

ORCHARD PARK CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Organizational Meeting

July 11, 2022

Regular Meeting

Middle School Auditorium
60 S. Lincoln Ave., Orchard Park, NY 14221

Board of Education

Members Present: Dr. Christine Gray-Tinnesz
Mrs. Kim Hughes
Mr. Tom Provost
Dr. Jennifer Rogers
Mrs. Karen Sreniawski

Members Excused: Mr. Ryan Anderson
Mr. Ryan Cimo

Others Present: Mr. David Lilleck, Superintendent of Schools
Mr. Jeffrey Petrus, Assistant Superintendent – Business
Mrs. Cheryl Connors, District Clerk

Estimated Audience: 10

Mrs. Connors called the meeting to order at 8:03 pm and led all in the Pledge of Allegiance.

ORGANIZATIONAL MATTERS

OATHS OF OFFICE

Organizational Matters – Oath of Office

- Mrs. Connors administered the Oath of Office to:
 - Mr. David Lilleck as Superintendent of Schools.
 - Newly elected Board of Education member, Mr. Tom Provost
 - Mrs. Connors announced that Mr. Anderson would take his oath of office later in the month.
 - Mrs. Connors announced that Mrs. Sreniawski completed her required NYS trainings in the spring and Mr. Anderson completed his over the summer.

ELECTION OF OFFICERS

Election of Officers

Mrs. Connors called for nominations for President of the Board of Education.

A motion by Dr. Rogers, seconded by Mr. Provost, for the nomination of Dr. Tinnesz as President of the Board of Education for the 2022-23 school year:

Yes –Tinnesz, Hughes, Rogers, Sreniawski, and Provost

No – n/a

PRESIDENT

Motion Unanimously Carried 5-0

RESOLVED: Dr. Tinnesz is hereby elected President of the Board of Education for the 2022-23 school year.

Mrs. Connors called for nominations for Vice-President of the Board of Education.
A motion by Dr. Tinnesz, seconded by Mrs. Hughes, for the nomination of Dr. Rogers as Vice-President of the Board of Education for the 2022-23 school year:

Yes –Tinnesz, Hughes, Rogers, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

RESOLVED: Dr. Rogers is hereby elected Vice-President of the Board of Education for the 2022-23 school year.

**VICE
PRESIDENT**

Mrs. Connors administered the Oath of Office to Dr. Tinnesz, Board of Education President, and, Dr. Rogers Board of Education Vice-President. Mrs. Connors announced that she believes this is the first all-female leadership team on the Orchard Park Board of Education. Mrs. Connors relinquished leadership of the meeting to Dr. Tinnesz.

**OATHS OF
OFFICE**

Appointment of Officers

Motion by Dr. Rogers, seconded by Mrs. Sreniawski, to approve the following resolutions:

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

**APPOINTMENT
OF OFFICERS**

RESOLVED: Mrs. Cheryl A. Connors, is appointed as District Clerk of the Board of Education for the 2022-23 school year with an annual stipend of \$6,065.

**DISTRICT
CLERK**

RESOLVED: Mr. Jeffrey Petrus is appointed as Assistant District Clerk of the Board of Education for the 2022-23 school year. In the absence of the District Clerk, Mr. Jeffrey Petrus, Assistant District Clerk is authorized to act as the District Clerk, fulfilling all responsibilities, authorizations and requirements.

**ASSISTANT
DISTRICT
CLERK**

RESOLVED: Ms. Tina Frisch is appointed as District Treasurer of the Board of Education for the 2022-23 school year with an annual stipend of \$5,000.

TREASURER

RESOLVED: Mr. Jeffrey Petrus, is appointed as Deputy Treasurer of the Board of Education for the 2022-23 school year. In the Absence of the District Treasurer, the Deputy District Treasurer, Mr. Jeffrey Petrus, is authorized to act as the District Treasurer, fulfilling all responsibilities, authorizations and requirements.

**DEPUTY
TREASURER**

RESOLVED: Drescher & Malecki of Buffalo, New York are appointed as the school district's Independent Auditor for the 2022-23 school year and are authorized to audit school district funds for the 2021-22 school year in accordance with the State Education Department Law and Regulations of the Comptroller of the State of New York.

**INDEPENDENT
AUDITOR**

RESOLVED: Ms. Jody Schwarz is appointed Extraclassroom Fund Central Treasurer for the 2022-23 school year.

**EXTRA
CLASSROOM
FUND
TREASURER**

RESOLVED: Mr. Jeffrey Petrus is appointed Extraclassroom Fund Central Auditor for the 2022-23 school year.

**EXTRA
CLASSROOM
FUND
AUDITOR**

**EXTRA
CLASSROOM
FUND
COUNSELORS**

RESOLVED: Mr. Matthew Fisher is appointed Extraclassroom Faculty Counselor High School Fund, Mr. Aaron Grupka, Extraclassroom Faculty Counselor Middle School Fund, Mr. Phil Johnson, Mrs. Missy Szczesniak, Mr. Jeff Dolce and Ms. Diana Nigro are appointed Faculty Counselors for each of the Elementary Extraclassroom Funds for the 2022-23 school year.

**DASA
COORDINATORS**

RESOLVED: Mr. Jon Wolf, Mr. Aaron Grupka, Mrs. Missy Szczesniak, Mr. Phil Johnson, Mr. Jeff Dolce and Ms. Diana Nigro are appointed Dignity Act Coordinators for the 2022-23 school year.

**CIVIL SERVICE
APPOINTING
OFFICER**

RESOLVED: Dr. Dean Ramirez is appointed as the Civil Service Appointing Officer in Accordance with Sections 101 and 103 of the New York State Civil Service Law for the 2022-23 school year.

**SCHOOL
ATTENDANCE
OFFICER**

RESOLVED: Dr. Dean Ramierz is appointed School Attendance Officer for the 2022-23 school year.

**SCHOOL
ATTORNEY
FIRMS**

RESOLVED: Webster Szanyi, LLP, Hodgson Russ, Attorneys LLP and Harris Beach, PLLC are appointed as the School Attorney firms for the 2022-23 school year. The firms will be paid according to use and control.

**INTERNAL
CLAIMS AUDITOR**

RESOLVED: Ms. Susan Langendorfer is appointed Internal Claims Auditor for the 2022-23 school year in accordance with an annual stipend of \$5,000.

**PURCHASING
AGENT**

RESOLVED: Mr. Jeffrey Petrus is appointed Purchasing Agent for the 2022-23 school year.

**LIAISON
HOMELESS/
FOSTER CARE**

RESOLVED: Dr. Lisa Krueger is appointed the Liaison for Homeless Children and Youth and Foster Care Point of Contact for the 2022-23 school year.

**CHIEF
EMERGENCY
OFFICER**

RESOLVED: Mr. David Lilleck is appointed Chief Emergency Officer for the 2022-23 school year.

**DISTRICT SAFETY
OFFICER**

RESOLVED: Dr. Lisa Krueger is appointed District Safety Officer and District Safety Committee Chairperson for the 2022-23 school year.

**CHEMICAL
HYGIENE
REPRESENTATIVE**

RESOLVED: Mr. William Bosinski is appointed District Health & Safety, School Pesticide and Chemical Hygiene Representative for the 2022-23 school year with an annual stipend of \$2,500.

**AHEAR & LEA
DESIGNEE**

RESOLVED: Mr. William Bosinski is appointed Asbestos Hazard Emergency Response Act (AHEAR) Local Education Agency (LEA) Designee for the 2022-23 school year.

**EDUCATIONAL
OFFICIAL**

RESOLVED: Mrs. Minser Bernys is appointed Educational Official (Receive Court Orders/Juvenile Proceedings) Designee for the 2022-23 school year.

RESOLVED: Dr. Lisa Krueger and Dr. Dean Ramierz are appointed as the Civil Rights/Title IX/Section 504/ADA Compliance Officer for the 2022-23 school year.

**CIVIL RIGHTS/
TITLE IX/504/
ADA**

RESOLVED: Dr. Lisa Krueger and Dr. Dean Ramierz are appointed as the Title IX Co-Compliance Officer for the 2022-23 school year.

**TITLE IX
CO-COMPLIANCE**

RESOLVED: Dr. Paul Pietrantone is appointed Section 504 Co-Compliance Officer for the 2022-23 school year.

**504
CO-COMPLIANCE**

RESOLVED: Dr. Paul Pietrantone is appointed Medicaid Compliance Officer for the 2022-23 school year.

**MEDICAID
COMPLIANCE**

RESOLVED: Mrs. Jody Schwarz is appointed Federal Child Nutrition Program Reviewing/Verification Official for the 2022-23 school year.

**FEDERAL CHILD
NUTRITION
OFFICIAL**

RESOLVED: Mr. Jeffery Petrus is appointed Federal Child Nutrition Program Hearing Official for the 2022-23 school year.

**FEDERAL CHILD
NUTRITION
HEARING
OFFICIAL**

RESOLVED: That in compliance with Article 6 of the New York State Public Officers Law and Regulations promulgated by the New York State Committee on Public Access to Records and in compliance with Orchard Park Central School Board of Education Board Policy, Dr. Dean Ramirez is appointed Records Access Officer for the 2022-23 school year. Mrs. Sarah Hornung is appointed Records Management Officer and Data Protection Officer for the 2022-23 school year.

**RECORDS
MANAGEMENT,
RECORDS
MANAGEMENT &
DATA
PROTECTION
OFFICER**

RESOLVED: The Superintendent is hereby authorized to execute a school physician contract for Dr. Gerald Lauria for the 2022-23 for services as the school physician. (attachment #1)

**SCHOOL
PHYSICIAN**

RESOLVED: Mr. David Hack is hereby appointed Director of Health and Director of School Health Services for the 2022-22 school year with an annual stipend of \$10,000.

**DIRECTOR OF
SCHOOL HEALTH**

RESOLVED: That the Orchard Park Central School District hereby appoints the Town of Orchard Park Tax Collector as the Tax Collector for the Town of Boston School Taxes for Orchard Park Central School District Residents and the Board hereby authorizes the Superintendent to sign an agreement with the Town of Orchard Park regarding tax collection for Town of Boston residents.

**TOWN OF
BOSTON
TAX
COLLECTOR**

REPRESENTATIVES

Appointment of Representatives

Motion by Dr. Rogers, seconded by Mrs. Hughes, to approve the following resolutions for the 2022-23 school year:

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

NYSSBA

RESOLVED: Dr. Tinnesz is appointed Voting Delegate NYSSBA Convention.

RESOLVED: Dr. Rogers is appointed Alternate Voting Delegate NYSSBA Convention.

RESOLVED: Mr. Anderson is appointed as Legislative Liaison to NYSSBA.

RESOLVED: Dr. Rogers is appointed as Advocacy Liaison to NYSSBA.

RESOLVED: Mr. Anderson is appointed Representative to the ECASB Legislative Team.

RESOLVED: Dr. Tinnesz is appointed Alternative Representative to ECASB Legislative Team.

ECASB

RESOLVED: Dr. Tinnesz is appointed Voting Delegate to ECASB Delegate Assembly.

RESOLVED: Mrs. Hughes is appointed Alternate to ECASB Delegate Assembly.

RESOLVED: Mr. Provost is appointed the Representative to ECASB Budget & Finance Team.

RESOLVED: Mrs. Sreniawski is appointed the Alternative Representative to ECASB Budget & Finance Team.

AUDIT COMMITTEE

RESOLVED: Mr. Cimo, Dr. Tinnesz and Mr. Anderson are appointed as members of the Audit Committee.

POLICY COMMITTEE

RESOLVED: Mrs. Hughes and Mrs. Sreniawski are appointed as members of the Policy Committee.

FACILITIES COMMITTEE

RESOLVED: Mrs. Sreniawski, Mr. Anderson and Mr. Provost are appointed as members of the Facilities Committee.

CDEP COMMITTEE TECHNOLOGY COMMITTEE

RESOLVED: Dr. Rogers and Mr. Anderson are appointed as members of the CDEP Committee.

RESOLVED: Mr. Anderson is appointed as a member of the Technology Committee.

SAFETY COMMITTEE

NUTRITION COMMITTEE

RESOLVED: Mr. Cimo, Dr. Rogers and Mr. Provost are appointed as members of the District Safety Committee.

RESOLVED: Mrs. Hughes is appointed as a member of the Nutrition Committee.

DESIGNATIONS

Designations

Motion by Dr. Rogers, seconded by Mrs. Hughes, to approve the following resolutions:

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

RESOLVED: The Board of Education does hereby approve the following tentative schedule of Regular Board of Education Meetings as written:

Meetings will convene at 7:00 p.m. (unless otherwise noted). Educational topics for meetings will be planned and additional meetings will be scheduled as deemed necessary by the Board of Education and the Superintendent. Meetings will be conducted in school buildings to be determined.

August 9, 2022 - 6 pm

March 14, 2023

September 13, 2022

March 28, 2023

October 11, 2022

April 18, 2023

November 8, 2022

May 2, 2023

December 13, 2022

May 16, 2023 (annual vote date – HS GYM 7am-9pm)

January 10, 2023

June 13, 2022

February 14, 2023

July 11, 2022

RESOLVED: The Key Bank-Western Region, Bank of America, J.P. Morgan Chase, Manufacturers and Traders Trust Company, Evans Bank N.A., and 5 Star Bank are banks designated Official Depositories for Funds of the Orchard Park Central School District for the school year 2022-23, effective July 1, 2022.

**OFFICIAL
DEPOSITORIES**

RESOLVED: The Orchard Park BEE is designated as the Official School Newspaper for the 2022-23 school year.

**SCHOOL
NEWSPAPER**

Authorizations

Motion by Dr. Rogers, seconded by Mrs. Hughes, to approve the following resolutions for the 2022-23 school year:

AUTHORIZATIONS

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

RESOLVED: The Payroll Department is authorized to make payment of wages of all personnel in the school district in accordance with the agreed and contracted amounts deducted therefore any obligation required by law or agreement. Mr. Jeffrey Petrus, Assistant Superintendent for Business and Support Services, is authorized and directed to certify payrolls for the Board of Education.

**CERTIFY
PAYROLL**

RESOLVED: Mr. Jeffrey Petrus, Assistant Superintendent for Business and Support Services, is authorized to purchase bonds required by law, for the Treasurer and Tax Collector.

**SURETY
BONDS**

RESOLVED: Mr. Jeffrey Petrus, Assistant Superintendent for Business and Support Services, is authorized to establish and manage Petty Cash Funds in an amount not to exceed \$50 in accordance with State Education Law and School Board Policy.

**PETTY
CASH**

RESOLVED: Mr. Jeffrey Petrus, Assistant Superintendent for Business and Support Services, is authorized to invest such portions of the District's money as he may determine in special time Deposit Accounts or in Certificates of Deposits issued by a bank or trust company, provided however, that such investments shall be payable within such time as proceeds shall be needed to meet expenditures for which such money was obtained and further that such transaction meets all the requirements outlined in Law.

**INVESTMENT
OF FUNDS**

RESOLVED: The Superintendent of Schools and the Board of Education President are authorized to sign applications for all Federal Title Programs which the district is entitled to by Federal Law.

**FEDERAL
FUND
SIGNATURE**

RESOLVED: Ms. Tina Frisch, District Treasurer, is authorized to sign all checks from all accounts, including payroll and one voucher order checks. In the event that Ms. Tina Frisch is unavailable to sign checks, Mr. Jeffrey Petrus, Assistant Superintendent for Business is authorized to sign all checks from all accounts, including payroll and one voucher order checks.

**ONE
VOUCHER
CHECKS**

RESOLVED: Ms. Tina Frisch, the District Treasurer is authorized to use a facsimile signature to wit to use a check signer.

**CHECK
SIGNING
DEVICE**

RESOLVED: Mr. David Lilleck, Superintendent of Schools, or his designee, is authorized to approve staff vacation days, personal days, professional or visitation days, conferences and travel as indicated in contractual agreements, Board of Education Policy, and as provided for in the budget.

**STAFF
ABSENCES**

July 11, 2022

**SUPERINTENDENT
ABSENCES**

RESOLVED: The Board President is authorized to approve the vacation days/ personal days, conferences and travel itemized expenses of the Superintendent of School as outlined in contractual agreement.

**BUDGET
TRANSFERS**

RESOLVED: Mr. Jeffrey Petrus, Assistant Superintendent for Business and Support Services is authorized to make necessary budget transfers up to \$20,000 with the approval of the Superintendent as authorized by the New York State Department of Audit and Control regulations and recommended by the New York State Commissioner of Education guidelines.

**CHANGE
ORDERS**

RESOLVED: Mr. Jeffrey Petrus, Assistant Superintendent for Business and Support Services is authorized to implement construction change orders up to \$25,000 with the approval of the Superintendent.

**IHO/504
COMPLIANCE
ON BEHALF OF
BOARD &
IHO
LIST**

RESOLVED: Christine Gray-Tinnesz, Board Member, is authorized as the designee to appoint an Impartial Hearing Officer and a 504 Compliance Officer on behalf of the Board of Education and the New York State Rotational Impartial Hearing Officer List is hereby approved:

66	BRIGLIO	ROBERT	113	LASSINGER	DORA
609	CUTLER-IGOE	ELLEN	116	LAZAN	MICHAEL
86	FLAME	LANA S	537	MCKEEVER	JAMES
735	GLASSER	RANDY	631	MILLMAN	TINA
736	GRONBACH	DAVID	182	TURETSKY	AARON
674	GRONBACH	VANESSA	629	WAHRMAN	ISRAEL S.
675	GUERRA	JEFFREY	186	WALSH	JAMES P.
709	JACOBS	JOHN C	759	WEISS	SEBASTIAN
614	KEEFE	JEANNE	197	WOLMAN	MINDY G.
106	KEHOE	MARTIN J. III	54	ALMELEH	LYNN BOTWINIK

OTHER ITEMS

Other Items

Motion by Dr. Rogers, seconded by Mrs. Hughes, to approve the following resolutions for the 2022-23 school year:

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

**RE-ADOPTION
OF POLICIES,
RULES,
REGULATIONS &
PROCEDURES**

RESOLVED: All policies, rules, regulations, standard practices, and procedures, district-wide school safety plans and building level emergency response plans, including the adopted Code of Ethics heretofore existing in this District, unless specifically amended or changed, are continued in full force and effect.

**DISTRICT
SAFETY
COMMITTEE**

RESOLVED: The following individuals are hereby appointed to serve on the District Safety Committee

Gary Addeo, Custodian, Windom Elementary	William Lynch, High School House II Principal
Bill Bosinski, Superintendent Bldgs. & Grounds	Officer Courtney Mackey, OPPD & SRO
Michelle Busch, Teacher (alternate rep)	Brian Muffoletto, Eggert Elementary Teacher
Joe Carrus, Erie 2 BOCES Safety Risk Coordinator	Jeff Petrus, Assistant Superintendent of Business
Jeff Dolce, South Davis Principal	Scott Roth, Assistant Director of Technology
Karen Fallon, Middle School Teacher	Officer John Starr, OPPD & SRO
Officer Kristen Mazur, OPPD & DARE Officer	Missy Szczesniak, Eggert Elementary Principal
Kelly Giallella, High School Teacher	TBD Ellicott Elementary Teacher
Dave Hack, Director of Athletics	Bernadette Krumpek, Middle School Assistant Principal
Joe Haier, Director of Transportation	Diana Nigro, Ellicott Principal
Kathleen Holowka, Occupational Therapist	Kathryn Tashjian, School Psychologist
Sarah Hornung, Technology Director	David Wert, Windom Elementary Teacher
Philip Johnson, Windom Elementary Principal	Adam Ziccardi, OPTA President, Teacher
Amy Klube, High School Social Worker	Board of Education Members (appointed earlier on this agenda)
Lisa Krueger (appointed earlier on this agenda)	

RESOLVED: The attached list of individuals are hereby appointed to serve on the Committees for Special Education (CSE) and Committees on Preschool for the 2022-23 school year.

- **School Nurses:** Rebecca Banks, Allison Bessel, Bailey Bond, Sarah Johnson, Michelle Luicidi, Melissa Odrzywolski and Catherine Zanghi
- **School Psychologists/Chairpersons:** Joseph Adamec, Jocelyn Hartney, Lindsey Jerge, Jenny Mydzian, Lynn Roberts, Kathryn Tashjian and Allison Weiler
- **District Representatives/Chairpersons:** Minser Beryns
- **Assistant Director/Chairperson:** Elizabeth DiCanio
- **Administrators:** Jeff Dolce, Matthew Fisher, Aaron Grupka, Brandon Hafner, Philip Johnson, William Lynch, Diana Nigro, Missy Szczesniak and Jonathan Wolf
- **Special Education teachers:** The child's special education teacher as defined by applicable federal regulations.
- **General Education teachers:** The child's general education teacher as defined by applicable federal regulations.
- **Guidance Counselors:** Michael Behm, Aaron Bove, Ann Marie Cervoni, Bernadette Clark Ann Linder, Liz Nobel, Amy See, Jennifer Stahl and Kali Supples

RESOLVED: District employees and officials not covered by negotiated contract is established at the IRS rate per mile for the 2022-23 school year.

**MILEAGE
RATES**

RESOLVED: That the Board of Education hereby adopts the attached rate of pay for substitutes and seasonal employees for the 2022-23 school year as follows:

<u>Substitute Teacher Rates</u>	
Per Diem "Certified" Regular School Base Rate	\$140 / day
Per Diem "Non-Certified" Regular School Base Rate	\$115 / day
Regular Substitute (following approximately 40 consecutive days of known vacancy)	on step
Home Instructors Rate	\$36.00 / hour
OT/PT/PPS Per Diem Substitute (Discretion of the District)	\$40.00 / hour
Note: Sub rates for partial summer school days will be pro-rated using 6.5 hours as a full summer school day.	
<u>Substitute Support Staff Rates</u>	
Occasional or Itinerant Substitutes, Extra Workers, Students & Temporary of less than 20 weeks (see CBA Section 3.3)	85% of "G" Schedule
Temporary appointments greater than 20 weeks (see CBA Section 3.4)	"K" Schedule
Registered Professional School Nurse Per Diem	\$24.50 / hour
Bus Drivers	\$20.18 / hour
<u>Substitute Administrator Rates</u>	
Assistant Superintendent Per Diem	\$700 / day
Other Administrator Per Diem	\$500 / day
<u>Seasonal (<10 Weeks during summer)</u>	
New Hires	85% of "H" Schedule
10 Month Employees	See appropriate salary schedule for summer job title
<u>Other Rates</u>	
Bus Driver - Field Trip Rate	\$20.18 / hour

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby recertifies as currently written and presented the District's Plan for Professional Development. (attachment #2)

July 11, 2022

REGULAR BUSINESS

Consensus Items

Motion by Dr. Rogers, seconded by Mrs. Hughes, to approve the following:

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby approves the following consensus items:

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

Consensus Minutes

- June 14, 2022

Consensus Financials Approval (attachment #3)

- Treasurer's Report – May 2022
- Revenue Budget Detail – May 2022
- Budget Transfers Over \$20,000

Consensus Personnel

Personnel Considerations – Teachers and Administrators

Appointments – Extra Class Activity Advisor (Teachers and Others)

Name	Title / Activity	Effective Dates	Employee Group	Salary / Stipend
Stanley, Lynn	TIES Representative	2022/23	Community Member	Up to 13 hrs / week @\$15.03/hr

Appointments – Community Education (Teachers and Others)

Name	Title / Activity	Effective Dates	Employee Group	Salary / Stipend
Farwell, Robert	Driver Education Director	2022-2023	Community Member	\$4,000 of reimbursements for documented expenditures related to disability insurance, life insurance or health insurance incurred

Appointments – Per Diem Substitutes (Teachers and Others)

Name	Title / Activity	Effective Dates	Certification
Proefrock, Amanda	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Feathers-Dirrigl,Tamie	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
McCann, Madonna	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Nicoll, Scott	Substitute Teacher	7/1/22-6/30/23	Uncertified
Tolman, Marcia	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Carbonara, Cheryl	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Faulkner, Nathaniel	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Gembar, Sarah	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Brown, Kayli	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Dolce, Karen	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Edelsberg, Sharon	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Keller, Caroline	Substitute Teacher	7/1/22-6/30/23	Uncertified
Nolan, Susan	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Shupe, Kathy	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Hooven, Antonique	Substitute PPS	7/12/22-8/30/22	Certified
Lockwood, Trisha	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Scaccia, Sarina	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Snieszak, Carol	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified
Weber, Megan	Substitute Teacher/Home Instructor	7/1/22-6/30/23	Certified

Appointments – Coaching (Teachers and Others)

Name	Title / Activity	Effective Dates	Employee Group	Salary / Stipend
Nagle, Lily	Cheerleading - Modified	Fall 2022	Community Member	\$3,741/Step 4
Nagle, Lily	Cheerleading - Modified	Winter 22/23	Community Member	\$3,741/ Step 4

Appointments – Summer – SITS

Name	Title / Position	Rate
Foley, Moira	SITS Director (amended)	Up to 40 days @OPTA §3.3.9
Bystrak, Elizabeth	Teacher	Up to 15 days @OPTA §3.3.9
Sacilowski, Kelly	Substitute teacher (Speech)	@OPTA §3.3.9
Gelslinger, Kaitlin	Substitute teacher	@OPTA §3.3.9
McDonald, Colette	Substitute teacher	@OPTA §3.3.9

Appointments – Summer – Quaker Camp

Name	Title / Position	Rate
Gaeta, Nicolette	Substitute teacher	@OPTA §3.3.9
McDonald, Colette	Substitute teacher	@OPTA §3.3.9
Lindberg, Rae Ann	Substitute teacher	@OPTA §3.3.9
Gelslinger, Kaitlin	Substitute teacher	@OPTA §3.3.9

Appointments – Summer – Pshy

Name	Title / Position	Rate
Hooven, Antonique	School Psyc (DO)	up to 15 days @OPTA §3.3.9

Appointments – Summer – HS Summer School

Name	Title / Position	Rate
Buskey, Alison	Teacher	up to 70 hours @OPTA §3.3.9 (6/27/22 - 8/31/22)
Roman, Antonio	Teacher	up to 70 hours @OPTA §3.3.9 (6/27/22 - 8/31/22)
Redder, Eric	Teacher	up to 70 hours @OPTA §3.3.9 (6/27/22 - 8/31/22)
Snaith, Jaylan	Teacher	up to 70 hours @OPTA §3.3.9 (6/27/22 - 8/31/22)
Storey, Jake	Teacher	up to 70 hours @OPTA §3.3.9 (6/27/22 - 8/31/22)

Appointments – Summer – Guidance Counselors

Name	Title / Position	Rate
Krempa, Angela	Guidance Counselor (EG)	Up to 12 days @ 1/200th

Leaves of Absence (Teachers and Administrators)

Name	Position	Effective Dates	Comment
Kreutinger, Adam	Art teacher (SD)	06/21/22 - 06/24/22	Unpaid LOA §4.6.6
Sollecito, Mollie	Elementary teacher (SD)	06/03/22(am) - 6/14/22 RESCIND	Unpaid LOA §4.1
Andros, Elizabeth	Technology Coach (MS)	2022/2023	Unpaid LOA §4.4
Hartney, Jocelyn	School Psyc (EL)	05/26/22 - 12/20/22 (amend end date)	Unpaid LOA §4.4

Contractual and Others (Teachers and Administrators)

- RESOLVED THAT, upon recommendation of the Superintendent of Schools, Jonathan Wolf will be appointed as the District's Community Education Director effective for the 2022/2023 school year. Mr. Wolf's compensation shall consist of a stipend of \$5,000.

Personnel Considerations – Support Staff**Appointments – Support Staff**

Name	Position (Initial Location)	Type of Appointment	Effective Date	Compensation (Initial Schedule)
Joseph, Natalie	Part-time 10 month Teacher Aide(SD)	Probationary	08/31/22	\$15.69/hr Salary K Schedule
Blazick, Julie	Part-time 10 month Teacher Aide(SD)	Probationary	08/31/22	\$15.69/hr Salary K Schedule
Hirsch, Amanda	Full-time 10 month Licensed Practical Nurse - District Wide	Probationary	08/31/22	\$21.00/hr Salary K Schedule
Yannazio, Lynn	Full-time 12 month Senior Clerk Typist - EG	Contingent	07/12/22	\$17.93/hr Salary K Schedule
Cullen, Meaghan	Full-time 12 month Computer Aide - EG	Probationary	07/12/22	\$16.18/hr Salary K Schedule
Rybarczyk, Melissa	Full-time 12 month Computer Aide - EG	Probationary	07/12/22	\$16.18/hr Salary K Schedule
Cwick, Charmaine	Full-time 12 month Senior Clerk Typist-HS	Probationary	07/11/22	\$23.11/hr Salary B Schedule

Appointments (Support Staff Substitutes)

Name	Title Activity	Effective Dates	Civil Service Title
Dosch, Amanda	Support Staff Substitute	7/1/22-6/30/23	Teacher Aide
Gugino, Sarah	Support Staff Substitute	7/1/22-6/30/23	Monitor, Teacher Aide
Kirsch, Samantha	Support Staff Substitute	7/1/22-6/30/23	Teacher Aide
Pietromicca, Nancy	Support Staff Substitute	7/1/22-6/30/23	Registered Professional Nurse
Gourlay, Rebecca	Support Staff Substitute	7/1/22-6/30/23	Clerical, Teacher Aide
Cieslik, David	Support Staff Substitute	7/1/22-6/30/23	Bus Driver
DiCioccio, Lisa	Support Staff Substitute	7/1/22-6/30/23	Clerical, Teacher Aide, Monitor
Hovey, Eden	Support Staff Substitute	7/1/22-6/30/23	Registered Professional Nurse
Kuciel, Sarah	Support Staff Substitute	7/1/22-6/30/23	Registered Professional Nurse
Rawson, Pamela	Support Staff Substitute	7/1/22-6/30/23	Bus Driver
Sreniawski, Joseph	Support Staff Substitute	7/1/22-6/30/23	Bus Driver
Testa, Robert	Support Staff Substitute	7/1/22-6/30/23	School Monitor
Lawless, Charlene	Support Staff Substitute	7/1/22-6/30/23	Registered Professional Nurse
Welsh, Lisa	Support Staff Substitute	7/1/22-6/30/23	Teacher Aide, Monitor, Attendant

Leaves of Absence (Support Staff)

Name	Title Activity	Effective Dates	Comment
Overfield, MaryKay	Full-time 12 month Principal Clerk Typist - DO	7/20/22-8/18/22	Unpaid Worker's Comp Leave of Absence

Resignations and Retirements (Support Staff)

Name	Position	Effective Dates	Comment
Goralski, Mildred	Part-time 10 month School Monitor	06/10/22	Resignation
Wattles, Dorothea	Part-time 10 month Teacher Aide (EL)	08/15/22	Retirement 15 years of service
Nelson, Emma	Part-time 10 month Teacher Aide (EG)	06/14/22	Resignation
Schaefer, Lisa	Full-time 12 month Clerk Typist - HS	07/15/22	Resignation
Brawdy, Mellissa	Part-time 10 month Teacher Aide (WE)	06/30/22	Resignation
Cwick, Charmaine	Part-time 12 month Senior Clerk Typist (SE)	07/11/22	Resignation contingent upon appointment to Full-time 12 month Senior Clerk Typist. See Item No. 9.5.B.1.7

Contractual and Other (Support Staff)

- The appointment of Dean Ramirez and any of the four (4) appointed Labor relations attorney's available to us from Erie 2 BOCES as per diem hearing officers for the 2022/2023 school year. (Brian Liebenow, Brian Doyle, Brian Hartmann and Kurt Gustafson)

Appointments – Seasonal (Support Staff)

Name	Position	Type/Status	Effective Date	Compensation (Initial Schedule)
Lestenkof, Jared	Laborer	Seasonal	7/5/22-8/30/22	\$16.95/hr
Rowe, Mya	Laborer	Seasonal	7/5/22-8/30/22	\$16.95/hr
Mrowczynski, Frank	Laborer	Seasonal	7/5/22-8/30/22	\$16.95/hr
Stafford, Sebastian	Laborer	Seasonal	7/5/22-8/30/22	\$16.95/hr
Mackiewicz, Daniel	Laborer	Seasonal	7/5/22-8/30/22	\$16.95/hr
Woodward, Amy	Clerical	FT Senior Clerk Typist	up to 20 hours	Salary F Schedule
Nickerson, Steven	Laborer	Seasonal	7/11/22-8/30/22	\$16.95/hr

Consensus Special Education (attachment #5)

- Recommendation by the Committee on Special Education for **Annual Reviews of Fifty (50)** Resident Children
- Recommendation by the Committee on Special Education for the **Program Review of Forty-One (41)** Resident Child
- Recommendation by the Committee on Special Education for the **Initial Educational Placement of Twenty (20)** Resident Children
- Recommendation by the Committee on Special Education for **Declassification of Six (6)** Resident Children
- Recommendation by the 504 Committee for the **Accommodation Plan of Nineteen (19)** Resident Children
- Recommendation by the Committee on Special Education for the **Manifestation Determination of Three (3)** Resident Children
- Recommendation by the Committee on Preschool Special Education for the **Preschool Program Review of Three (3)** Resident Children
- Recommendation by the Committee on Preschool Special Education for the **Preschool Initial Educational Placement of Five (5)** Resident Children
- Recommendation by the Committee on Preschool Special Education for the **Preschool Amendments of Two (2)** Resident Children
- Recommendation by the Committee on Preschool Special Education for the **Preschool Declassification of One (1)** Resident Child

**REPORTS/
ANNOUNCEMENTS**

Comments on Consensus, Comments & Superintendent Announcements

- Mr. Lilleck congratulated the high school team on the outstanding graduation program.
- Mr. Lilleck shared information on the Quaker camp. This year the district is supporting 300 students in grades K-8 and he thanked Dr. Krueger, Mr. Pietrantone and the team for their work on the camp.
- Mr. Lilleck shared that the district is still in need of buses drivers and bus aides. He shared that the district many need to move to neighborhood pickups due to the shortage of drivers.

DISCUSSION

Discussion

- **Final Read of Policies: 7130: Entitlement to Attend - Age & Residency & Policy 7131: Education of Homeless Children and Youth** – Mr. Lilleck reported on the final read of the policies and the necessary changed to support employees of military families and to update the education of homeless children to be in line with our current practices to support our students.
- **Donation from Dave Hack for Scholarships (Revision)** – Mr. Petrus stated this is revision to change to the language from donation of an award to donation of scholarships.
- **Donation of Kilns from Martje McCausland to High School** – Mr. Petrus shared that the kilns are being donated to the art department at the high school.
- **Surplus School Bus** – Mr. Petrus shared the school bus has over 142,000 miles and will be sold via Auctions International as we done with other buses.
- **Obsolete/Surplus Middle School Library Books** – Mr. Petrus shared that the books are surplus and will be discarded or donated.
- **Internal Audit Report and Corrective Action Plan for 2020-21** – Mr. Petrus stated the plan responds to the findings from the 2021 Internal Audit Report. Once approved. The plan will be submitted to the NYSED portal.
- **Board Retreat** – The Board scheduled their retreat for July 26 at 4 pm

ACTION

**RE-ADOPTION
OF POLICIES
7130 & 71341**

ACTION

Motion by Dr. Rogers, seconded by Mrs. Hughes, to adopt the following resolution:

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby re-adopts policies 7130: Entitlement to Attend - Age & Residency & Policy 7131: Education of Homeless Children and Youth as follows:

7130: ENTITLEMENT TO ATTEND -- AGE AND RESIDENCY

All persons residing within the District who are between the ages of five years and 21 years and who have not received a high school diploma are entitled to enroll in the District.

A student who becomes six years of age on or before the first of December in any school year will be required to attend full-time instruction from the first day that the District schools are in session in September of that school year. A student who becomes six years of age after the first of December in any school year will be required to attend full-time instruction from the first day of session in the following September. Each student will be required to remain in attendance until the last day of session in the school year in which the student becomes 16 years of age. Additionally, any student from 16 to 17 years of age who is not employed is required to attend full-time instruction until the end of the school year in which the student turns 17 years of age.

Evidence of a prospective student's age and residency must be presented in such form as is permitted by state and federal law and regulation.

Determination of Student Residency

Residence is established by a child's physical presence as an inhabitant within the District and his or her intent to reside in the District.

A child's residence is presumed to be that of his or her parents or legal guardians. Where a child's parents live apart, the child can have only one legal residence. In cases where parents have joint custody, the child's time is essentially divided between two households, and both parents assume responsibility for the child, the decision regarding the child's residency lies ultimately with the family. Where parents claim joint custody, but do not produce proof of the child's time being divided between both households, residency will be determined on the basis of the child's physical presence and intent to remain within the District.

The presumption that a child resides with his or her parents or legal guardians may be rebutted upon demonstration that custody of such child has been totally and permanently transferred to another individual. The District will not acknowledge living arrangements with persons other than a child's parents or legal guardians which are made for the sole purpose of taking advantage of the District's schools.

The presumption that a child resides with his or her parents or legal guardians may also be rebutted upon demonstration that such child is an emancipated minor. To establish emancipation, a minor may submit documentation of his or her means of support, proof of residency, and an explanation of the circumstances surrounding the student's emancipation, including a description of the student's relationship with his or her parents or persons in parental relationship.

Undocumented Children

Undocumented children are entitled to attend the District's schools, provided they meet the age and residency requirements established by state law. Consequently, the District will not request on any enrollment or registration form, in any meeting, or in any other form of communication, any documentation or information regarding or tending to reveal the immigration status of a child, a child's parent(s), or the person(s) in parental relation. In the event the District is required to collect certain data, it will do so after the child has been enrolled or registered; in no instance will the information be required as a condition of enrollment or continued attendance.

Children of Activated Reserve Military Personnel

Students temporarily residing outside the boundaries of the District, due to relocation necessitated by the call to active military duty of the student's parent or person in parental relation, will be allowed to attend the public school that they attended prior to the relocation. The District is not required to provide transportation between a temporary residence located outside the District and the school the child attends.

Children of employees who have a parent deployed to active military duty may request their child(ren) attend the Orchard Park Central Schools during the school year(s) of the parent's deployment. An employee may make such a request to the Superintendent of Schools by completing the Non-Resident Form (see 7132F), and may submit any supplemental information for the Superintendent's consideration.

The Superintendent will evaluate the request considering class sizes and other factors. The Non-Resident Form is a form that must be submitted on an annual basis, and will be approved or denied on an annual basis for each school year. The District is not required to provide transportation for non-resident children of employees seeking this benefit.

Homeless Children

Determinations regarding whether a child is entitled to attend the District's schools as a homeless child or youth will be made in accordance with Commissioner's regulation Section 100.2(x), as well as applicable District policy.

Family Educational Rights and Privacy Act, 20 USC § 1232g

Education Law §§ 310, 906, 3202, 3205, 3214, and 3218

Family Court Act § 657

8 NYCRR § 100.2(x) and (y)

NOTE: Refer also to Policies #7131 -- Education of Homeless Children and Youth
#7132 -- Non-Resident Students

7131: EDUCATION OF HOMELESS CHILDREN AND YOUTH

The parent/person in parental relation to a homeless child; or the homeless child, together with the homeless liaison designated by the District in the case of an unaccompanied youth; or the director of a residential program for runaway and homeless youth established in accordance with Executive Law Article 19-H, in consultation with the homeless child, where the homeless child is living in that program, may designate either the school district of current location, the school district of origin, or a school district participating in a regional placement plan as the district the homeless child will attend.

In accordance with Commissioner's regulations, a "homeless child" means a child or youth who lacks a fixed, regular, and adequate nighttime residence, including a child who is:

- a) Sharing the housing of other persons due to a loss of housing, economic hardship, or a similar reason;
- b) Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- c) Abandoned in hospitals;
- d) Awaiting foster care placement;
- e) A migratory child who qualifies as homeless in accordance with Commissioner's regulations. The term "migratory child" includes a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who has moved from one school district to another in the preceding 36 months, in order to obtain, or accompanies the parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing work;
- f) A child or youth who has a primary nighttime location that is:
 1. A supervised, publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established in accordance with Executive Law Article 19-H; or
 2. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- g) Considered an "unaccompanied youth":
 1. An unaccompanied youth is a homeless child (for whom no parent or person in parental relation is available) or youth not in the physical custody of a parent or legal guardian.
 2. An unaccompanied youth will not include a child or youth who is residing with someone other than a parent or legal guardian for the sole reason of taking advantage of the schools of the district.

The term "homeless child" shall not include a child in foster care or receiving educational services in accordance with Education Law Sections 3202(4), (5), (6), (6a), or (7) or pursuant to Articles 81, 85, 87 or 88. For example, a child in a family home at board; a school for the intellectually disabled; a hospital or other institution for the care, custody, and treatment of children; youths under the direction of the Division for Youth incarcerated in county correctional facilities or youth shelters; or children residing in child care institutions or schools for the deaf or blind would not be considered "homeless."

Enrollment, Retention and Participation in the Educational Program

Enrollment of homeless children will not be delayed and their ability to continue or participate in the educational program will not be restricted due to issues such as:

- a) Transportation;
- b) Immunization requirements;
- c) Residency requirements;
- d) Birth certificates, medical records, individualized education programs (IEPs), school records, and other documentation;
- e) Guardianship issues;
- f) Comprehensive assessment and advocacy referral processes;
- g) Resolution of disputes regarding school selection;
- h) Proof of social security numbers;
- i) Attendance requirements;
- j) Sports participation rules;
- k) Inability to pay fees associated with co-curricular activities such as club dues and sports uniforms; or
- l) Other enrollment issues.

Educational Programs and Services

The District will provide homeless children and youth with access to all of its programs, activities, and services to the same extent that they are provided to resident students.

Homeless children and youth shall be educated as part of the school's regular academic program. Services must be provided to homeless children and youth through programs and mechanisms that integrate homeless children and youth with their non-homeless counterparts, including programs for special education, vocational and technical education, gifted and talented students, before and after school, English language learners, Head Start, Even Start, and school nutrition. Services provided with McKinney-Vento funds must expand upon or improve services provided as part of the regular school program. Consequently, the District will ensure that homeless children and youth are not segregated in a separate school, or in a separate program within the school, based on their status as homeless; and to the extent feasible consistent with the requirements of Commissioner's Regulations, keep a homeless child or youth in the school of origin except when doing so is contrary to the wishes of the child's or youth's parent or guardian. Further, the District will review and revise policies and practices, including transportation guidelines, that may act as barriers to the enrollment, attendance, school success, and retention of homeless children and youth in the District.

All homeless children and youth are automatically eligible for Title I Part A services whether or not they meet the academic standards or live in a Title I school attendance area. Homeless students may receive Title I educational or support services from schoolwide and targeted-assistance school programs.

Transportation

Where a student experiencing homelessness designates the school district of current location as the district the student will attend, then that district shall provide transportation to the student on the same basis as a resident student, including public preschool (e.g. pre-K). Where the homeless student designates the school district of origin or a school district participating in a regional placement plan, then that district must provide transportation to and from the homeless child's temporary housing and school, not to exceed 50 miles each way unless the Commissioner certifies that the transportation is in the best interests of the child.

A student experiencing homelessness is entitled to transportation to participate in an extracurricular activity (including before and after school programs and athletics) if the lack of transportation poses a barrier to the student's participation, even if it is not provided to permanently housed students.

If transportation is provided for summer school to permanently housed students, students experiencing homelessness must be provided with transportation. If transportation is not provided to permanently housed students, a student experiencing homelessness is entitled to transportation if the lack of transportation poses a barrier to the student's participation in summer school.

When the local social service district or the Office of Children and Family Services is not required to provide transportation, the designated district is responsible for the provision and the cost of the student's transportation.

Transportation responsibilities apply to all school districts regardless of whether or not they receive McKinney-Vento funds. Transportation must be provided during the pendency of enrollment disputes. If the designated district provides transportation for non-homeless preschool children, it must also provide comparable transportation services for homeless preschool children.

School District Liaison for Homeless Children and Youth

The District will designate an appropriate staff person, who may also be a coordinator for other federal programs, as the local educational agency liaison for homeless children and youth to carry out the duties as enumerated in law, Commissioner's regulations and applicable guidance issued by the U.S. and New York State Education Departments. The District will inform school personnel, local service providers, and advocates of the office and duties of the local homeless liaison.

Training

The District will train all school enrollment staff, secretaries, school counselors, school social workers, and principals on the legal requirements for enrollment. School nutrition staff, school registered professional nurses, teachers, and bus drivers will receive training on homelessness that is specific to their field.

Outreach

The District will make every effort to inform the parents or guardians of homeless children and youth of the education, transportation, and related opportunities available to their children including transportation to the school of origin. The parent(s)/guardian(s) will be assisted in accessing transportation to the school they select, and will be provided with meaningful opportunities to participate in the education of their children. Public notice of educational rights of homeless children and youth will be disseminated by the District in places where families and youth are likely to be present (e.g., schools, shelters, soup kitchens), and in comprehensible formats (e.g., geared for low literacy or other community needs).

Dispute Resolution

The District will establish guidelines for the prompt resolution of disputes regarding school selection or enrollment of a homeless child or youth and provide a written explanation, including a statement regarding the right to appeal to the parent or guardian if the District sends the student to a school other than the school of origin or the school requested by the parent or guardian. These disputes will include, but are not limited to, disputes regarding transportation and/or a child's or youth's status as a homeless child or unaccompanied youth.

If there is a factual dispute over whether a student is homeless, the District will immediately enroll the student and then provide the parent/guardian the opportunity to submit verification of homelessness. The student will remain enrolled until a final determination is made by the District and for a minimum of 30 days after the final determination to allow the parent/guardian opportunity to appeal to the Commissioner of Education. If the student files an appeal that contains a request for a stay within 30 days of that final determination, the District must continue to enroll the student until the Commissioner rules on the stay request.

Record and Reporting Requirements

If the District, as the school district of origin, receives a request to forward student records to a receiving district, the records must be forwarded within five days.

The District will maintain documentation regarding all aspects of the District's contact with and services provided to homeless students and youth for possible on-site monitoring by the State Education Department.

The District will collect and transmit to the Commissioner of Education, at the time and in the manner as the Commissioner may require, a report containing such information as the Commissioner determines is necessary to assess the educational needs of homeless children and youths within the state.

McKinney-Vento Homeless Education Assistance Act, as reauthorized by the Every Student Succeeds Act of 2015, 42 USC § 11431, et seq.
Education Law §§ 902(b) and 3209
8 NYCRR § 100.2(x)

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

**ACCEPTANCE
OF DONATION**

Motion by Dr. Rogers, seconded by Mrs. Hughes, to adopt the following resolution:

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby accepts the donation (revision of donation accepted on June 14, 2022) of \$250 from Dave Hack to fund two scholarships for graduating seniors from the 2021-22 school year.

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

**ACCEPTANCE
OF DONATION**

Motion by Dr. Rogers, seconded by Mrs. Hughes, to adopt the following resolution:

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby accepts the donation of two kilns from Martje McCausland valued at approximately \$750.

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

**DECLARATION
OF SCHOOL
BUS AS
SURPLUS**

Motion by Dr. Rogers, seconded by Mrs. Hughes, to adopt the following resolution:

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby declares school bus #174, 2014 Chevy - odometer miles = \$142,285, Vin # 1GB6G5BG1D1142133, Thomas school bus body (surplus is needed do to age and mileage) as surplus.

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

**DECLARATION
OF MIDDLE
SCHOOL
LIBRARY
BOOKS AS
SURPLUS**

Motion by Dr. Rogers, seconded by Mrs. Hughes to adopt the following resolution:

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby declares the middle school library books as listed as surplus. (attachment #)

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

**ADOPTION
OF 2021
INTERNAL
AUDIT
CORRECTIVE
ACTION
PLAN**

Motion by Dr. Rogers, seconded by Mrs. Hughes, to adopt the following resolution:

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby approves the 2021 Internal Audit Corrective Action Plan as written:

Orchard Park Central School District Corrective Action Plan - Internal Auditors' Testing Results June 30, 2021 Contact Person: Jeffrey R. Petrus, Assistant Superintendent for Business Phone: (716) 209-6209, E-mail: jpetrus@opschools.org

Internal Auditor's Recommendation	Responsible Person / Date to be Completed	Corrective Action Planned
PO's should be approved before purchases are made whenever possible.	Asst Supt for Business/ 2021-22 (done)	The Asst. Superintendent for Business reminded all offices that PO's need to be submitted and approved prior to placing an order. In areas where appropriate, blanket PO's can be done ahead of time for small emergency items when a PO cannot be done immediately.
The claims auditor should review all disbursements , regardless of fund	Asst Supt for Business/Internal Claims Auditor 2021-22 (done)	The Asst Supt for Business reviewed this with item with the Claims Auditor to ensure she is reviewing disbursements in all fund, not only the General Fund.
Consider security cameras directed at cash registers	Asst Supt for Business /Director of Technology/Food Service Director 2022-23	The Asst Supt for Business will work with the Director of Technology and Food Service Director to discuss adding a camera for each register in each cafeteria for this purpose.
Maintain all bank deposit slips	Asst Supt for Business /Food Service Director 2021-22 (done)	The Asst Supt for Business has worked with the Food Service Director to make sure all bank deposit slips are maintained and kept on file moving forward.
Someone other than the individual collecting the cash should verify cash collected for each drawer.	Asst Supt for Business /Food Service Director 2021-22 (done)	The Asst Supt for Business has worked with the Food Service Director to change procedures so a different individual other than the person that collected it is verifying cash collected.
District should provide receipts to all students including students who pay by mail.	Asst Supt for Business/Community Ed Supervisor 2022-23	The Asst Supt for Business will work with the Community Ed Supervisor to ensure proper receipts are issued.
District should require pre-payments for courses and maintain documentation of deposits by class and individual.	Asst Supt for Business/Community Ed Supervisor 2022-23	The Asst Supt for Business will work with the Community Ed Supervisor to ensure proper receipts are issued.
District should have segregation of duties between employee in charge of billing and employee in charge of recording cash receipts.	Asst Supt for Business /Community Ed Supervisor 2022-23	The Asst Supt for Business will work with the Community Ed Supervisor to ensure proper receipts are issued.

Lumsden II McCormick, LLP – Certified Public Accountants Cyclorama Building, 369
Franklin Street, Buffalo, NY 14202

RISK AREA: CASH DISBURSEMENTS	
RISK ASSESSMENT: HIGH	
OBJECTIVE:	<ul style="list-style-type: none"> To test internal controls over the disbursements process
TESTING PERFORMED:	<ul style="list-style-type: none"> Judgmentally selected a sample of 25 disbursements from the District's warrant reports for the period January 1, 2021 through December 31, 2021 Determined whether the purchase order (PO) date was prior to the invoice date Determined whether the PO was approved prior to expenditure Determined whether each invoice included claims auditor approval Determined whether the disbursement amount agreed to the invoice and receiving report, if applicable Determined reasonableness of account number used for recording expenditure
RESULTS:	<ul style="list-style-type: none"> All 25 disbursements were supported by approved invoices and supporting documentation that agreed to the canceled checks 23 of the 25 disbursements were approved by the claims auditor; one disbursement selected was from the capital projects fund and one was selected from the trust and agency fund and neither were approved by the claims auditor Four of the 25 disbursements had approved POs dated subsequent to the invoice date
RECOMMENDATIONS:	<ul style="list-style-type: none"> POs should be approved before purchases are made whenever possible The claims auditor should review all disbursements, regardless of fund

July 11, 2022

RISK AREA: CASH RECEIPTS (CAFETERIA)	
RISK ASSESSMENT: LOW	
OBJECTIVE:	<ul style="list-style-type: none"> To test internal controls over the cafeteria cash receipts process
TESTING PERFORMED:	<ul style="list-style-type: none"> Observed cafeteria food service at the high school on January 13, 2022 and additional reconciliation procedures on January 13, 2022 related to January 12, 2022 cash collections Reviewed cash receipts details for the January 14, 2022 deposit Judgmentally selected a sample of 20 receipts from the District's meals cash reports for the period January 1, 2021 through December 31, 2021 Determined whether deposits per the cafeteria register agreed to bank deposit slips Determined whether cash receipts were deposited timely
RESULTS:	<ul style="list-style-type: none"> Of the 20 receipts selected for testing: <ul style="list-style-type: none"> 18 receipts per the register agreed to the corresponding bank deposit slips Two bank deposit slips could not be located All 20 receipts were deposited timely Observation results: <ul style="list-style-type: none"> Payment process begins with student PIN and all students get one free lunch per day; any additional entrees, snacks, or drinks must be purchased directly from the student's account balance or with cash When a student pays with cash, all change is added to the student's account balance Checks are restrictively endorsed Teacher purchases are accounted for using the same process as the students The cashier count is entered into the cash register; differences are investigated and resolved Cash was counted and placed in a locked bag for the courier Cashiers count their own cash drawers; no security cameras are in place
RECOMMENDATIONS:	<ul style="list-style-type: none"> Consider security cameras directed at cash registers Maintain all bank deposit slips Someone other than the individual collecting the cash should verify cash collected for each drawer

RISK AREA: CASH RECEIPTS (COMMUNITY EDUCATION)	
RISK ASSESSMENT: HIGH	
OBJECTIVE:	<ul style="list-style-type: none"> To test internal controls over the community education cash receipts process
TESTING PERFORMED:	<ul style="list-style-type: none"> Judgmentally selected a sample of five community education receipts for the period January 1, 2021 through December 31, 2021 Determined whether checks were restrictively endorsed upon receipt Determined whether the deposit per the register agreed to bank deposit slip Determined whether cash receipts were deposited timely
RESULTS:	<ul style="list-style-type: none"> All five receipts were restrictively endorsed upon collection per discussion with District staff, however no documentation is retained for verification All five receipts per the listing agreed to the corresponding bank deposit slips All five receipts were deposited within seven days
RECOMMENDATIONS:	<ul style="list-style-type: none"> District should provide receipts to all students including students who pay by mail District should require pre-payments for courses and maintain documentation of deposits by class and individual District should have segregation of duties between employee in charge of billing and employee in charge of recording cash receipts

This report is intended solely for the information and use of the Audit Committee, Board of Education, and management. It is not intended to be and should not be used by anyone other than these specified parties.

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

ADJOURNMENT

Adjournment

Motion by Dr. Rogers, seconded by Mrs. Hughes, to adjourn at 8:26 p.m.

Yes –Tinnesz, Rogers, Hughes, Sreniawski and Provost

No – n/a

Motion Unanimously Carried 5-0

Respectfully submitted,

Cheryl A. Connors

District Clerk

Minute Attachments

1. Physician Contract
2. PDP Plan
3. Financials
4. Special Ed. Detail
5. MS Surplus Library Books

Other Attachments

1. Official Meeting Announcements
2. Agenda

July 11, 2022