

**MINUTES OF THE 956 REORGANIZATION & REGULAR BUSINESS MEETING
BOARD OF EDUCATION
AMHERST CENTRAL SCHOOL DISTRICT
July 12, 2022
Amherst Middle School, District Office**

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, 2022 to June 30, 2025: Lorry Goldhawk and Dominic Vivolo.

Jessica McLaughlin nominated Paul Steimle for President. Motion by Jessica McLaughlin, seconded by Mark Smith to nominate Paul Steimle as President of the Board of Education for the 2022-2023 school year.

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

Paul Steimle nominated Jeanne Ernst for Vice President. Motion by Paul Steimle, seconded by Lorry Goldhawk, to nominate Jeanne Ernst as Vice President of the Board of Education for the 2022-2023 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.

A motion was made by Lorry Goldhawk and seconded by Jessica McLaughlin to approve the following items: IV a-f, V a-ff, VI a-i, VII a-f, VIII, IX a-j, X a-n and XI a-m. The motion unanimously carried (6-0).

Appointment of Officers

- A. District Clerk: Deborah Custodi
- B. District Treasurer: Barbara Williams [oath administered July 7, 2022]
- C. Deputy Treasurer: Daniel Farley [oath administered July 7, 2022]
- D. Internal Claims Auditor: Richard Foley [oath administered July 7, 2022]
- 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: Michael Belle-Isle
- D. Census Enumerator Assistants: Daniel Farley, Sally Cukierski
- 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, Traci Froelich
- O. Extraclassroom Faculty Auditor: Laura Bosinski
- P. Financial Advisor: Capital Markets
- Q. Foster Care Liaison: Juliane Grover
- R. Freedom of Information Officer: Michael Belle-Isle
- S. Homeless Children & Youth Liaison: Juliane Grover
- 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 & Webster Szanyi 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 Ccrozier
 - 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: Lynn Errington
- 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 2022-2023 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 \$1.35; Lunch K-8 \$2.50; Lunch 9-12 \$2.55
- 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

Regular portion of meeting began at 7:08 pm.

REPORT OF BOARD AND SPECIAL COMMITTEES

President Steimle stated the board reviewed the **Board of Education Protocol**. No changes were asked to be made.

SUPERINTENDENT'S REPORT

Universal Prekindergarten Programming

Dr. Lynn Shanahan reported on Universal Prekindergarten programming for the 2022-2023 school year. She reviewed the funding timeline, current registration, transportation, curriculum development and wrap around care.

A motion was made by Jessica McLaughlin and seconded by Lynn Errington to approve the following New Business Items: XVI a-f, XVII a-e, and XVIII c, d, and g. The motion unanimously carried (6-0).

NEW BUSINESS

- A. Approve **Minutes** of June 21, 2022 Regular Board Meeting and June 29, 2022 Special 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 **donation** of one (1) Armstrong Flute for Windermere Boulevard School Band valued at \$175.00.
- E. Approve the **donation** of one (1) Yamaha Clarinet with two (2) cases and accessories for Windermere Boulevard School Band valued at \$400.00.
- F. Accept **gifts / donations** on the attached list and increase the District's 2022-2023 budget appropriation by \$2,099.37.

PERSONNEL

Administrative

- 1. Accept with regret and appreciation the **resignation** of **Heather Krystofiak**, Assistant Principal at Amherst Central High School, effective with her last day of work on August 5, 2022.

Instructional – Faculty

- 1. Approve the **change of status** for **Denise Zappy**, who holds a valid permanent Pre K-6, certificate, **from part-time to full-time** tenured appointment as a Pre-Kindergarten Teacher—Elementary tenure area 30.5 at Smallwood Drive School (new position) effective August 22, 2022.
- 2. Approve the **change of status** for **Carmen Shutts**, who holds a valid permanent Pre K-6, certificate, **from part-time to full-time** tenured appointment as a Pre-Kindergarten Teacher—Elementary tenure area 30.5 at Smallwood Drive School (new position) effective August 22, 2022.
- 3. Accept with regret and appreciation the **resignation** of **Jennifer Vespa**, Speech and Language Pathologist at District Office, effective with her last day of work on June 30, 2022.
- 4. Accept with regret and appreciation the **resignation** of **MaryElizabeth Rustowicz**, Social Studies Teacher at Amherst Middle School, effective with her last day of work on June 30, 2022.
- 5. Accept with regret and appreciation the **resignation** of **Yvette Mercado**, Special Education Teacher at Amherst Central High School, effective with her last day of work on June 30, 2022.
- 6. **Rescind the appointment** of **Mary Valle** as a Science Teacher at Amherst Middle school (new position) effective July 6, 2022 (Original appointment was approved at the May 3, 2022 board meeting).
- 7. Approve **maternity/child care leave** for **Kirsten Cole**, English Teacher at Amherst Middle School, effective September 6, 2022 through October 19, 2022 (tentative dates).
- 8. Approve **maternity/child care leave** for **Lauren Honsberger**, Kindergarten Teacher at Smallwood Drive School, effective October 11, 2022 through March 6, 2023 (tentative dates).
- 9. Approve an **extension of unpaid childcare leave** to **Amanda Walter**, Elementary Teacher at Smallwood Drive School, effective August 30, 2022 through January 30, 2023 (tentative dates).
- 10. **Terminate** the employment of teachers serving in encumbered positions in accordance with New York State Education Law, Section 2510, Subdivision 3, without rights to recall effective June 30, 2022.

Deangelo, Felicia Remedial Reading	1.0 FTE	Windermere
Kessler, Brittany School Counseling & Guidance	1.0 FTE	High School

Teaching Assistants

- 1. Accept with regret and appreciation the **resignation** of **Julia Trabert**, part-time Teaching Assistant at Smallwood Drive School, effective with her last day of work on June 22, 2022.

2. Accept with regret and appreciation the **resignation of Taylor Balsler**, Teaching Assistant-Special Education at Amherst Middle School, effective with her last day of work on June 24, 2022.
3. Accept with regret and appreciation the **resignation of Denise Machado**, Teaching Assistant at Windermere Boulevard School, effective August 31, 2022 with her last day of work on August 12, 2022.

Civil Service

1. Accept with regret and appreciation the **resignation of Noreen Small**, part time Registered Professional Nurse (School) at Amherst Central High School, effective with her last day of work on June 23, 2022.
2. Accept with regret and appreciation the **resignation of Jennifer Boettcher**, Account Clerk Typist at District Office, effective with her last day of work on July 20, 2022.
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 2022-23 school year in accordance with civil service rules and regulations.
4. **Amend the appointment of Raymond Arias**, Custodian at Amherst Middle School, from probationary to permanent effective August 9, 2022 upon successful completion of his 26-week probationary period.

Other

1. Approve the **Non-Instructional Staff** for the 2022-2023 school year **Community Education Program**.
2. Approve **Non-Salaried employee wages and annual additional pay items** for the 2022-23 school year.
3. Approve **High School and Middle School Department Chairpersons** for the 2022-2023 school year.
4. Approve the **changes** to the staff for the **SDS/WBS Elementary School 2022 Summer Program** effective June 27, 2022 through August 5, 2022.
5. Approve the **changes** to the staff for the **Amherst Middle School 2022 Summer Program** effective July 11, 2022 through August 11, 2022.
6. Approve the **changes** to the staff for the **Amherst Central High School 2022 Summer Program** effective July 11, 2022 through August 11, 2022.
7. Approve the staff for the 2022 **Summer School -ESY Program** in collaboration with Erie 1 BOCES.
8. Approve the **Intramurals Staff** for the 2022-23 school year.
9. Approve additions to the **Fall 2022 coaches payment schedule**.

FINANCIAL

Budget Transfers Report: General Fund (June 2022): Budget Transfers Report [over \$25,000]: General Fund (June 2022), Capital Projects Fund (June 2022); Warrant Reports (#0052, #0054 and #0055).

Follow Up Action Items

1. None

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

The meeting adjourned at 7:36 PM.

The next regular Board of Education meeting to be held on Tuesday, August 9, 2022 at 7:00 PM.

Respectfully submitted by: Deborah Custodi, District Clerk