

**MINUTES OF THE 916 REORGANIZATION & REGULAR BUSINESS MEETING
BOARD OF EDUCATION
AMHERST CENTRAL SCHOOL DISTRICT
July 7, 2020
Windermere Boulevard School, Cafeteria**

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

Not Present: Jeanne Ernst

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, 2020 to June 30, 2023: Jessica McLaughlin and Mark Smith.

Motion by Jessica McLaughlin, seconded by Mark Smith to nominate Paul Steimle as President of the Board of Education for the 2020-2021 school year.

Vote for President: 6 AYES 0 NAYS Motion Carried 6 – 0

Motion by Paul Steimle, seconded by Jessica McLaughlin, to nominate Jeanne Ernst as Vice President of the Board of Education for the 2020-2021 school year. Mrs. Ernst accepted the nomination as per written consent with the District Clerk.

Vote for Vice President: 6 AYES 0 NAYS Motion Carried 6 - 0

Oath of Office administered to President by the District Clerk. Oath will be administered to Vice-President at August meeting. (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 Lynn Errington to approve the following items: Appointment of Officers IV a-f, Other Appointments V a-dd, VI a-i, VII a-f, VIII, IX a-f, X a-m and XI a-o. The motion unanimously carried (6-0).

Appointment of Officers

- A. District Clerk: Deborah Custodi
- B. District Treasurer: Barbara Williams [oath administered July 8, 2020]
- C. Deputy Treasurer: Daniel Farley [oath administered July 8, 2020]
- D. Internal Claims Auditor: Richard Foley [oath administered July 9, 2020]
- 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. Chief Faculty Counselors: John Griesmer, Gregory Pigeon
- D. Civil Rights Compliance Officer: Michael Belle-Isle, Laura Bosinski
- E. Community Education Liaison: Darcy Daigler
- F. DASA Coordinators
- G. Data Privacy Officer: Lynn Shanahan
- H. District Nurse Coordinator: Lisa Tagliarino
- I. External Auditor: Drescher & Malecki LLP
- J. Extraclassroom Central Treasurer: Karol Faust, Elizabeth Mason
- K. Extraclassroom Faculty Advisor: TBD

- L. Extraclassroom Faculty Auditor: Laura Bosinski
- M. Financial Advisor: Capital Markets
- N. Foster Care Liaison: Jill Glowniak
- O. Freedom of Information Officer: Michael Belle-Isle
- P. Homeless Children & Youth Liaison: Jill Glowniak
- Q. Infection Control Officer: Jeffrey Wheaton
- R. Internal Auditor: Lumsden & McCormick, LLP
- S. Medicaid Compliance Officer: Michael Belle-Isle
- T. Mental Health Liaison: Maria Oddo
- U. Purchasing Agent: Laura Bosinski
- V. Residency Determinations: Michael Belle-Isle
- W. Records Access Officer: Nicholas Fudoli
- X. Records Management Officer: Michael Belle-Isle
- Y. School Attorney: Hodgson Russ LLP
- Z. School Pesticide Representative: Mark Rampado
- AA. School Physician: Dr. Mark Costanza [Healthworks]
- BB. Section 504 Compliance Officer: Maria Oddo
- CC. Special Education Attorney: Patrick McNelis, LLC
- DD. Title VI, VII, IX Compliance Officers: Michael Belle-Isle, Laura Bosinski

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: Mark Smith
- E. Alternate Representative to ECASB Legislative Team: Lynn Errington
- F. Voting Delegate to NYSSBA Annual Business Meeting: Mark Smith
- G. Alternate Voting Delegate to NYSSBA Annual Business Meeting: Jessica McLaughlin
- H. Impartial Hearing Officer List
- I. Impartial Hearing Officer Approval: Board President or Vice-President

Committee Appointments

- A. Audit Committee: Patrick Tan, Mark Smith, Dominic Vivolo
- B. Committee on Special Education and Committee on Preschool Special Education
- C. Concussion Management Team: Athletic Director, School Nurse, School Physician, Coach of Interscholastic Team, Certified Athletic Trainer, Physical Education Teacher.
- D. Policy Committee: Deborah Custodi, Anthony Panella, Lynn Errington, Jessica McLaughlin
- E. Safety Committee
- F. 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 3/17/20
- 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, J. Richard Crozier (\$100)
 - 4. Windermere, Julie Flanagan (\$100)
 - 5. Athletics, Jeffrey Wheaton (\$100)
 - 6. District Office, Jennifer Boettcher (\$100)
 - 7. School Lunch Fund, Tracey Ogilvie (\$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 Assistant Superintendent Curriculum, Instruction & Technology 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 and School Municipal Energy 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. Approve Tax Anticipation Note should it be needed
- N. Reaffirm and adopt the District Code of Conduct
- 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 Dominic Vivolo seconded by Lorry Goldhawk. Motion unanimously carried (6-0).

Regular portion of meeting began at 7:07 pm.

REPORT OF SPECIAL COMMITTEES

Board member Lynn Errington stated the Policy Committee agreed to put forth the new Procurement Policy on this agenda.

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 2020-2021

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

Reopening Planning Process

Superintendent Anthony Panella reviewed how the planning teams are creating thoughtful and safe reopening plans that support students, staff and the community.

A motion was made by Dominic Vivolo and seconded by Lorry Goldhawk to approve the following New Business Items: XVIII a-f and Personnel Items XIX a-c. The motion unanimously carried (6-0).

NEW BUSINESS

- A. Approve **Minutes** of June 23, 2020 Regular Board 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 an **agreement** between Amherst Board of Education and Superintendent Anthony Panella effective July 1, 2020 through June 30, 2025
- E. Approve an **agreement** between Town of Amherst and Amherst Central School District for school district resource officer program effective July 1, 2020 through June 30, 2021.
- F. Approve (first reading) **new policy #5413 Procurement: Uniform Grant Guidance for Federal Awards.**

PERSONNEL

Instructional – Faculty

1. Appoint **Ashley Dikeman, previous long-term substitute for Lauren Honsberger** who holds a valid initial Early Childhood (B-2) certificate and will obtain an initial Childhood Education (1-6) certificate, **to a four-year probationary appointment as an Elementary Teacher—elementary tenure area 30.5** at Smallwood Drive School (new position) effective August 24, 2020. 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 **Kevin Hibbard**, who holds a valid permanent Art certificate, to a **four-year probationary appointment as an Art teacher—special subject tenure area 30.8(a)(1)** at the High School and Middle School (replacing Juliana Curtis) effective August 24, 2020. 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.
3. Appoint **Kiersten Roetzer**, who holds a valid initial Music certificate, **to a four-year probationary appointment as a Music/Band Teacher—special subject tenure area 30.8(a)(11)** at the High School (replacing Craig Incontro) effective August 24, 2020. 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.

Civil Service

1. Amend the appointment of **Sally Cukierski**, Principal Clerk Typist in the Middle School, from **probationary to permanent** effective July 3, 2020 upon successful completion of her 26-week probationary period.
2. Amend the appointment of **Aaron Cumpston, regular part-time laborer (20 hours/week)** in the Middle School, **from probationary to permanent** effective July 22, 2020 upon successful completion of his 26-week probationary period in accordance with the ASSA contract.
3. Approve a **leave of absence** for **Deborah Custodi** from her position as a Principal Clerk Typist in order that she may serve as District Clerk/Board Secretary and Secretary to the Superintendent for the 2020-21 school year in accordance with civil service rules and regulations.

Other

1. Approve an **additional pay item** for the 2020-21 school year.

Follow Up Action Items

1. Add additional requested items to the Board Topics list.

A motion to adjourn to Executive Session to discuss employment of a particular person was made by Lynn Errington seconded by Mark Smith. Motion unanimously carried (6-0).

The board convened to Executive Session at 8:01 PM.

A motion to convene to Public Session was made by Jessica McLaughlin, seconded by Mark Smith. Motion unanimously carried (6-0).

The board convened to Public Session at 8:40 PM.

A motion to adjourn the meeting was made by Dominic Vivolo, seconded by Lynn Errington. Motion unanimously carried (6-0).

The meeting adjourned at 8:40 PM.

The next regular Board of Education meeting to be held on Tuesday, August 11, 2020 at 7:00 PM.

Respectfully submitted by: Deborah Custodi, District Clerk