

**MINUTES OF THE 934 REORGANIZATION & REGULAR BUSINESS MEETING
BOARD OF EDUCATION
AMHERST CENTRAL SCHOOL DISTRICT
July 13, 2021
Amherst Middle School, District Office**

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 7:00 pm

Oath of Office administered by the District Clerk to elected Board Members, who will take office effective July 1, 2021 to June 30, 2024: Jeanne Ernst, Lynn Errington and Paul Steimle.

Jeanne Ernst nominated Paul Steimle for President. Motion by Lynn Errington, seconded by Jessica McLaughlin to nominate Paul Steimle as President of the Board of Education for the 2021-2022 school year.

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

Paul Steimle nominated Jeanne Ernst for Vice President. Motion by Lynn Errington, seconded by Lorry Goldhawk, to nominate Jeanne Ernst as Vice President of the Board of Education for the 2021-2022 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. All committee appointments remain the same as the prior year.

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

Appointment of Officers

- A. District Clerk: Deborah Custodi
- B. District Treasurer: Barbara Williams [oath administered July 8, 2021]
- C. Deputy Treasurer: Daniel Farley [oath administered July 8, 2021]
- D. Internal Claims Auditor: Richard Foley [oath administered July 8, 2021]
- 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. Census Enumerator: Laura Bosinski
- D. Census Enumerator Assistants: Daniel Farley, Lisa Sommer
- E. Chemical Hygiene Officer: Mark Rampado
- F. Chief Emergency Officer: Michael Belle-Isle
- G. Chief Faculty Counselors: John Griesmer, Gregory Pigeon
- H. Civil Rights Compliance Officer: Michael Belle-Isle, Laura Bosinski
- I. Community Education Liaison: Darcy Daigler
- J. DASA Coordinators: School Social Workers
- K. Data Privacy Officer: Lynn Shanahan

- L. District Nurse Coordinator: Lisa Tagliarino
- M. External Auditor: Drescher & Malecki LLP
- N. Extraclassroom Central Treasurer: Karol Faust, Elizabeth Mason
- O. Extraclassroom Faculty Auditor: Laura Bosinski
- P. Financial Advisor: Capital Markets
- Q. Foster Care Liaison: Jill Glowniak
- R. Freedom of Information Officer: Michael Belle-Isle
- S. Homeless Children & Youth Liaison: Jill Glowniak
- T. Infection Control Officer: Jeffrey Wheaton
- U. Insurance Carrier: New York State Insurance Reciprocal
- V. Internal Auditor: Lumsden & McCormick, LLP
- W. Medicaid Compliance Officer: Maria Oddo
- X. Mental Health Liaison: Maria Oddo
- Y. Residency Determinations: Michael Belle-Isle
- Z. Records Access Officer: Nicholas Fudoli
- AA. Records Management Officer: Michael Belle-Isle
- BB. School Attorney: Hodgson Russ LLP
- CC. School Physician: Dr. Mark Costanza [Healthworks]
- DD. Section 504 Compliance Officer: Maria Oddo
- EE. Special Education Attorney: Patrick McNelis, LLC
- FF. Supervisors of Attendance:
 - 1. High School, Gregory Pigeon
 - 2. Middle School, John Griesmer
 - 3. Smallwood Drive School, J. Richard Crozier
 - 4. Windermere Boulevard School, 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: 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. Certify the Payrolls: Laura Bosinski, Anthony Panella, Michael Belle-Isle
- C. Designated Official to receive court notification: Anthony Panella
- 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)

- G. Purchasing Agent: Laura Bosinski
- H. Hearing Official for participation in the Federal Child Nutrition Program: Laura Bosinski
- I. Reviewing Official and Verification Official for participation in the Federal Child Nutrition Program: Tracey Ogilvie
- J. School Pesticide Representative: Mark Rampado

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 sign capital project change orders up to \$25,000
- F. Authorize Assistant Superintendent Curriculum, Instruction & Technology to approve travel and conference attendance for employees including the Superintendent
- G. Authorize Assistant Superintendent of Student & Staff Services to sign off on all official documents in the Superintendent's absence
- H. 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](#))
- I. Authorize School Business Administrator to approve Superintendent's expenses
- J. 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
- K. Authorize School Business Administrator and Treasurer to invest funds
- L. Authorize to pay mileage reimbursement at the rate of IRS Standards
- M. Authorize the Superintendent or his designee to approve contracts on behalf of the District for the 2021-2022 school year
- N. Authorize and designate School Business Administrator and Assistant Superintendent for Student & Staff Services at Title VI, VII, IX Compliance Officers

Other Items

- A. Adopt the Disposition Schedule for New York Local Government Records (LGS-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 Revenue Anticipation Note should it be needed
- K. Approve Tax Anticipation Note should it be needed
- L. Reaffirm and adopt the District Code of Conduct
- M. 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 Lynn Errington. Motion unanimously carried (7-0).

Regular portion of meeting began at 7:06 pm.

REPORT OF SPECIAL COMMITTEES

Board member Jesisica McLaughlin stated the Smallwood Reopening Committee met. It was agreed that some pandemic implementations regarding arrival and dismissal worked well and will remain in place. Once the new guidance is received, the committee will reconvene.

Board member Jeanne Ernst relayed that the District Social Emotional Learning committee will be meeting this Thursday.

SUPERINTENDENT'S REPORT

Board of Education Protocol

President Steimle stated the board previously reviewed the Board of Education Protocol. No changes were asked to be made. Superintendent Panella added that the protocol worked well during the pandemic.

Superintendent Panella mentioned that the new guidance was received and he anticipates that the New York State Department of Health and the State Education Department will weigh in.

A motion was made by Lorry Goldhawk and seconded by Jessica McLaughlin to approve the following New Business Items: XVIII a-h, XIX a-d, and XX c, d, and g. The motion unanimously carried (7-0).

NEW BUSINESS

- A. Approve **Minutes** of June 15, 2021 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 Town of Amherst and Amherst Central School District for school district resource officer program effective July 1, 2021 through June 30, 2022.
- E. Approve an increase in pay from \$21.00 to \$22.00 per hour for Richard Foley as claims auditor.
- F. Approve the Latin textbook: Ecce Romani III (textbook at District Clerk's table for review)
- G. Approve disposing of 33 obsolete textbooks from Amherst High School: Glencoe Keyboarding with Computer Applications.
- H. Approve excess of surplus goods for auction.

PERSONNEL

Instructional – Faculty

1. Appoint **Tammie Hobler**, who is on the School Counselor Preferred Eligibility List ("PEL"), to a **tenured full-time School Counselor -School Counseling and Guidance tenure area 30.8(b)(2)** (replacing Michelle Thomson) effective September 1, 2021.
2. Appoint **Kaleigh Creeden**, who holds a valid provisional School Counselor certificate, **to a four-year probationary appointment as a School Counselor - School Counseling and Guidance tenure area 30.8(b)(2)** at the Family Support Center (new position) effective August 23, 2021.
3. Appoint **Melissa Rakvica** who holds a valid permanent Special Education certificate, **to a three-year probationary appointment (jarema credit for prior tenure) as a Special Education Teacher—special subject tenure area 30.8(a)(7)** at Amherst Middle School (new position) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.
4. Appoint **Kayla Stuber** who holds a valid initial Students with Disabilities (Grades 7-12) Generalist certificate, **to a four-year probationary appointment as Special Education Teacher—special subject tenure area 30.8(a)(7)** at Amherst Middle School (replacing Gabrielle Zafonte) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.
5. Appoint **Leah O'Donnell** who holds a valid professional Students with Disabilities (Grades 1-6) certificate, **to a four-year probationary appointment as a Special Education Teacher—special subject tenure area 30.8(a)(7)** at Amherst Middle School (new position) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.
6. Appoint **Yvette Mercado** who holds a valid professional Students with Disabilities (Grades 7-12) Generalist certificate, **to a three-year probationary appointment (jarema credit for prior tenure) as a Special Education Teacher—special subject tenure area 30.8(a)(7)** at Amherst Central High School (new position) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.

7. Appoint **David Mansfield**, current Teaching Assistant-Special Education, who holds a valid permanent Special Education certificate, **to a three-year probationary appointment (Jarema credit for prior tenure) as a Special Education Teacher—special subject tenure area 30.8(a)(7)** at Amherst Middle School (new position) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.
8. Appoint **Renee Lavocat-Gibbs**, who holds a valid initial Students with Disabilities (Grades 1-6) certificate, **to a four-year probationary appointment as a Special Education Teacher—special subject tenure area 30.8(a)(7)** at Windermere Boulevard School (new position) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.
9. Appoint **Carolyn Tatlow** who holds a valid professional Students with Disabilities (Grades 1-6) certificate **to a four-year probationary appointment as a Special Education Teacher—special subject tenure area 30.8(a)(7)** at Smallwood Drive School (new position) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.
10. Appoint **Amber Amato** who holds a valid Students with Disabilities (Grades 7-12) Generalist certificate, **to a four-year probationary appointment as a Special Education Teacher—special subject tenure area 30.8(a)(7)** at Amherst Middle School (replacing Ryan Friedrich) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.
11. Appoint **Alexandria Fabiano**, who holds a valid professional Mathematics (Grade 7-12) certificate, **to a four-year probationary appointment as a Mathematics teacher—Mathematics tenure area 30.7(b)** at Amherst Central High school (new position) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.
12. Appoint **Callie Georger**, current Teaching Assistant-Special Education, who holds a valid professional Childhood Education (Grades 1-6) certificate, **to a four-year probationary appointment as an Elementary Teacher—Elementary tenure area 30.5** at Windermere Boulevard School (new position) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.
13. Appoint **Grace Licata**, who holds a valid initial Childhood Education (Grades 1-6) certificate, **to a four-year probationary appointment as an Elementary Teacher—Elementary tenure area 30.5** at Windermere Boulevard School (new position) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.
14. Appoint **Amanda McNeil**, who will obtain Initial English Language Arts (7-12) certificate, **to a four-year probationary appointment as an English Language Art Teacher—English tenure area 30.7(b)** at Amherst Central High School (new position) effective August 23, 2021. To receive tenure, the individual must receive composite or overall APPR ratings of "effective" or "highly effective" in at least three of the four preceding years, including the tenure year.

Teaching Assistants

1. Accept with regret and appreciation the resignation of Francesca Raycraft, Teaching Assistant at Smallwood Drive School, effective June 24, 2021 with her last day of work on June 23, 2021.
2. Accept the resignation of David Mansfield from his current Teaching Assistant (Special Education) position effective June 26, 2021 at Amherst Middle School to accept a teaching position with his last day of work in the current title on June 25, 2021.
3. Accept the resignation of Hillary Asbeck-Wade from her AIS Teaching Assistant position effective June 24, 2021 at Windermere Boulevard School to accept a teaching position with her last day of work in the current title on June 23, 2021.
4. Accept with regret and appreciation the resignation of Callie Georger as a Teacher Assistant (Special Education) at Windermere Boulevard School effective June 24, 2021 to accept an Elementary Teacher position with her last day of work in the current title on June 23, 2021.

Civil Service

1. Amend the appointment of **David Germain, Custodian** at Amherst Middle School, from

- probationary to permanent** effective July 18, 2021 upon successful completion of his 26-week probationary period in accordance with civil service rules and regulations.
2. Amend the appointment of **Lee Hernquist, Head Custodian** at Amherst Middle School, from **probationary to permanent** effective July 26, 2021 upon successful completion of his 26-week probationary period in accordance with civil service rules and regulations.
 3. Appoint **Erin Coughlin**, as a permanent **Occupational Therapist** at Smallwood Drive School (new position) effective August 23, 2021.
 4. Appoint **Tomasina Lamper**, as a permanent **Occupational Therapist** at Windermere Boulevard School (new position) effective August 23, 2021.
 5. Appoint **Rima Jadallah**, previous Teacher Aide/Cafeteria Monitor at Windermere Boulevard School, to a **part-time Food Service Helper (17.5 hours/week)** at the Windermere Boulevard School (replacing Catherine D'Andrea) effective September 8, 2021.
 6. Appoint **David Torres** as a **full-time Laborer** at Smallwood Drive School (replacing Richard Cumpston) for a 26-week probationary period effective August 02, 2021 in accordance with civil service rules and regulations
 7. Accept with regret and appreciation the resignation of **Rima Jadallah** as a Teacher Aide/Cafeteria Monitor at Windermere Boulevard School effective June 23, 2021 to accept a Food Service Helper position with her last day of work in the current title on June 22, 2021.
 8. Accept with regret and appreciation the resignation for purposes of **retirement** of **Beatrice Swiantek**, Teacher Aide at Smallwood Drive School, effective July 17, 2021 with her last day of work on June 23, 2021.
 9. Accept with regret and appreciation the **resignation** of **Stefanie Penque**, Teacher Aide (Special Education) at Windermere Boulevard School, effective June 23, 2021 with her last day of work on June 22, 2021.
 10. Accept with regret and appreciation the **resignation** of **Cynthia Brooks**, School Nurse at Christ the King School, effective June 30, 2021 with her last day of work on June 30, 2021.
 11. 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 2021-22 school year in accordance with civil service rules and regulations.

Other

1. Approve additions to the staff for Amherst **Middle School 2021 Summer Skills Program** effective July 7, 2021 through August 10, 2021.
2. Approve additions to the staff for the **SDS/WBS Elementary School 2021 Summer Program** effective July 12, 2021 through August 20, 2021.
3. Approve addition of **Cross Country - Assistant Varsity Coach to the AEA contract**, Pay Schedule G under Appendix B, Section 4 in the Amherst Education Association Agreement.
4. Approve **Non-Salaried Employee Rates** for the 2021-22 school year.
5. Approve Non-Instructional Staff for the **2021-22 Community Education Program**.
6. Approve **Annual Additional Pay Items**.
7. Approve reappointment of **Curricular Teacher Leaders** for the 2021-22 school Year.

FINANCIAL

Budget Transfers Report: General Fund (June 2021), Capital Projects Fund (June 2021), School Lunch Fund (June 2021); Budget Transfers Report [over \$25,000]: General Fund (June 2021), Capital Projects Fund (June 2021); Warrant Reports (#0051 and #0053).

Follow Up Action Items

1. None

A motion to adjourn to Executive Session to discuss negotiations with the Amherst Office Professional Association, litigation, and employment of a particular person was made by Mark Smith seconded by Jeanne Ernst. Motion unanimously carried (7-0).

The board convened to Executive Session at 7:34 PM.

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

The board convened to Public Session at 9:10 PM.

A motion to ratify a four (4) year contract made between the Amherst Office Personnel Association and the Board of Education effective July 1, 2021 through June 30, 2025 was made by Lorry Goldhawk, seconded by Dominic Vivolo. Motion unanimously carried (7-0).

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

The meeting adjourned at 9:10 PM.

The next regular Board of Education meeting to be held on Tuesday, August 10, 2021 at 7:00 PM.

Respectfully submitted by: Deborah Custodi, District Clerk