



# BOARD BANNER

UNOFFICIAL MEETING SUMMARY

## Meeting of July 6, 2022

### **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 Chloe Mulvaugh and Gabrielle Richards.

### **ELECTION OF OFFICERS**

Matthew Kennedy was elected President and Stephanie Emiliani was elected Vice-President of the Board of Education for the 2022-2023 school year. Debra Bundt administered Oath of Office to both.

### **AUDIT COMMITTEE**

Peter Chenier, Gabrielle Richards and Stephanie Emiliani were nominated. Stephanie was appointed as the chairman.

### **CITY/SCHOOL COMMITTEE**

Matthew Kennedy, Gabrielle Richards and Cheryl McMahon were nominated.

## **DISTRICT APPOINTMENTS FOR JULY 1, 2022 – JUNE 30, 2023**

District Clerk	Debra Bundt
District Election Supervisor	Patricia DiVirgilio
District Treasurer	Frances May
District Deputy Treasurer	Kelly Polizzi
District Deputy Clerk	Gregory Woytila
Internal Claims Auditor	Erie 1 BOCES
School Purchasing Agent	Anthony Montoro
Deputy Purchasing Agent	Gregory Woytila
School Physician	Wheatfield Pediatrics
School Architect	LaBella, Young & Wright
Fiscal Advisor	Capital Markets Advisors, LLC, Municipal Solutions, Inc.
Bond Counsel	Hodgson Russ
Internal Auditor	Hawkins, Delafield & Wood
External Auditor	Lumsden McCormick
Student Residency Determinations	Drescher & Malecki
Civil Rights Compliance Officer – Title IX	Michael Tambroni
ADA Coordinator	Scott Mueller, Katie Smith
Section 504 Coordinator	Katie Smith
Records Access Officer	Michael Tambroni
Records Retention/Disposition Officer	Debra Bundt
Attendance Officer	Kristopher Clester
Chief Information Officer	Michael Tambroni
AHERA LEA Asbestos Compliance Designee	Patrick Holesko, Kristopher Clester
Energy Manager	James Hart
Safety Risk Management Officer	James Hart
Impartial Hearing Officer in accordance with Sections 71 & 73 of Civil Service Law	Paul Nawotka – O/N BOCES
Central Treasurer for Extracurricular Accounts	Kelly Eisenreid
Faculty Auditor	Daniel D’Amico
Chief Faculty Counselors	Colleen Sloan
Committee on Special Education Chairpersons	Cynthia Patrum, High School Michelle Edmister, Middle School Frances May High School Principal Middle School Principal Michael Tambroni Angela DeMarco Elizabeth Bittar Kristopher Clester Michael Hiller Katharine Saeli Kristin Stroh Nicole Huber Sean Voss Laura Westfall Patricia Adler Gregory Burgess Scott Mueller Bradley Rowles

	Janet Matyevich
	Joshua Janese
	Kristopher Clester
	John Steckstor
	Joseph Pray
	Rachel Wagner
	Rachel Ross
Committee on Pre-School Special Education Chairpersons	Michael Tambroni
	Angela DeMarco
	Michael Hiller
	Elizabeth Bittar
	Nicole Huber
Committee on Pre-School Special Education Parent Members	Laura Wesfall
Surrogate Parent for Special Education	Susan Holycross
Designated Educational Official	Patrick Holesko
Review Official for Federal Child Nutrition Program	Anthony Montoro
Hearing Official for Federal Child Nutrition Program	Gregory Woytila
Verification Official for Federal Child Nutrition Program	Anthony Montoro
School Pesticide Representative	James Hart
Insurance Agent	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 Frances May, District Treasurer.

## **DESIGNATIONS**

**Official Depository:** Key Bank, M&T Bank, JP Morgan Chase Bank, NYLAF, NYCLASS, and Northwest Bank are designated official depositories for the 2022- 2023 school year.

**Municipal Cooperation Resolution:** Authorized to participate in the NYCLASS program.

**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 2022-2023 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 6, 2022  
August 3, 2022  
September 7, 2022  
October 5, 2022  
November 9, 2022  
December 7, 2022

January 4, 2023  
February 1, 2023  
March 1, 2023  
March 30, 2023  
May 9, 2023 (Tuesday)  
June 7, 2023

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

August 17, 2022  
September 21, 2022  
October 19, 2022  
November 16, 2022  
December 21, 2022  
January 18, 2023  
February 15, 2023  
March 15, 2023  
April 19, 2023

**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 9, 2023 at 7:00 p.m.

Budget Vote –Tuesday, May 16, 2023 from 11:00 a.m. to 8:00 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 2022-2023 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.

**Signature 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 2022-2023:** Delegated the Assistant Superintendent of Administrative Services the authority to perform the duties of the tax levying body during the 2022-2023 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 2022-2023 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 2022-2023 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.

**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.

**Affirming previous resolution: Adopting Post Issuance Tax Compliance Procedures for Tax-Exempt Bond and Notes Issues (per Prevailing IRS Expectations).**

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

**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.

### **PRESENTATIONS/REPORTS**

SRO Update: Given by John Snopkowski and Jeff Shiesley. Reviewed of the 2021-2022 school year.

### **ROUTINE MATTERS**

Approved minutes of the regular meeting of June 1, 2022 and special meeting of June 22, 2022, Treasurer's Report for May, 2022, Appropriation Status Report, Revenue Status Report & Current year Fund Balance Analysis, 2021-2022 Budget Transfers, 2022-2023 Budget Transfers, Internal Claims Audit Report(s) for April 1-15 and April 16-30 2022, CSE/CPSE Minutes and Placements for February 10, 16, March 1, 3, 7, 8, 9, 16, 17, 21, 22, 23, 24, 28, April 4, 7, 26, 27, 28, 29, May 2, 5, 9, 10, 11, 16, 18, 19, 20, 23, 24, 26, June 1, 2, 3, 6, 7, 8, 9, 13, 15, 16, 22, 2022.

## **PERSONNEL**

### **Instructional**

**Appointments: Certified Per Diem Substitute Teachers:** Sharon Ammerman, Diane Balcom, Carol Brenner, Jeanne Chiarmonte, Karlene Cieslik, Jacalyn Fernandez, Shannon Gajewski, Judy Graham-Hagan, Sarah Hansgate, Bonnie Hathaway, Lori Helmbrecht, Nicole Jaszczak, Christine Johnson, Dorothy Kirwan, Alexandra Lakeman, Susan Mahoney, Gregory Martin, Joseph Midura, Rachel Minor, David Nash, Tammy Prosser, Kathie Regan, Anthony Rizzo, William Roberts, Wilfred Rohring, Kendra Shaver, Laura Siuda, Zachary Sommers, Andrea Tasevski, A. Richard Tomm, Mary Truty, Nancy Watson-Duffy, Hannah Whiteside, Jean Wiech, Lucia Wilson, Edel Wurl, Bonnie Zimmerman, Susan Zobrist, all effective September 6, 2022.

**Appointments: Non-Certified Per Diem Substitute Teachers:** Sarah Brochey, Mary Curry, Karen DeGlopper, Glenn Dolata, Molly Dolata, Melissa Giambrone, Randall Hastings, Elle Lanier, Cathleen Vogel, Delaney Zander, all effective September 6, 2022.

**Appointments: Volunteers: For the 2022-2023 School Year: District: Nancy Watson-Duffy**

**Resignation:** Marissa Falzone, *Elementary Teacher*, effective July 6, 2022.

### **Drama Club Musical Support Positions for the 2022-2023 School Year:**

#### **NTMS Drama Club Musical Support**

Director  
Music Director  
Set/Tech/Crew Director  
Choreographer

#### **NTHS Drama Club Musical Support**

Director  
Music Director  
Set/Tech/Crew Director  
Choreographer

**Appointments: Probationary:** Hannah Brocklehurst, *Elementary Teacher*, commencing on August 31, 2022 and ending on August 30, 2026; Saralyn Crawford-EC, *Elementary Teacher*, commencing on August 31, 2022 and ending on August 30, 2026; Elizabeth Henn-EC, *Foreign Language Teacher*, commencing on August 31, 2022 and ending on August 30, 2026.

\*EC - Emergency Conditional

**Change in Probationary Appointment:** Angela Dray, *Music Teacher*, from September 1, 2021 and ending on August 31, 2025 to September 1, 2021 to ending on August 31, 2024.

**Appointments: Long-Term Substitute:** Nicole Jaszczak, *Elementary Teacher*, effective April 25, 2022 and terminating June 24, 2022; Elisabeth Aures, *School Social Worker*, effective August 31, 2022 and terminating no later than June 30, 2023.

**Appointments: Building Based Substitutes:**

Name	Building
Deidre Mauro	Drake
Donna Stranges	Drake
Janine Congi	Ohio
Sarah DePriest	Spruce
Kristin Urbano	NTI
Donna Wiechec	NTI
Mayane Barnes	NTHS
Jared Crouch	NTHS
Ashley Scarf	NTHS
Stephanie Voyzey	NTMS
Ann Winfield - EC	NTMS

\*EC - Emergency Conditional

**Appointments: Camp Lumberjack: Jennifer Wittkowsky, Teacher Aide.**

One Session - 7/5/2022 - 8-4/2022 - No Fridays except for Friday, July 8, 2022.

Hours: 8:45am-11:15am (2.5 hours)

**NTHS Extracurricular Club/Activity Advisors for the 2022-2023 School Year:**

Club/Activity	Advisor
Amnesty International	Paula Nurse
Animal Club	Raquel Holloway
Chess Club	Christopher Hall
Chorus Club	Dean Vallas
Concert Band Club	Jason Ferguson
Drama Club	Jane DiVirgilio and Dean Vallas
Foreign Language Club	Tina Bialkowski
Forensics Club	William Breed
Freshman Club	Lori Graves/Raquel Holloway - Split
Garden Club	Christopher Hall/Melissa Elliott - Split
GSA	Karen Dillon
Improv Club	Ryan Mountain
Jazz Ensemble	Angela Dray
Junior Class	Michael Mistriner/Amanda Mills - Split
Marching/Pep Band	Jason Ferguson
Model UN	R. Scott Gauld
National Honor Society	Tammy Stawisuck
Northstar Yearbook	Hillary McAndrew
Outdoor Awareness	R. Scott Gauld/Robert Brocklehurst - Split
SADD	Paula Nurse
Science Olympiad	Melissa Elliott/Joel May - Split
Scholastic Bowl	Richard Andres



Senior Class	Robert Brocklehurst and Samantha Licht
Sophomore Class	Sheila O'Leary-Adcock
Student Council	Lori Graves/Jennifer Schultz - Split
Technology Club	Stephen Blask
Telecommunications Club	Michael Mistriner
Youth Activation Committee (YAC)	Amanda Mills/Meghan Ingram - Split

### NTI Extracurricular Club/Activity Advisors for the 2022-2023 School Year:

Club/Activity	Advisor
Art Alive	Karen Knight
Junior Jacks Spirit Club	Lauren Miranto/Heather Leith
Unplugged Gaming	Diana Hodgson/Collett Hall

### NTMS Extracurricular Club/Activity Advisors for the 2022-2023 School Year:

#### NTMS

CLUB/ACTIVITY	ADVISOR
Activities Treasurer	Michelle Edmister
Assembly Coordinator	Michelle Edmister
Critter Club	Patricia Munnikhuysen
Drama Club	Christine Vallas
Foreign Language Club	Michelle Morgan
G.R.E.A.T. Club/Yearbook	Jennifer Finiki
Great Club/Yearbook	Jennifer Finiki
FACS Club	Kimberly Platt
GSA Club	Christopher Janicki-Howe
National Jr. HONor Society	Marissa Bloomfield/Jennifer Sturgeon - Split
Jazz Band	Sarah Roberts
Junior Librarians Club	Elizabeth Romanek
Student Newspaper	Marissa Bloomfield
Photography Club	Jennifer Finiki
Recycling Club	Harmony Worrall
School Store	Jennifer Sturgeon
Student Council	Marissa Bloomfield/Todd Bush - Split
Telecommunications Club	Andria Janese

#### **Pilot Club**

Club	Advisor
Art Club	John Szablewski
Tech Club - Pilot Continuation*	Eric Deck/Patricia LeVea - Split

\*Pilot Club continuation through the 2022-2023 school year.

### Department Coordinators for the 2022-2023 School Year:

Department Coordinator	Name
Middle School Team Leader (Grade 7)	Todd Bush
Middle School Team Leader (Grade 7)	Andria Janese

Middle School Team Leader (Grade 8)	Elizabeth Boyko
Middle School Team Leader (Grade 8)	Jennifer Sturgeon
English (7-8)	Christina Quinn
Mathematics (7-8)	Elizabeth Boyko
Social Studies (7-8)	Sean Reilly
Science (7-8)	Harmony Worrall
Exploratory Coordinator (7-8)	Christine Vallas
English (9-12)	Darlene Senick
Social Studies (9-12)	Sheila O'Leary-Adcock
Science (9-12)	William Breed
Business Technology (7-12)	Stephen Blask
Foreign Language (7-12)	Paula Nurse
Guidance (7-12)	Jennifer Schultz
Phys Ed/Health/Home & Careers (K-12)	Jennifer MacNeil
Library (K-12)	Pamela Edholm
Special Education (K-6)	Kimberly Story
Special Education (7-12)	Sarah Corrao
Speech (K-12)	Cynthia Whitehead
Art (K-12)	Christopher Cook

### **Middle School Drama Club Musical Support for the 2022-2023 School Year:**

<b>Club Activity</b>	<b>Name</b>
Director	John Szablewski
Musical Director	Nicholas Limina
Choreographer	Tara Scime
Sets and Stage Crew	Sarah Roberts
Callie Stack - EC	Volunteer

\*EC - Emergency Conditional

### **Non-Instructional**

**Appointments: Permanent: Tammy Frye, Head Bus Driver,** effective August 18, 2022.

**Appointments: Seasonal Laborers: Ryan Evarts, Timothy O. Lemanski, Ashley Swaidner-EC,** effective July 5, 2022 and terminating no later than August 31, 2022.

\*EC - Emergency Conditional

**Appointments: Summer Cleaners: William Busch, Vincent Stewart,** effective July 1, 2022 and terminating no later than August 31, 2022.

**Appointments: Substitutes:** All effective September 6, 2022 unless otherwise noted.

<b>Name</b>	<b>Position</b>
Arthur Smith	Substitute Cleaner - effective September 1, 2022
Brandon Wade	Substitute Cleaner - effective September 1, 2022
Patrick Wade	Substitute Cleaner - effective September 1, 2022
James Wood	Substitute Cleaner - effective September 1, 2022
Lynn Alexander	Substitute School Nurse
Lillian Kazmierczak	Substitute School Nurse

Kathryn McGuire	Substitute School Nurse
Lynelle Schloerb	Substitute School Nurse
Lynda Sumi	Substitute School Nurse
Susan Cieri	Substitute Teacher Aide
Jacquelline DePaolo	Substitute Teacher Aide
Vicki Gutlovics-Hecei	Substitute Teacher Aide
Kaitlyn Marra	Substitute Teacher Aide
Rosemary Mullins	Substitute Teacher Aide
Linda Pusheck	Substitute Teacher Aide
Sheryl Sanderson	Substitute Teacher Aide
Mary Simone	Substitute Teacher Aide
Patricia Skretny	Substitute Teacher Aide
Frances Teall	Substitute Teacher Aide
Sally Urban	Substitute Teacher Aide
Lori Walck	Substitute Teacher Aide
Kathleen Antonucci	Substitute Typist
Bonnie Hathaway	Substitute Typist
Vicki Larocque	Substitute Typist
Brenda Kania	Substitute Typist, Substitute Teacher Aide
Christine McKay	Substitute Typist
Diane Milne	Substitute Typist
Donna Sukdolak	Substitute Typist
Robert Redfearn	Substitute School Bus Driver
Alejandro Washington	Substitute School Bus Driver
Diana Asaad	Substitute School Bus Attendant
Diane Anastasi	Substitute School Monitors
Nancy Donovan	Substitute School Monitors
Lisa Geartz	Substitute School Monitors
Debra Richards	Substitute School Monitors

**OTHER MATTERS - Approved as presented**

Annual Conflict of Interest Disclosure Form

Dignity Act Coordinators

UPK Contract (Carousel Nursery School) 2022-2023

Wheatfield Pediatrics Contract - 2022-2023

Aveanna Healthcare Agreement - 2022-2023

Maxim Healthcare Staffing Services, Inc. Agreement - 2022-2023

Athletic Code of Conduct updates

School Calendar -2022-2023 (Revised)

Hourly Wage Recommendation

Closing of Extracurricular FBLA

New Extracurricular Club - Art Club (Pilot) - NTMS

Code of Conduct

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

**Next Regular Board Meeting: August 3, 2022 @ 6:30 p.m.**