**, *Physical Education Teacher*; **Joel May**, *Science Teacher*; **Joseph Evans**, *Physical Education Teacher*; **Hannah Crouch-Sicuranzo**, *Physical Education Teacher*; **Kevin Whalen**, *Science Teacher*; **Jason Furguson**, *Music Teacher*; **Erin Giuseppetti**, *Elementary Education Teacher*; **Kathryn Nicosia**, *Remedial Reading Teacher*; **Theresa Andrews**, *Remedial Reading Teacher*; **Jessica Bakula**, *Special Education Teacher*; **Andria Janese**, *Special Education Teacher*; **Sara Fretthold**, *Special Education Teacher*; **Marissa Bloomfield**, *Special Education Teacher*; **Michelle Canfield**, *Remedial Reading Teacher*; **Jennifer Schultz**, *School Guidance Counselor*; **Alyssa Hawkins**, *School Guidance Counselor*; all effective August 30, 2020.

Creation of Extracurricular Clubs: Forensic Club @ *NTHS*, Gender & Sexuality Alliance Club @ *NTMS*.

Extracurricular/Activity Advisors for the 2020-2021 School Year:

NTMS

CLUB/ACTIVITY	ADVISOR
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	Kimberly Platt
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 Worral
Jr. Librarians Club	Katie LaFever
Foreign Language Club	Michelle Morgan
Critter Club	Patricia Munnikhuysen
Gender and Sexuality Alliance Club	Katie LaFever

NTI

CLUB/ACTIVITY	ADVISOR
Unplugged Gaming	Steven Sabo/Kathie Regan
Art Alive	Melinda Wright

NTHS

CLUB/ACTIVITY	ADVISOR
Amnesty International	Tina Bialkowski
Animal Club	William Breed
AP Advisors	William Breed

Chorus Club	Dean Vallas
Concert Band Club	David Manth
DECA	Annette Follendorf/Stosh Kajfasz
Drama Club	Dean Vallas/Jane DiVirgilio
FBLA	Annette Follendorf
Foreign Language Club	Teresa Schaefer
Forensics Club	William Breed
Freshman Club	Nicole Altadonna
Garden Club	Nicole Evanisko
Gay Straight Alliance Club (GSA)	Karen Dillon/Jennifer Kupiec
Improv Club	Corey Zayatz
Jazz Ensemble	David Manth
Junior Class	Dianna Cornell/Jennifer Sommer
Marching Band	Jason Ferguson
Media Technician	Dean Vallas/Jane DiVirgilio
Model UN	R. Scott Gauld
National Honor Society	Tammy Stawisuck
Northstar Yearbook	Michelle Canfield/Kathryn Nicosia
Outdoor Awareness	R. Scott Gauld/Robert Brocklehurst
SADD	Robert Lucas
Scholastic Bowl	Richard Andres
School Store	Annette Follendorf/Stosh Kajfasz
Science Olympiad	Joel May
Senior Class	Kimberly Kouzan/Jane DiVirgilio
Service Learning Coordinator	Sarah Hansgate
Sophomore Class	Sheila O'Leary-Adcock
Student Council	Katie Harrington
Technology Club	Stephen Blask
Treasurer	Ann Lentsch

Department Coordinators/Team Leaders 2020-2021:

Guidance (7-12) - Jennifer Schultz
 Business/Technology (7-12) - Stephen Blask
 English (7-8) - Christina Quinn
 English (9-12) - Darlene Senick
 Science (7-8) - Harmony Worral
 Science (9-12) - William Breed
 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

Non-Instructional

Resignations: **William Smith**, *School Bus Driver*, effective June 13, 2020; **Jaclyn Trunzo**, *School Monitor*, effective June 29, 2020; **Ashley Recchione**, *Teacher Aide*, effective July 1, 2020; **Michael Lorenc**, *Automotive Mechanic*, effective July 8, 2020.

Retirements: **Sheila Gordon**, *School Bus Driver*, effective June 13, 2020; **Nancy Maines**, *Teacher Aide*, effective June 29, 2020.

Creation of Position: Clerk of the Works.

Appointment: James Hart, Clerk of the Works, effective July 1, 2020 and terminating upon completion of the capital project.

Appointments: Confidential/Managerial: Kasey Dixon-EC, Dispatcher, effective July 20, 2020.

*EC - Emergency Conditional

Appointments: Permanent: Lisa Bond, School Bus Driver, effective May 12, 2020; **Julie O'Neill, School Bus Attendant**, effective May 7, 2020; **Cory Jackson, Cleaner**, effective May 28, 2020; **Kayley Wakefield, Typist - 12 Month**, effective May 22, 2020; **Cathleen Pietkiewicz, School Bus Driver**, effective June 2, 2020.

Appointments: Substitute: Ruth Mahoney, Typist, effective July 1, 2020.

Appointments: Seasonal: Lori King, Charles Lemanski, Steve Steves, Brandon Wade, Patrick Wade, Shannon Wojtas, all effective July 6, 2020 and terminating no later than August 31, 2020.

Appointments: Seasonal: Michael DeFabio, Connie Lemanski, Sara Miles, Joseph Noack, Cathleen Pietkiewicz, Cassandra Porto, Della Thompson, all effective July 6, 2020 and terminating no later than August 31, 2020.

Appointments: Seasonal: Brenda Barke, Peggy Berg, Sarah Brochey, William Busch, Irene Corley, Barbara Evans, Jacqueline Grant, Erin Hastings, Cory Jackson, Louis Miano, Tyler Licht, Tammy O'Connor, David Palesh, Lynne Pietrowski, Andrew Reinhardt, Pamela Rich, Jane Stickney, all effective July 6, 2020 and terminating no later than August 31, 2020.

Administrative: Tenure: Michael Tambroni, Director of Student Services, effective August 14, 2020; **Rachel Wagner, Assistant Principal**, effective August 14, 2020.

Hourly Wage Recommendations: Effective July 1, 2020:

Position	Current Hourly Rate	Proposed Hourly Rate
Child Associate	\$13.33	\$13.56

OTHER MATTERS - Approved as presented

Annual Conflict of Interest Disclosure Form

Dignity Act Coordinators

Niagara Falls Memorial Medical Center Agreement

Wheatfield Pediatrics Agreement

District Wide Safety Plan

SEQRA Resolution for SMART Schools

Smart Schools Investment Plan

Food Service Contract 2020-2021

Food Service – Meal Price Increase

Social Work Interns 2020-2021

Managerial/Confidential and Clerical/Confidential Contracts

Administrative Contracts

Policy #5413 - Procurement: Uniform Grant Guidance for Federal Awards (New)

Policy #6110 - Code of Ethics for Board Members and All District Personnel (Revision)

City/School Meeting Committee: Matthew Kennedy, Zachary Niemiec, Krista Vince Garland

Please direct any questions to the Superintendent's Office

Next Regular Board Meeting

August 5, 2020

6:30 p.m.