

**SWEET HOME CENTRAL SCHOOL DISTRICT
OF AMHERST AND TONAWANDA**

BOARD OF EDUCATION

REORGANIZATION MEETING

**Tuesday, July 2, 2024
6:30 pm**

A G E N D A

I. Call to order by the District Clerk

II. Oath Of Office
Danyelle Anthon

III. Roll Call

IV. Appointment of a temporary chairman to conduct the election and balloting for the President of the Board of Education

V. Election of the President of the Board of Education

A. Oath of Office
President of the Board of Education

VI. Newly elected President assumes chairmanship

VII. Election of vice president

A. Oath of Office
Vice President of the Board of Education

VIII. Superintendent's Oath of Office

IX. Appointments

The Superintendent of Schools recommends the appointment of the following individuals for the school year 2024-2025.

- | | | |
|----|---|--|
| 1. | <u>Legal Counsel</u> | Gross Shuman/Lippes Mathias/
Hodgson Russ |
| 2. | <u>Clerk of the District</u> | Sherry A. McNamara** |
| 3. | <u>Deputy District Clerk</u> | Falon Capenhurst ** |
| 4. | <u>District Treasurer</u> | Nicole Kuss** |
| 5. | <u>Deputy District Treasurer</u> | Michelle Callowhill** |
| 6. | <u>Treasurer, Extra Classroom Accounts</u> | Ariel Carlino** |
| 7. | <u>District Auditor, Extra Classroom Accounts</u> | Nicole Kuss** |
| 8. | <u>Board Secretary</u> | Sherry A. McNamara** |
| 9. | <u>Tax Collector(s)</u> | Town of Amherst, Town of Tonawanda |

* Per memorandum from Donald G. Feldmann dated June 24, 2024.

** Per memorandum from Michael V. Ginestre dated June 25, 2024.

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X. Other appointments

The Superintendent of Schools recommends the appointment of the following individuals for the school year 2024-2025:

- | | |
|---|--------------------------------|
| 1. Chief Medical Officer | Dr. Robert Kaplan* |
| 2. Claims Auditor | Denise Kolber* |
| 3. External Auditor | Lumsden & McCormick* |
| 4. Internal Auditor | Tronconi Segarra & Assoc. LLP* |
| 5. Purchasing Agent | Donald Feldmann |
| 6. Grant Coordinator – Federal & State Grants | Donald Feldmann |
| 7. Title IX Compliance Officer | Finune Shaibi |
| 8. Male Harassment Complaint Officer | Donald Feldmann |
| 9. Civil Rights Compliance Officer | Finune Shaibi |
| 10. Chief Emergency Officer | Donald Feldmann |
| 11. Residency Officer | Beth Kosakowski |
| 12. Homeless Liaison | Anne K. Nowak |
| 13. Section 504 Compliance Officer | Kathryn Barillari |
| 14. Designated Educational Officer | Toyia Wilson |
| 15. Appointing Officer for Civil Service Transactions | Finune Shaibi |
| 16. Data Privacy Officer | Donald Feldmann |
| 17. Census Enumerator | Donald Feldmann |
| 18. Supervisor of Attendance | Michael Kumrow |
| 19. Records Access Officer | Sherry McNamara |
| 20. Records Management Officer | Falon Capenhurst |
| 21. Asbestos Hazard Emergency Response Designee | Steve Rozler |
| 22. Chemical Hygiene Officer | Dave Kasprowicz |
| 23. Dignity Act Coordinators | |

High School	Dr. Keli-Koran Luchey	Middle School	Cheryl Palmer
Glendale	Lynn Kawa	Heritage Heights	Sal Glorioso
Maplemere	Julie Eberle	Willow Ridge	Wendy Januchowski
Ready Academy	Matthew Capriotto		

* Per memorandi from Donald G. Feldmann dated June 24, 2024 and June 25, 2024.

XI. Committee appointments

The Superintendent of Schools recommends the appointment of the following individuals for the school year 2024-2025.

A. Special Education

1. Committee on Special Education

The Board of Education hereby appoints Preschool/school age committees on special education, comprised of members from the following list of all related service providers and all general education teachers employed by the district as needed:

CPSE Members

Chairperson:

- Kathryn Barillari
- Lindsay Marcinelli
- Amanda Hoffman
- Elizabeth Sigurdson
- Beth Cornwall-Crawford
- Lacie Cristofanelli
- Katelyn DiRosa
- Samantha Kio
- Lauren Hearn

CSE Members

Chairperson:

- Kathryn Barillari
- Lindsay Marcinelli
- Amanda Hoffman
- Elizabeth Sigurdson
- Beth Cornwall-Crawford
- Lacie Cristofanelli
- Katelyn DiRosa
- Samantha Kio
- Lauren Hearn

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XI. Committee appointments

A. Special Education – continued...

1. Committee on Special Education

CPSE Members

Erie County Representative:

Jill Garvin
Jim Mahar

Parent Members:

Melissa Moore-Bryant

CSE Members

Chief Medical Officer:

Dr. Robert Kaplan

Parent Members:

Melissa Moore-Bryant

Psychologist:

Elizabeth Sigurdson
Beth Cornwall-Crawford
Lacie Cristofanelli
Katelyn DiRosa
Samantha Kio
Lauren Hearn

2. Surrogate Parent

RESOLVED: That, upon the recommendation of the superintendent of schools, the Board of Education appoint the following individuals as Surrogate Parent as per regulations of the Commissioner Part 200.5(c)(e) for the 2023-2024 school year:

Melissa Moore-Bryant

B. Audit Committee

RESOLVED: That, the following individuals be and are hereby appointed to serve on the district's Audit Committee for the 2024-2025 school year:

Scott Johnson Brian Laible Mary Ellen Prentice William Stoj

XII. Board of Education appointments to the Erie County Association of School Boards and New York State School Board Association

A. Delegate to ECASB Delegate Assembly –

B. Alternate to ECASB Delegate Assembly –

C. Representative on ECASB and NYSSBA Legislative Committee –

D. Alternate Representative on ECASB and NYSSBA Legislative Committee –

E. Delegate to New York State School Boards Convention - October 20-23, 2024 in New York City –

F. Alternate Delegate to New York State School Boards Convention - October 20-23, 2024 in New York City –

G. Representative on the ECASB Budget and Finance Committee –

H. Alternate Representative on the ECASB Budget and Finance Committee –

XIII. NYLAF Resolution

Resolution of the Board of Education (“Governing Body”) of the Sweet Home Central School District (“Participant”), authorizing the execution and delivery of an amended and restated Municipal Cooperation Agreement and related documents by and among the several municipal corporations, school district, fire districts and/or boards of cooperative educational services to provide for the cooperative temporary investment of public funds.

WHEREAS, the Participant, pursuant to the provisions of the General Municipal Law and its investment policy, after due investigation, evaluation and deliberation, has determined that it is in the best interest of the Participant to invest a portion of its public funds on a cooperative basis pursuant to the terms of a Municipal Cooperation Agreement dated as of April 29, 2016 (the “Agreement”) among the Red Hook Central School District, as Lead Agent, and various other municipal corporations, under the trade name “New York Liquid Asset Fund” (“NYLAF”);

NOW, THEREFORE, be it resolved by the Governing Body (the “Finance Board”) of the Participant, located in Erie County, State of New York, as follows:

Section 1. The terms, conditions and provisions of the Agreement attached hereto are hereby approved. The Assistant Superintendent for Finance & Plant Services (the “Chief Fiscal Officer”) of the Participant is hereby authorized to execute and deliver the Agreement, and the Chief Fiscal Officer is hereby authorized to affix the seal of the Participant thereto and attest such seal. The Chief Fiscal Officer is hereby authorized to from time to time effect and consent to such changes to the Agreement in the form attached hereto as may be necessary or convenient in order to further carry out the purposes of the Agreement or to clarify or correct the terms thereof. The Chief Fiscal Officer is hereby authorized to delegate the foregoing duties to his or her designees as authorized by the Law (as that term is defined in the Agreement), which designee is an authorized employee officer of the Participant. Upon the execution in full and delivery of the Agreement, the Participant shall become a Participant, as that term is defined in the Agreement.

Section 2. Notwithstanding any term or provision of the Agreement to the contrary, the Participant may withdraw from the Agreement at any time upon thirty (30) days written notice to the Governing Board of NYLAF by the Chief Fiscal Officer and thereafter the Participant shall cease to have any rights or obligations under the Agreement.

Section 3. This resolution shall be effective immediately upon its due adoption by the Finance Board.

XIV. Designations

The Superintendent of Schools recommends the following designations.

A. Official bank depositories

Bank of America	Citibank	Evans National Bank
JP Morgan Chase Bank	Key Bank	M&T Bank
NYLAF		

B. Signatures on checks for:

- 1. General Fund** Nicole Kuss
- 2. Extracurricular Activity Fund** Donald G. Feldmann,
Nicole Kuss

XIV. Designations-continued...

- C. Person to submit bid notices to newspapers** Donald G. Feldmann
- D. Person to open bids** Donald G. Feldmann
- E. Official newspapers** Bee Publications
Buffalo Business First
& Buffalo Law Journal
(for budget vote only)
- F. Certification of payroll** Donald G. Feldmann

XV. Bonding of personnel

The Superintendent of Schools recommends approval of a bond in the amounts listed which would cover all district employees. This would also include board members and volunteers working on behalf of Sweet Home Central School District.

Employee Theft - \$2,000,000	Computer Fraud - \$2,000,000
Funds Transfer Fraud - \$2,000,000	Forgery or Alteration - \$100,000
Computer Restoration - \$100,000	Contracted BOCES Employee - \$100,000
Social Engineering - \$250,000	

XVI. Attendance at educational conferences at school expense.

The Superintendent of Schools recommends approval of the following resolution.

WHEREAS, it is considered to be a part of the duties of a member of the board, officer, or employee of the school district to attend educational conferences when so authorized,

NOW THEREFORE BE IT RESOLVED: That, the Board of Education delegate to the Superintendent of Schools of the District, concurrently with the Board of Education, the power to authorize any member of the board, officer, or employee of the school district to attend, at school district expense, any convention, conference, workshop, or institute that is determined to be a benefit to the school district, providing that funds sufficient to cover such expenses shall have been provided for and are currently in the budget.

XVII. Adoption of policies and regulations in effect at the close of the school year.

The Superintendent of Schools recommends that all existing policies and regulations operative at the close of the school year 2023-2024 be approved for the 2024-2025 school year.

XVIII. Postage checks

The Superintendent of Schools recommends that the district treasurer be authorized to issue checks and transfer funds in amounts not to exceed \$7,000.00 for U.S. postage payable to Neopost Inc., at such times as are necessary for the purpose of purchasing stamps or for reestablishing credits in the postage meter(s).

XIX. School lunch program

The Superintendent of Schools recommends that the Assistant Superintendent for Finance and Plant Services be authorized to sign agreements, reports, and claims with the State Education Department in connection with the operation of the National School Lunch Program in the schools in the district.

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XX. Petty Cash

The Superintendent of Schools recommends approval of the following cash funds in the amount of \$100.00 each as allowed by New York State Education Law, for the 2023-2024 school year, for the following offices.

District Office	Sweet Home High School
Glendale Elementary School	Sweet Home Middle School
Heritage Heights Elementary School	Sweet Home Community Education
Maplemere Elementary School	Sweet Home Buildings & Grounds Dept.
Willow Ridge Elementary School	Sweet Home Transportation Department

XXI. Transfer of funds

RESOLVED: That, within monetary limits as established by the Board and outlined below, the Superintendent and/or his designee are authorized to transfer funds within the budget within the parameters specified. All transfers will be properly documented in the monthly financial reports supplied to the Board. Any transfers over \$50,000.00 shall require the approval of the Board of Education. Transfers within specific departments or schools may be approved by the Assistant Superintendent for Finance and Plant Services with no dollar limit.

Transfer amount Authorization

Up to \$25,000 Assistant Superintendent for Finance and Plant Services
\$25,001 - \$50,000 Superintendent of Schools
\$50,000 and higher Board of Education