

**MINUTES OF THE 876 REORGANIZATION & REGULAR BUSINESS MEETING  
BOARD OF EDUCATION  
AMHERST CENTRAL SCHOOL DISTRICT  
July 10, 2018  
District Office Conference Room**

**Present:** Lorry Goldhawk, Jessica McLaughlin, Mark Smith, Paul Steimle, Dominic Vivolo

**Not Present:** Jeanne Ernst, Lynn Errington

**Others Present:** Anthony Panella - Superintendent, Michael Belle-Isle - Assistant Superintendent, Lynn Shanahan - Assistant Superintendent, Laura Bosinski – Business Administrator

Meeting called to order by District Clerk, Deborah Custodi, at 7:00 pm

Oath of Office administered by the District Clerk to elected Board Members, who will take office effective July 1, 2018 to June 30, 2021: Paul Steimle (administered to Jeanne Ernst and Lynn Errington on June 19, 2018).

Motion by Dominic Vivolo, seconded by Lorry Goldhawk to nominate Paul Steimle as President of the Board of Education for the 2018-2019 school year.

Vote for President                      5 AYES                      0 NAYS                      Motion Carried 5 – 0

Mr. Steimle was administered his oath for Board President by the District Clerk.

Motion by Paul Steimle, seconded by Mark Smith, to nominate Jeanne Ernst as Vice President of the Board of Education for the 2018-2019 school year. Mrs. Ernst accepted the nomination as per written consent with the District Clerk.

Vote for Vice President                      5 AYES                      0 NAYS                      Motion Carried 5 - 0

Oath of Office administered to President by the District Clerk. (Newly appointed President officiated remaining portion of the meeting.)

*A motion was made by Lorry Goldhawk and seconded by Jessica McLaughlin to approve the following items: Appointment of Officers IV a-e, Other Appointments V a-v, VI a-i, VII a-g, VIII, IX a-f, and X a-m. The motion unanimously carried (5-0).*

**Appointment of Officers**

- A. District Clerk: Deborah Custodi
- B. District Treasurer: Barbara Williams [oath administered July 5, 2018]
- C. Deputy Treasurer: Daniel Farley [oath administered July 10, 2018]
- D. Internal Claims Auditor: Richard Foley [oath administered July 5, 2018]
- E. Acting Clerk in the absence of the District Clerk: Laura Bosinski

Oath administered by the President to the District Clerk and Acting Clerk in the absence of the District Clerk.

**Other Appointments**

- A. AHERA Local Educational Agency: Mark Rampado
- B. Capital Assets Management Officer: Laura Bosinski
- C. Civil Rights Compliance Officer: Michael Belle-Isle
- D. Community Education Liaison: Darcy Daigler
- E. DASA Coordinators: School Social Workers
- F. External Auditor: TBD
- G. Financial Advisor: Capital Markets
- H. Freedom of Information Officer: Michael Belle-Isle
- I. Homeless Children & Youth Liaison: Michael Belle-Isle
- J. Infection Control Officer: Kiel Illg
- K. Internal Auditor: Lumsden & McCormick, LLP
- L. Purchasing Agent: Laura Bosinski
- M. Medicaid Compliance Officer: Michael Belle-Isle

- N. Residency Determinations: Michael Belle-Isle
- O. Records Access Officer: Nicholas Fudoli
- P. Records Management Officer: Michael Belle-Isle
- Q. School Attorney: Hodgson Russ LLP
- R. School Pesticide Representative: Mark Rampado
- S. School Physician: Dr. Mark Costanza [Healthworks]
- T. Special Education Attorney: Kenney Shelton Liptak Nowak LLP
- U. Title VI, VII, IX, Section 504 Compliance Officers: Michael Belle-Isle, Laura Bosinski
- V. Extraclassroom Activities Fund Treasurers
  - 1. High School: Gregory Pigeon
  - 2. Middle School: John Griesmer
  - 3. Smallwood: Daniel Lewis
  - 4. Windermere (K-2): Mary Lavin
  - 5. Windermere (3-5): Julie Flanagan

Board of Education Appointments

- A. Delegate for ECASB Delegate Assembly: Lorry Goldhawk
- B. Representative to ECASB Budget and Finance Team: Mark Smith
- C. Alternate Representative to ECASB Budget and Finance Team: Lorry Goldhawk
- D. Representative to ECASB Legislative Team: Jeanne Ernst
- E. Alternate Representative to ECASB Legislative Team: Lynn Errington
- F. Voting Delegate to NYSSBA Annual Business Meeting: Jessica McLaughlin
- G. Alternate Voting Delegate to NYSSBA Annual Business Meeting: Lorry Goldhawk
- H. Impartial Hearing Officer List:
- I. Impartial Hearing Officer Approval: Board President or Vice-President

Committee Appointments

- A. Audit Committee: Mark Smith, Patrick Tan, Dominic Vivolo
- B. Committee on Special Education
- C. Committee on Preschool Special Education
- D. Concussion Management Team: Athletic Director, School Nurse, School Physician, Coach of Interscholastic Team, Certified Athletic Trainer.
- E. Policy Committee: Deborah Custodi, Lynn Errington, Jessica McLaughlin, Anthony Panella
- F. Safety Committee
- G. Wellness Committee

Bonding of Personnel

- A. Approval of a blanket bond in the amount of \$1,000,000, which covers all district employees

Designations

- A. Authorize signatures for signing checks over \$5,000: Laura Bosinski, Anthony Panella, Michael Belle-Isle
- B. Board of Education meetings to be held in accordance with calendar approved 4/17/18
- C. Certify the Payrolls: Laura Bosinski, Anthony Panella, Michael Belle-Isle
- D. Official Bank Depository: Manufacturers & Traders Trust Co., J.P. Morgan Chase & Co., Keybank
- E. Official Newspapers: The Amherst Bee, the Buffalo News, Business First
- F. Petty Cash Funds
  - 1. High School, Gregory Pigeon (\$100)
  - 2. Middle School, John Griesmer (\$100)
  - 3. Smallwood, Daniel Lewis (\$100)
  - 4. Windermere, Mary Lavin (\$100)
  - 5. District Office, Jennifer Boettcher (\$100)
  - 6. School Lunch Fund, Susan Sheehan (\$400)

Authorizations

- A. Authorize the Board President to approve the Superintendent's time away from work
- B. Authorize Superintendent as the official media spokesperson
- C. Authorize Superintendent as grant coordinator for Federal and State grants
- D. Authorize Superintendent to approve budget transfers under \$25,000 in accordance with board policy
- E. Authorize Superintendent to serve as Designated Official to receive court notifications
- F. Authorize Superintendent to sign capital project change orders up to \$25,000

- G. Authorize Lynn Shanahan to approve travel and conference attendance for employees including the Superintendent
- H. Authorize Assistant Superintendent of Student & Staff Services to sign off on all official documents in the Superintendent's absence
- I. Authorize Assistant Superintendent of Student & Staff Services to serve as the Privacy Officer for Employee Health Benefits Plan – Vision Plan – Dental Plan: Notice of Privacy Protection (Policy #6480), as well as Student Medical Information – Use and Disclosure: Notice of Privacy Practices (Policy #7515)
- J. Authorize School Business Administrator to approve Superintendent's expenses
- K. Authorize School Business Administrator to represent the District as a member of the Board of Directors of the Erie 1 Self-Funded Worker's Compensation Consortium
- L. Authorize School Business Administrator and Treasurer to invest funds
- M. Authorize contracts:
  - 1. Excelsior Orthopaedics LLP
  - 2. Pediatric Home Nursing Services, Inc.
  - 3. Supplemental Health Care

#### Other Items

- A. Adopt the New York State Archives Record Retention & Disposition Schedule ED-1
- B. Approve Breakfast and School Lunch prices
- C. Approve the District's fixed asset threshold to be \$5,000
- D. Approve District participation in the cooperative bidding efforts coordinated by Erie 1 BOCES and Amherst Utility Cooperative and U.S. Communities
- E. Approve District participation in the joint purchasing agreement coordinated between SweetHome Central School District and Williamsville Central School District
- F. Approve District participation in the Federal Free and Reduced Lunch Program
- G. Approve Erie 1 BOCES Labor Relations Services as the District's designated Impartial Hearing Officers for the purpose of conducting such hearings as may be necessary under Civil Service Law Section 71 & 73
- H. Approve hourly charges for use of facilities
- I. Approve mileage reimbursement rate as per IRS standards
- J. Approve non-resident tuition rates
- K. Approve Revenue Anticipation Note should it be needed
- L. Reaffirm and adopt the District Code of Conduct
- M. Reaffirm and adopt the District-wide School Safety Plan and the Safety Plans for the Amherst Central High School, Amherst Middle School, Smallwood Drive School and Windermere Boulevard School pursuant to The Schools Against Violence in Education Act
- N. Reaffirm and adopt the policies contained in the District's Policy Manual

A motion to adjourn the Reorganization portion of the meeting was made by Dominic Vivolo seconded by Lorry Goldhawk. Motion unanimously carried (5-0).

Regular portion of meeting began at 7:06pm.

#### **REPORT OF SPECIAL COMMITTEES**

None

#### **SUPERINTENDENT'S REPORT**

##### **Board of Education Protocol**

Superintendent Panella requested the board review the Board of Education Protocol. No changes were asked to be made.

##### **Committee Representation**

President Steimle along with the board reviewed those members sitting on committees. All members were in agreement and no changes were made.

*A motion was made by Jessica McLaughlin and seconded by Mark Smith to approve the following New Business Items: XVIII a-l, Personnel Items XIX a-e, and Financial Items XX b, c, and f. The motion unanimously carried (5-0).*

#### **NEW BUSINESS**

- a. **Approve** Minutes of June 19, 2018 Regular Business Meeting.

- b. **Approve** the Recommendations of the Committee on Special Education and the Subcommittee on Special Education.
- c. **Approve** the Recommendations of the Committee on Preschool Special Education.
- d. **Approve** agreement between Amherst Central School District and Buffalo Philharmonic Orchestra
- e. **Approve** agreement between Amherst Central School District and Premier Consulting Associates, LLC
- f. **Approve** the District's Internal Audit Report and Corrective Action Plan
- g. **Approve** disposing 40 Textbooks: Pre-Algebra
- h. **Approve** the Honorarium Request from the High School in the amount of \$65.00 payable to Katrina McQuiggan for teaching pre-season field hockey (Funds Generated from Field Hockey Account)
- i. **Approve** the Honorarium Request from the High School in the amount of \$660.00 payable to Nicole Sidebottom for field hockey pre-season/summer training (Funds Generated from Field Hockey Account)
- j. **Approve** the Honorarium Request from the High School in the amount of \$65.00 payable to Natasha Perkins for salsa dance lessons for Spanish Club (Funds Generated from Spanish Club Fundraising)
- k. **Approve** the Honorarium Request from the High School in the amount of \$100.00 payable to Matthew Pendrak for coordinating the administration of the Music Theory Exam (Funds Generated from Student Testing)
- l. **Approve** disposing Excess Technology Inventory: Please see attached.

## PERSONNEL

### Administrative

1. Appoint **Scott Lawniczak**, who holds a valid Initial School Building Leader certificate, to a **four-year probationary appointment as a High School Assistant Principal--Secondary Assistant Principal** tenure area (replacing Timothy Wiles) effective July 9, 2018 through July 8, 2022.

### Instructional – Faculty

1. Appoint **Danielle Gorney**, current Elementary Teacher long-term, part-year substitute who holds a valid initial Childhood Education (1-6) certificate to a **four-year probationary appointment as an Elementary Teacher**--Elementary tenure area 30.5 at Windermere Boulevard School (replacing Grace Maylin) effective August 29, 2018. The probationary expiration date will be contingent on the individual's overall APPR ratings. To receive tenure, the individual must receive overall APPR ratings of "effective" or "highly effective" in at least three of four preceding years, including the tenure year.
2. Appoint **Melissa Stasio**, who holds a valid Permanent School Counselor certificate, to a **three-year probationary appointment as a School Counselor**—special subject tenure area 30.8(b)(2) at Windermere Boulevard School (replacing Joanne Kreher) effective August 29, 2018 through August 28, 2021 (one year prior tenure credit).
3. Approve **maternity/child care leave** for **Allison Damon**, Math/Reading Specialist at Windermere Boulevard School, effective September 10, 2018 through October 19, 2018 (tentative dates).
4. Approve a **change in status** for **Kimberly Higgins**, current Math Teacher Long-term Part-year substitute, to an **Encumbered Math Teacher** (replacing Amy Sorrentino) through the end of the 2018-19 school year.
5. Reappoint **Robert Close** as **Encumbered Social Studies Teacher at the High School** (replacing Erin Rountree) through April 3, 2019.
6. Reappoint **Gina Spiotta**, as an **Encumbered School Counselor** (replacing Michelle Thomson) effective through the first semester of the 2018-19 school year (tentative date).

### Instructional Teaching Assistants

1. Accept with regret and appreciation the **resignation** of **Emily Greetham**, part-time Teaching Assistant at Windermere Boulevard School, effective June 20, 2018.
2. Accept with regret and appreciation the resignation for the purpose of **retirement** of **Rita Bencini**, part-time Teaching Assistant at Smallwood Drive School, effective June 20, 2018.

### Civil Service

1. **Terminate** the employment of **Nadine Cascio**, Special Education Teacher Aide at the Middle School, retroactive to May 4, 2018.
2. Approve a **leave of absence** for **Deborah Custodi** from her position as a Principal Clerk Typist in order that she may serve as Secretary to the Superintendent, District Clerk and Board Secretary for the 2018-19 school year in accordance with civil service rules and regulations.

**Other**

1. Approve **Kimberly King** as the **Secondary Math Curriculum Leader** and reappoint current **Curriculum Teacher Leaders** for the 2018-19 school year.
2. Approve the following **additional 2018 SDS/WBS Elementary Summer Scholars Program Staff**: Kimberly Zielinski and Stephanie Slocum as Program Leaders; Julie Furlong, Debra Davern and Brendan Bardo as substitutes.
3. Approve **non-salaried employee wages and annual additional pay items** for the 2018-19 school year.
4. Approve the following for **Summer Grounds Workers**: D'Shaun Barefield, Christopher Corby, Hailey Gardner, Anne-Sophie Hellman, Michael Irish-Ryan, Shane Keyes, Micah Schmitt, Barbara Sheehan retroactive to July 9, 2018 through August 2018 (tentative dates)

**FINANCIAL REPORTS**

Budget Transfers Report: General Fund (June/July 2018), capital Projects Fund (June 2018); Budget Transfers Report [over \$25,000] General Fund (June 2018), Capital Projects Fund (June 2018), School Lunch Fund (June 2018); Internal Claims Auditor Reports (6/8/18, 6/22/18, 6/29/18)

President Steimle welcomed Mr. Lawniczak, Ms. Gorney, and Ms. Stasio to Amherst.

**Follow Up Action Items**

- 1) None

A motion to adjourn to Executive Session to discuss contract negotiations with Amherst Paraprofessional Association and employment of a particular individual was made by Lorry Goldhawk seconded by Jessica McLaughlin. Motion unanimously carried (5-0).

The board convened to Executive Session at 7:11 PM.

A motion to convene to Public Session was made by Lorry Goldhawk, seconded by Jessica McLaughlin. Motion unanimously carried (5-0).

The board convened to Public Session at 8:24 PM.

A motion to adjourn the meeting was made by Dominic Vivolo, seconded by Mark Smith. Motion unanimously carried (5-0).

The meeting adjourned at 8:25 PM.

The next regular Board of Education meeting to be held on Tuesday, August 14, 2018 at 7:00 PM.

Respectfully submitted by: Deborah Custodi, District Clerk