

**MINUTES OF THE 896 REORGANIZATION & REGULAR BUSINESS MEETING
BOARD OF EDUCATION
AMHERST CENTRAL SCHOOL DISTRICT
July 9, 2018
Windermere Boulevard School, Library Media Center**

Present: Jeanne Ernst, Lynn Errington, Lorry Goldhawk, Jessica McLaughlin, Mark Smith, Paul Steimle, Dominic Vivolo

Not Present: None

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 7:01 pm

Oath of Office administered by the District Clerk to elected Board Members, who will take office effective July 1, 2019 to June 30, 2022: Lorry Goldhawk and Dominic Vivolo.

Motion by Jeanne Ernst, seconded by Mark Smith to nominate Paul Steimle as President of the Board of Education for the 2019-2020 school year.

Vote for President: 7 AYES 0 NAYS Motion Carried 7 – 0

Motion by Paul Steimle, seconded by Jessica McLaughlin, to nominate Jeanne Ernst as Vice President of the Board of Education for the 2019-2020 school year.

Vote for Vice President: 7 AYES 0 NAYS Motion Carried 7 - 0

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

Committee Representation

President Steimle along with the board reviewed those members sitting on committees. NYSSBA delegates were changed otherwise no changes were made.

A motion was made by Lorry Goldhawk and seconded by Jessica McLaughlin to approve the following items: Appointment of Officers IV a-f, Other Appointments V a-aa, VI a-i, VII a-g, VIII, IX a-f, and X a-m. The motion unanimously carried (7-0).

Appointment of Officers

- A. District Clerk: Deborah Custodi
- B. District Treasurer: Barbara Williams [oath administered July 11, 2019]
- C. Deputy Treasurer: Daniel Farley [oath administered July 11, 2019]
- D. Internal Claims Auditor: Richard Foley [oath administered July 11, 2019]
- 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: (Attachment)
- F. District Privacy Officer: Lynn Shanahan
- G. District Nurse Coordinator: Lisa Tagliarino
- H. External Auditor: Drescher & Malecki LLP
- I. Financial Advisor: Capital Markets
- J. Foster Care Liaison: Michael Belle-Isle
- K. Freedom of Information Officer: Michael Belle-Isle
- L. Homeless Children & Youth Liaison: Michael Belle-Isle

- M. Infection Control Officer: Jeffrey Wheaton
- N. Internal Auditor: Lumsden & McCormick, LLP
- O. Medicaid Compliance Officer: Michael Belle-Isle
- P. Mental Health Liaison: Maria Oddo
- Q. Purchasing Agent: Laura Bosinski
- R. Residency Determinations: Michael Belle-Isle
- S. Records Access Officer: Nicholas Fudoli
- T. Records Management Officer: Michael Belle-Isle
- U. School Attorney: Hodgson Russ LLP
- V. School Pesticide Representative: Mark Rampado
- W. School Physician: Dr. Mark Costanza [Healthworks]
- X. Section 504 Compliance Officer: Michael Belle-Isle
- Y. Special Education Attorney: Kenney Shelton Liptak Nowak LLP
- Z. Title VI, VII, IX Officers: Michael Belle-Isle, Laura Bosinski
- AA. Extraclassroom Activities Fund Treasurers
 - 1. High School: Gregory Pigeon
 - 2. Middle School: John Griesmer

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: Lorry Goldhawk
- G. Alternate Voting Delegate to NYSSBA Annual Business Meeting: Jessica McLaughlin
- H. Impartial Hearing Officer List: Attachment
- 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 5/7/19
- 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, Julie Flanagan (\$100)
 - 5. Athletics, Jeffrey Wheaton (\$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. Management Advisory Group
 - 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 as follows: Breakfast K-12 \$1.25; Lunch K-8 \$2.40; Lunch 9-12 \$2.45
- 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 School Municipal Energy Consortium
- E. Approve District participation in the joint purchasing agreement coordinated between SweetHome Central School District and Williamsville Central School District
- F. Approve the purchase of certain materials, supplies and services at a price determined to be "best value", rather than lowest responsible bidder
- G. Approve District participation in the Federal Free and Reduced Lunch Program
- H. 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, & 75
- I. Approve hourly charges for use of facilities
- J. Approve mileage reimbursement rate as per IRS standards
- K. Approve non-resident tuition rates
- L. Approve Revenue Anticipation Note should it be needed
- M. Reaffirm and adopt the District Code of Conduct
- N. 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
- O. 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 Jeanne Ernst seconded by Dominic Vivolo. Motion unanimously carried (7-0).

Regular portion of meeting began at 7:11pm.

REPORT OF SPECIAL COMMITTEES

None

SUPERINTENDENT'S REPORT

Board of Education Protocol

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

Board Topics for 2019-2020

The Board previewed the topics proposed by Superintendent Panella for the upcoming school year.

A motion was made by Jessica McLaughlin and seconded by Mark Smith to approve the following New Business Items: XVIII a-j and Personnel Items XIX a-d. The motion unanimously carried (7-0).

NEW BUSINESS

- a. Approve **Minutes** of June 18, 2019 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 the District's **Internal Audit Report**
- e. Approve the District's **Professional Learning Plan 2018-2021**
- f. Approve rejection of all **2018-2019 Capital Outlay Bids** due to exceeding the \$100,000 limit for the base scope of work
- g. Approve the District's participation in the **Sourcewell Purchasing Cooperative**
- h. Approve disposal of one (1) **trombone** from the Middle School
- i. Approve disposing of **obsolete textbooks** from Amherst Middle School: (Attachments)
- j. Approve disposing of **obsolete textbooks** from Amherst High School: (Attachment)

PERSONNEL

Instructional – Faculty

1. Approve **maternity/child care leave** for **Leigh Worrall**, School Psychologist at the Middle School, effective November 20, 2019 through February 14, 2020 (tentative dates)
2. Appoint **Kaleigh Creeden**, who holds a valid provisional School Counselor certificate, as **School Counselor long-term substitute** at the Middle School (replacing Michelle Thomson) effective August 27, 2019 through January 24, 2020 (tentative dates)

Instructional Teaching Assistants

1. Accept with regret and appreciation the resignation for purposes of **retirement of Barbara Vitello**, Teaching Assistant-Special Education at Windermere Boulevard School effective June 24, 2019
2. Accept with regret and appreciation the **resignation of Dawn Smith**, part-time Teaching Assistant at Smallwood Drive School, effective June 24, 2019

Civil Service

1. Amend the appointment of **Marie Lundquist**, Microcomputer Decision Support Specialist--37.5 hours/week at the District Office, from probationary to **permanent** retroactive to July 2, 2019, upon successful completion of her 26-week probationary period in accordance with civil service rules and regulations
2. Amend the appointment of **Jason Banach**, Laborer--40 hours/week at the High School, from probationary to **permanent** retroactive to July 4, 2019, upon successful completion of his 26-week probationary period in accordance with civil service rules and regulations
3. Amend the appointment of **Katelyn Pietzak**, Laborer--40 hours/week at the High School, from probationary to **permanent** retroactive to July 4, 2019, upon successful completion of her 26-week probationary period in accordance with civil service rules and regulations
4. 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 2019-20 school year
5. Appoint **Robyn Myers**, current Laborer, to a 26-week probationary period as **Custodian**-12-month (40 hours/week) at Smallwood Drive School (replacing Robert Germain) effective July 10, 2019 through January 8, 2020

Other

1. Approve **non-salaried employee wages** and annual additional pay items for the 2019-20 school year
2. Approve employees for the **2019-20 Community Education Program**
3. Approve changes to the **2019 SDS/WBS Elementary Summer Scholars Program Staff**

Follow Up Action Items

- 1) Ms. Custodi to schedule a meeting with Mr. Horning, Superintendent Panella, Mrs. Goldhawk and Mrs. McLaughlin.
- 2) Finalize building visits for August 29, 2019 at 3:00 pm.
- 3) Finalize a board retreat for October 22, 2019 at 5:30 pm.

A motion to adjourn to Executive Session to discuss employment of a particular person was made by Jessica McLaughlin seconded by Lorry Goldhawk. Motion unanimously carried (7-0).

The board convened to Executive Session at 7:25 PM.

A motion to convene to Public Session was made by Jeanne Ernst, seconded by Dominic Vivolo. Motion unanimously carried (7-0).

The board convened to Public Session at 8:23 PM.

A motion to adjourn the meeting was made by Lorry Goldhawk, seconded by Mark Smith. Motion unanimously carried (7-0).

The meeting adjourned at 8:23 PM.

The next regular Board of Education meeting to be held on Tuesday, August 13, 2019 at 7:00 PM.

Respectfully submitted by: Deborah Custodi, District Clerk