

Cheektowaga-Sloan UFSD  
166 Halstead Ave  
Sloan, NY 14212

Cheektowaga-Sloan Board of Education  
Reorganizational Meeting and Regular Meeting

**DATE: July 15, 2024**

**TIME: 6:00 p.m. – Reorganizational Mtg.  
Regular Mtg. to follow**

**LOCATION: Irma Czubaj Board of Education Room  
Woodrow Wilson Elementary School**

If you have a special requirement, please contact the ADA Coordinator 48 hours prior to the meeting. The ADA Coordinator is Mrs. Andrea L. Galenski, Superintendent of Schools. She may be contacted at 716-891-6402 during school hours.

Cheektowaga-Sloan UFSD  
Reorganizational Meeting of the Board of Education  
Irma Czubaj Board Room, Woodrow Wilson  
Monday, July 15, 2024  
6:00 p.m.  
Regular meeting to immediately follow

Pledge of Allegiance

Meeting called to order by former President

Roll Call

Appoint Clerk Pro-Tem

Administer Oath to Newly Elected Board Member

Possible Executive Session

1. Election of President, *Administer Oath*
2. Election of Vice President, *Administer Oath*
3. Appointment of District Clerk and Secretary to the Superintendent
4. Appointment of District Treasurer
5. Appointment of Deputy Treasurer  
*(Administer Oaths to District Clerk and Deputy District Treasurer)*
6. Suspend Reading of Appointments, Approve Appointments
7. Authorize School Business Manager to Certify Payrolls
8. Authorization of Investments
9. Adopt Resolution to Borrow
10. Authorize the Superintendent to Approve Transfers
11. Bond District Treasurer
12. Bond Deputy District Treasurer
13. Re-Adopt Board Policies
14. Abolish Existing Committees
15. Approve New Committee Members
16. Approve Participation in BOCES Bids
17. Appoint Designated Official for Safe Schools Against Violence in Education
18. Appoint Hearing Officers
19. Appoint Special Education Hearing Officers
20. Adjourn



ELECTION OF OFFICERS: Nominations from the floor for **Board President** are needed.

\_\_\_\_\_ nomination

\_\_\_\_\_ nomination

**1. ELECTION OF PRESIDENT:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that the following resolution be adopted:

RESOLVED, that \_\_\_\_\_ be elected President of the Board of Education for the ensuing year ending June 30, 2025.

Motion Carried      \_\_ Ayes    \_\_ Noes    \_\_ Absent    \_\_ Abstain

**OATH OF OFFICE TO BE GIVEN TO NEW PRESIDENT AT THIS TIME BY THE CLERK PRO-TEM.**

I need a nomination from the floor for **Vice-President**.

\_\_\_\_\_ nomination

\_\_\_\_\_ nomination

**2. ELECTION OF VICE-PRESIDENT:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that the following resolution be adopted:

RESOLVED, that \_\_\_\_\_ be elected Vice President of this Board of Education for the ensuing year ending June 30, 2025.

Motion Carried      \_\_ Ayes    \_\_ Noes    \_\_ Absent    \_\_ Abstain

**OATH OF OFFICE TO BE GIVEN TO THE NEW VICE PRESIDENT AT THIS TIME BY THE CLERK PRO-TEM.**

**APPOINTMENTS:**

**3. APPOINTMENT OF DISTRICT CLERK AND SECRETARY TO THE SUPERINTENDENT:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that Denise Knaebe be appointed as District Clerk and Secretary to the Superintendent for the ensuing year ending June 30, 2025, at the annual salary identified in the Terms of Employment.

Motion Carried      \_\_ Ayes   \_\_ Noes   \_\_ Absent   \_\_ Abstain

**4. APPOINTMENT OF TREASURER:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that Jennifer Heiler be appointed as District Treasurer for the ensuing year ending June 30, 2025, at the annual salary identified in the Terms of Employment.

Motion Carried      \_\_ Ayes   \_\_ Noes   \_\_ Absent   \_\_ Abstain

**5. APPOINTMENT OF DEPUTY TREASURER (ALTERNATIVE OFFICER):**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that Wayne Drescher be authorized and designated as Deputy Treasurer (Alternative Officer) to sign District checks in the absence of the Treasurer.

Motion Carried      \_\_ Ayes   \_\_ Noes   \_\_ Absent   \_\_ Abstain

**OATH OF OFFICE GIVEN TO THE DISTRICT CLERK/SECRETARY TO THE SUPERINTENDENT AND DEPUTY TREASURER (ALTERNATIVE OFFICER) BY BOARD PRESIDENT.**

At this time, we will assign the following positions to Board Members:

**Voting Delegate for NYSSBA Convention October 20-22, 2024**

\_\_\_\_\_

**Alternate Voting Delegate for NYSSBA Convention October 20-22, 2024**

\_\_\_\_\_

**ECASB Delegate Assembly Representative** \_\_\_\_\_  
(Denise McCowan was appointed last year)

**ECASB Delegate Assembly Alternate** \_\_\_\_\_  
(Zack Smith was appointed last year)

**ECASB Budget & Finance Team Representative** \_\_\_\_\_  
(Jeff Stewart was appointed last year)

**ECASB Budget & Finance Team Alternate** \_\_\_\_\_  
(Stephanie Dombrowski was appointed last year)

**ECASB Legislative Team Representative** \_\_\_\_\_  
(Gary Sieczkarek was appointed last year)

**ECASB Legislative Team Alternate** \_\_\_\_\_  
(Wesley Schlossin was appointed last year)

**National Affiliate Advocacy Network:** \_\_\_\_\_  
(Gary Sieczkarek was appointed last year)

**6. Suspend Reading and Approve Appointments:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to suspend the reading of each appointment and approve the above and following appointments for the 2024-2025 school year (*skip to pg. 7*)

**School Physician:**

Dr. Kimberly Prise from Forestream Pediatrics

**School Attorney:**

Scott Horton, GunnerCooke LLP.  
Bond, Schoeneck & King PLLC.  
Hodgson Russ LLP. – Special Education Attorneys

**Auditors:**

Lumsden McCormick, LLP

**Bank Depository:**

M & T Bank, J.P. Morgan Chase Bank, HSBC Bank, Key Bank, and NYLAF (New York Liquid Asset Fund).

**Date and Hour of Meetings:**

Third Tuesday, of each month, beginning at 6:30 p.m., except for the following months:

August 2024 – the meeting will take place on August 27, 2024

December 2024 – the meeting will take place on December 10, 2024

February 2025 – the meeting will take place on February 25, 2025

April 2025 – the meeting will take place on April 29, 2025

**Official Newspaper:**

Cheektowaga-Bee

**Purchasing Agent:**

Wayne Drescher

**Internal Claims Auditor:**

Erie 1 BOCES Central Claims Auditor

**Tax Collector & Deputies:**

Towns of West Seneca and Cheektowaga

**Establishment of Petty Cash Funds:**

District Treasurer – District Office - \$200.00

**Establish Mileage Reimbursement rate:**

The rate established for business travel as per the Internal Revenue Service

**Members of the Committee on Special Education/504:**

Jessica Emmerling, Katrina Kaminski, Helena Destro, and Hannah Smith Chairpersons

Helena Destro, School Psychologist

Hannah Smith, School Psychologist

Lisa Branecki, Kayla Small, and Cara Minervini, Speech Pathologists as appropriate

Dr. Prise, School Physician – when requested by the parent of the child

General Education Teacher of the child

Special Education Teacher as assigned

Amy Schulz, Occupational Therapist as appropriate

Karen Durawa and Sara Paul, Physical Therapists as appropriate

Alyssa Ernst, Heidi Kildal, Jennifer Meyers, and Jessica Stiglmeier, Social Workers as appropriate

**Committee on Preschool Special Education:**

Jessica Emmerling, Chairperson

Katrina Kaminski, Chairperson

Parent of the child

General Education Teacher as appropriate

Special Education Teacher or Provider

Representative from Erie County

Representative from the agency, which conducted the evaluation

**Local Educational Agency Representatives (LEA):**

Jessica Emmerling

**Medicaid Compliance Officer:**

Jessica Emmerling

**Reviewing Official to Determine Student Residency:**

Jessica Emmerling

**Liaison for Homeless Children & Youth (McKinney-Vento):**

Jessica Emmerling

**Central Treasurer, Extraclassroom Activities Account:**

Peter Fuchs

**Chief Emergency Officer:**

Andrea L. Galenski

**Dignity Act Coordinators:**

Jessica Stiglmeier, High School

Jennifer Meyers, Middle School

Alyssa Ernst, Woodrow Wilson

Heidi Kildal, Theodore Roosevelt

**LEADP (Local Education Agency Designated Person) for compliance with AHERA (Asbestos Hazard Emergency Response Act) requirements for asbestos:**

Joseph Goodrow

**School and Municipal Energy Cooperative (SMEC):**

Wayne Drescher

**School Pesticide Representative:**

Joseph Goodrow

**Chemical Hygiene Officer:**

Joseph Goodrow

**Records Access and Management Officer:**

District Clerk

**Title IX Compliance Officer:**

Andrea L. Galenski

**Designated Educational Official (DEO) to receive court notification:**

Andrea L. Galenski

**Reviewing Official and Verification Official for the Federal Child Nutrition Program:**

Erin Greene

**Hearing Official for the Federal Child Nutrition Program:**

Jessica Emmerling



**Harassment/Sexual Harassment Officer:**

Wayne Drescher

**Appointing Officer - Civil Service**

Wayne Drescher, School Business Manager

**Insurance Advisor:**

New York Insurance Reciprocal (NYSIR)

**Representative to New York School Insurance Reciprocal (NYSIR):**

Wayne Drescher, School Business Manager

**Data Protection Officer:**

Brian Zybala

**Self-Funded Workers Compensation:**

Wayne Drescher

**Supervisors of Attendance:**

Building Principals

Motion Carried                   \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**AUTHORIZATIONS:**

**7. SCHOOL BUSINESS MANAGER TO CERTIFY PAYROLLS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that Wayne Drescher, School Business Manager, be authorized to certify all payrolls during the fiscal year ending June 30, 2025.

Motion Carried                   \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**8. AUTHORIZATION OF INVESTMENTS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that the following resolution be adopted:

BE IT RESOLVED, that the School District Treasurer is authorized and directed to invest idle funds as guided by Policy 5220.

Motion Carried                   \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain



**13. RE-ADOPTION OF BOARD POLICIES:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that this Board of Education re-adopt all of the Board of Education Policies, including the Student Code of Conduct, for the 2024-2025 School Year.

Motion Carried                      \_\_\_ Ayes \_\_\_ Noes \_\_\_ Absent \_\_\_ Abstain

**14. ABOLISH EXISTING COMMITTEES:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, that all existing committees of the Board of Education be abolished.

Motion Carried                      \_\_\_ Ayes \_\_\_ Noes \_\_\_ Absent \_\_\_ Abstain

The president of the Board of Education has the authority to appoint Board Members to the following Committees, which are used on a regular basis.

Buildings and Grounds Committee  
(Gary was appointed last year)

Interviewing Committee  
(Denise was appointed last year)

1. \_\_\_\_\_

2. \_\_\_\_\_

Audit Committee  
(Zack was appointed last year)

3. \_\_\_\_\_

**15. APPROVE NEW COMMITTEE MEMBERS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the new committee members as outlined above for the 2024-2025 school year.

Motion Carried                      \_\_\_ Ayes \_\_\_ Noes \_\_\_ Absent \_\_\_ Abstain

**16. APPROVE PARTICIPATION IN BOCES BIDS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to participate in the BOCES

co-operative bids for the 2024-2025 school year for the following items:

- 1. Office and art supplies
- 2. Technical equipment supplies
- 3. Technical software
- 4. Motor fuel (gasoline & diesel fuel)
- 5. Waste removal & disposal
- 6. Co-operative supplies & equipment for asbestos inspection
- 7. Food service items and supplies
- 8. Cleaning supplies and materials

Motion Carried                   \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**17. APPOINT DESIGNATED OFFICIAL FOR SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to appoint Andrea L. Galenski as the

“designated educational official” for the Cheektowaga-Sloan UFSD to act pursuant to Criminal

Procedure Law §§ 380.90, 720.35 and Family Court Act §§ 301.2(17), 380.1.

Motion Carried                   \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**18. APPOINT HEARING OFFICERS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, THAT

**WHEREAS**, the Board of Education of the Cheektowaga-Sloan Union Free School District from time to time receives requests to hold hearings pursuant to either Section 71 or 73 of the Civil Service Law; and

**WHEREAS**, the Board of Education has determined that when requested, hearings held pursuant to either Civil Service Law Section 71 or 73 shall be conducted by an impartial hearing officer;

**NOW THEREFORE BE IT RESOLVED THAT** the Board of Education does hereby appoint **Kristen Coons, Esq., Brian Doyle, Esq., and Kimberly Sebastian, Esq.** of Erie 1 BOCES Labor Relations Services as its designated impartial hearing officers under Civil Service Law Section 71 and 73 for the purpose of conducting such hearings as may be necessary under those statutes for the duration of the 2024- 2025 fiscal year; and

**BE IT FURTHER RESOLVED THAT, Kristen Coons, Esq., Brian Doyle, Esq., and Kimberly Sebastian, Esq.** as applicable, are to make a record of each such hearing which, together with his/her written findings of fact and recommendations on each matter, shall be referred to the Superintendent of Schools, for review and decision, and be it further resolved that Erie 1 BOCES Labor Relations Service be paid its usual and customary fee for services rendered in these matters.

Motion Carried                   \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**19. APPOINT SPECIAL EDUCATION HEARING OFFICERS:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, THAT

**WHEREAS**, The Board of Education seeks to authorize certain individuals to appoint an Impartial Hearing Officer if the Board does not have a regular meeting scheduled on a day when an appointment needs to be made.

**NOW THEREFORE BE IT RESOLVED**, the Board of Education hereby authorizes the Board President or Vice-President to appoint an Impartial Hearing Officer when the Board does not have a regular meeting scheduled on a day when an appointment of an impartial hearing officer needs to be made.

Motion Carried                      \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

**20. ADJOURN:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to adjourn this meeting at \_\_\_\_\_ p.m.

Motion Carried                      \_\_ Ayes \_\_ Noes \_\_ Absent \_\_ Abstain

Sincerely,



Andrea L. Galenski  
Superintendent of Schools