



# BOARD BANNER

UNOFFICIAL MEETING SUMMARY

## Meeting of July 12, 2023

### 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 newly elected Board of Education members Matthew Kennedy and Peter Chenier, Jr.

### ELECTION OF OFFICERS

Matthew Kennedy was elected President and Stephanie Emiliani was elected Vice-President of the Board of Education for the 2023-2024 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, Chloe Mulvaugh and Cheryl McMahon were nominated.

## **DISTRICT APPOINTMENTS FOR JULY 1, 2023 – JUNE 30, 2024**

Clerk of the Works	James Hart
District Clerk	Debra Bundt
District Election Supervisor	Patricia DiVirgilio
District Treasurer	Kelly Polizzi
District Deputy Treasurer	Frances May
District Deputy Clerk	Gregory Woytila
Internal Claims Auditor	Erie 1 BOCES
School Purchasing Agent	Frances May
Deputy Purchasing Agent	Gregory Woytila
School Physician	Wheatfield Pediatrics
School Architect	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	Amanda Dermott
Faculty Auditor	Brian Doyle
Chief Faculty Counselors	Kristen Coons
Committee on Special Education Chairpersons	Daniel Michalek
	Cynthia Patrum, High School
	Michelle Edmister, Middle School
	Kelly Polizzi
	High School Principal
	Middle School Principal
	Michael Tambroni
	Angela DeMarco
	Elizabeth Petryk
	Kristopher Clester
	Michael Hiller
	Amanda Garry
	Kristin Stroh
	Nicole Huber
	Sean Voss
Committee on Special Education Parent Members	Laura Westfall
Sub-Committee on Special Education Chairpersons	Lindsey Turner
	Gregory Burgess

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  
HIPPA Privacy Official/Complaint Officer  
Kinney-Vento Liaison for Homeless Child & Youth  
Medicaid Compliance Officer

Scott Mueller  
Bradley Rowles  
Janet Matyevich  
Joshua Janese  
Kristopher Clester  
John Steckstor  
Joseph Pray  
Rachel Wagner  
Rachel Ross  
Michael Tambroni  
Angela DeMarco  
Michael Hiller  
Elizabeth Petryk  
Amanda Garry  
Nicole Huber  
Laura Wesfall  
Susan Holycross  
Patrick Holesko  
Frances May  
Gregory Woytila  
Frances May  
James Hart  
Stange Agency, Inc.  
Michael Tambroni  
Michael Tambroni  
Frances May

Debra Bundt administered Oath of Office to Kelly Polizzi, District Treasurer.

## **DESIGNATIONS**

**Official Depository:** M&T Bank, JP Morgan Chase Bank, NYLAF, NYCLASS, and Northwest Bank are designated official depositories for the 2023 - 2024 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 2023-2024 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 12, 2023  
July 26, 2023  
September 6, 2023  
October 4, 2023

November 8, 2023  
December 6, 2023  
January 3, 2024  
February 7, 2024  
March 6, 2024  
April 10, 2024  
May 14, 2024 (Tuesday)  
June 5, 2024

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

August 16, 2023  
September 20, 2023  
October 18, 2023  
November 15, 2023  
December 20, 2023  
January 17, 2024  
February 21, 2024  
March 20, 2024  
April 17, 2024

**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 14, 2024 at 7:00 p.m.

Budget Vote – Tuesday, May 21, 2024 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 2023 - 2024 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 2023-2024:** Delegated the Assistant

Superintendent of Administrative Services the authority to perform the duties of the tax levying body during the 2023-2024 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 2023-2024 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 2023-2024 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**

NT Lumberjack Bike Park Donation  
Given by Superintendent Gregory Woytila.

## **ROUTINE MATTERS**

Approved minutes of the regular meeting of June 7, 2023 and Policy Review/Workshop of June 21, 2023, Treasurer's Report for May, 2023, Extra Classroom Treasurer's Report for May, 2023, Appropriation Status Report and Revenue Status Report, 2022-2023 Budget Transfers, 2023-2024 Budget Transfers, CSE/CPSE Minutes and Placements February 2, 10, 15, 16, March 1, 7, 9, 13, 14, 21, April 15, 19, 21, 25, 27, May 2, 4, 5, 8, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 30, 31, June 2, 5, 7, 8, 9, 12, 13, 15, 16, 20, 21, 22, 28, 2023

## **PERSONNEL**

### **Instructional**

**Appointments: Certified Per Diem Substitute Teachers: Valerie Wellenc**, effective September 5, 2023.

**Appointments: Non-Certified Per Diem Substitute Teachers: Jane DiVirgilio, Amanda Brancato**, effective September 5, 2023.

**Return to Work: Valerie Otis**, *Elementary Teacher*, effective June 23, 2023.

**Resignation – Michelle Mazurkiewicz**, *Special Education Teacher*, effective at the end of business on August 18, 2023.

**Termination of Long-Term Assignment: Kathleen Wagoner**, *Substitute Elementary Teacher @ Spruce*, due to the return of the teacher on leave, effective at the end of business on June 22, 2023.

**Appointments: Long-Term Substitute for the 2022-2023 School Year: Jason Lindhurst**, *Social Studies Teacher*, effective April 18, 2023 and terminating upon return of teacher on leave but no later than June 30, 2023.

**Appointments: Long-Term Substitute for the 2023-2024 School Year: Meredith McLaughlin**, *Elementary Teacher (continuation of assignment)*, effective August 30, 2023 and terminating no later than June 30, 2024.

**Appointments: Summer Alternative High School/Reach Academy: Ashley Holbrook**, *Alternative High School Tutor-Substitute*, effective July 11, 2023 and terminating no later than August 17, 2023.

### **Drama Club Musical Support Positions for the 2023-2024 Scholl Year:**

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

Director - \$2000  
Music Director - \$1500  
Set/Tech/Crew Director - \$1500  
Choreographer - \$1500

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

Director - \$2000  
Music Director - \$1500  
Set/Tech/Crew Director - \$1500  
Choreographer - \$1500

**Appointments: For the 2023-2024 School Year – Reach Academy:** Effective August 30, 223 and ending no later than June 30, 2024.

<b>Name</b>	<b>Position</b>
Regina Shiesley	Alternative High School Tutor - Reach Academy
Megan McKie	Alternative High School Tutor - Reach Academy
Carolyn Roos	Alternative High School Tutor - Reach Academy
Gretchen Scime	Child Associate

**NTHS Extracurricular Club/Activity Advisors for the 2023-2024 School Year:**

<b>Club/Activity</b>	<b>Advisor</b>
Advanced Placement	William Breed
Amnesty International	Paula Nurse
Animal Club	Raquel Holloway
CAP Coordinator	Tammy Stawisuck
Chess Club	Christopher Hall
Chorus Club	Dean Vallas
Concert Band Club	Jason Ferguson
Drama Club	Dean Vallas
Foreign Language Club	Tina Bialkowski
Forensics Club	William Breed
Freshman Club	Lori Graves
Garden Club	Melissa Elliott/Christopher Hall - Split
GSA	Karen Dillon
Improv Club	Ryan Mountain
Jazz Ensemble	Angela Dray
Junior Class	Jennifer Plummer/Brittany Stauffer - Split
Marching/Pep Band	Jason Ferguson
Media Technician	Dean Vallas/Sarah Roberts - Split
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/Samantha Licht
Service Learning Coordinator	Vincent Capolupo
Sophomore Class	Sheila O'Leary-Adcock
Student Council	Alyssa Hawkins/Megan Robinson - Split
Technology Club	Christopher Hall
Telecommunications Club	Evan Bleiler
Treasurer	Cynthia Patrum
Youth Activation Committee (YAC)	Meghan Ingram/Mallory Ronan - Split

**NTI Extracurricular Club/Activity Advisors for the 2023-2024 School Year:**

Club/Activity	Advisor
Art Alive	Karen Knight/Meredith McLaughlin - Split
Junior Jacks Spirit Club	Julia Helfman/Gabrielle Miranda - Split
Unplugged Gaming	Diana Hodgson/Collett Hall - Split
International Culture Club	Lisa Poirier

**DRAKE Extracurricular Club/Activity Advisors for the 2023-2024 School Year:**

Club/Activity	Advisor
International Culture Club	Luz Mulero

**NTMS Extracurricular Club/Activity Advisors for the 2023-2024 School Year:**

Club/Activity	Advisor
Assembly Coordinator	Sarah Roberts
Critter Club	Patricia Munnikhuysen
Drama Club	Christine Vallas
FACS Club	Madison Duchnik
Foreign Language Club	Michelle Morgan
Great Club/Yearbook	Jennifer Finiki
GSA Club	Christopher Janicki-Howe
Jazz Band	Sarah Roberts
Junior Librarians Club	Elizabeth Romanek
National Jr. Honor Society	Jennifer Sturgeon/Marissa Bloomfield - Split
Photography Club	Janet DeCicco
Recycling Club	Harmony Worral
School Store	Jennifer Sturgeon
Student Council	Todd Bush/Marissa Bloomfield - Split
Student Newspaper	Marissa Bloomfield

**Peer Coordinators and Team Leaders for the 2023-2024 School Year:**

Name	Subject Area
Michelle Edmister	Middle School Team Leader (Grade 7)
Todd Bush	Middle School Team Leader (Grade 7)
Jennifer Sturgeon	Middle School Team Leader (Grade 8)
Paul Becigneul	Middle School Team Leader (Grade 8)
Sara Bonitati	Exploratory Coordinator (Grades 7-8)
Christina Quinn	English (Grades 7-8)
Elizabeth Boyko	Math (Grades 7-8)
Harmony Worral	Science (Grades 7-8)
Sean Reilly	Social Studies (Grades 7-8)
Nichole DiRienzo	Special Education (Grades 7-8)
Paula Nurse	World Languages (Grades 7-12)

Elizabeth Romanek	Library (K-12)
Stephen Blask	Technology/Business/FACS (Grades K-12)
Dean Vallas	Music - Vocal/Instrumental (Grades K-12)
Katie Harrington	Physical Education/Health (K-12)
Cynthia Whitehead	Speech (K-12)
Diane Olewnik	Math (K)
Jayne Davignon	Math (1)
Melissa Breeden	Math (2)
Karen Anderson	Math (4)
Rebecca Gillen	Math (5)
Carol Young	Math (6)
Sarah Gavigan	Math (9-12)
Heidi Himes	ELA (K)
Dawn Cich	ELA (1)
Jessica Hughes	ELA (2)
Rebecca Stefanucci	ELA (3)
Christine Reading	ELA (4)
Diana Hodgson	ELA (5)
Brittney Bartlett	ELA (6)
Lisa Trimboli	Science (K-3)
Sean Kibrick	Science (4-6)
Steve Sabo	Social Studies (4-6)
Gabrielle Armstrong	Special Education (K-3)
Kelsey Anthony	Special Education (4-6)
Sarah Corrao	Special Education (9-12)
Jennifer Schultz	School Counselor (K-12)
Amy Gorman	School Social Worker (K-12)

**Coaches for the Fall 2023-2024 School Year:** August 21, 2023 – November 4, 2023.

Name	Sport	Position
Emily Belfield	Boys Modified Soccer	Head Coach

**Appointment: Probationary:** **Emily Kielaszek-Partell**, *Special Education Teacher*, commencing on August 30, 2023 and ending on August 29, 2027; **Amanda Garry**, *School Psychologist*, commencing on August 30, 2023 and ending on August 29, 2027; **Todd Glosser**, *Earth Science Teacher*, commencing on August 30, 2023 and ending on August 29, 2027.

### **Non-Instructional**

**Leave of Absence:** **Jeanne Geartz**, *Teacher Aide*, effective May 30, 2023 and terminating June 30, 2023; **Linda Pearson**, *School Monitor*, effective June 8, 2023 and terminating upon physician's release.

**Resignation:** **Amanda Brancato**, *Teacher Aide*, effective June 23, 2023; **Karen Banas**, *School Monitor*, effective June 30, 2023; **Serena Medina**, *Teacher Aide*, effective at the end of business on

July 9, 2023, contingent upon her appointment as an 11-Month Clerk; **Kelly Polizzi, Sr. Account Clerk**, effective at the end of business on July 12, 2023, contingent upon her appointment as School District Treasurer.

**Appointments: Seasonal Laborers: Jacob Stickney, Hana Hendel, Kylie Porto, Mackenzie Wienckowski, Marlie Piraino, Christian McIntyre**, all effective July 5, 2023 and terminating no later than August 31, 2023.

**Appointment: Summer – Buildings & Grounds: Amber Runge**, effective July 5, 2023 and terminating no later than August 31, 2023.

**Appointments: Summer – Transportation Department:** effective July 6, 2023 and terminating no later than August 18, 2023.

**School Bus Drivers:**

Name
Brandon Licht
Timothy Andrews
Dawn Jones
Erin Campbell
John Rusac
Kari Ann Richards
Kevin Anson
Mark Porto
Joanne Zalewski
Kevin Weick
Nicholas Howitt

**School Bus Attendants:**

Name
Della Thompson
Nicole Bice
Cassandra Porto
Melanie Riester
Dennis Toth
William Cruz
Hailey Truty-Slingerland

**Substitute School Bus Drivers:**

Name
Nancy Brzezinski
Jayne Lemke

**Substitute School Bus Attendant:**

Name
Laura Polichette
Victoria Doucette

**Assignment Change: Kevin Emanuele**, hourly rate as per contract from schedule 69 to schedule 68 due to change in building assignment, effective July 1, 2023.

**Increase in Hours: Scott Wilson**, *Laborer*, increase to 8 hours daily, full-time, effective July 17, 2023.

**Appointment: Confidential/Managerial Probationary: Kelly Polizzi**, *School District Treasurer*, effective July 13, 2023.

**Appointment: Probationary: Serena Medina**, *11-Month Clerk @ NTHS*, effective July 10, 2023.

**Appointment: Substitute: Biserka Tabar**, *Account Clerk*, effective July 3, 2023.

**Appointment: Administrative: Elizabeth Petryk**, *Assistant Director of Special Education*, effective July 24, 2023 and terminating July 23, 2027.

**Appointments: Administrative Tenure: John Steckstor**, *Principal*, effective August 5, 2023;  
**Scott Mueller**, *Assistant Principal*, effective August 29, 2023.

**OTHER MATTERS - Approved as presented**

Student Teacher Placements – 2023-2024

Disposal of District Property – Library Books (NTMS)

Donation – STEM room signage at Spruce

Donation - Guardian Caps

Annual Conflict of Interest Disclosure Form

Dignity Act Coordinators

Wheatfield Pediatrics Contract - 2023-2024

Aveanna Healthcare Agreement - 2023-2024

Service Bridges Agreement – 2023-2024

Club Approval Request – Garden Club @ NTI

Club Approval Request – Art Club @ NTMS

Club Approval Request – Vocal Jazz Club @ NTHS

Policy #1211 – Students Serving as Ex-Officio Members of the School Board

Policy #7150 – Remote Instruction

Policy #7160 – Identification and Notification of Missing Children (renumbered)

Athletic Code of Conduct updates – 2023-2024

NTHS Student Handbook changes – 2023-2024

Code of Conduct

Building Based Substitute Contract – 2023-2024

Hourly Wage Recommendation

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

*~ Next Regular Board Meeting is July 26, 2023 ~*